

**Minutes
National Communication Association
Executive Committee of the Legislative Assembly
Virtual Meeting
September 10, 2025**

Participating in the meeting:

Executive Committee Members: Jeanetta Sims, President; Tina Harris, First Vice President; Shaunak Sastry, Second Vice President; Marnel Niles Goins, Immediate Past President; Candice Thomas-Maddox, Finance Committee Chair/Treasurer; Kenneth Lachlan, Finance Committee Director; Michael Lechuga, Finance Committee Director; Julie-Ann Scott-Pollock, IDEA Council Chair; Laurie Lewis, Mentorship and Leadership Council Chair; John Sloop, Publications Council Chair; Benjamin Warner, Research Council Chair; Katherine Thweatt, Teaching and Learning Council Chair; Justin Danowski, Executive Director/Secretary (non-voting).

National Office Staff: Alexis Rice, Director of Communications and Membership; Joe Ritchie, Chief Financial Officer; Monica Yang, Strategic Projects Associate; Jennifer Fletcher, Organizational Development Manager.

1. Call to Order

President Sims called the meeting to order at 3:02 P.M. Eastern.

2. President Updates

- a. Sims provided an update that all EC meetings will now routinely end with an executive session and sometimes a double executive session.

3. Executive Director Updates

- a. Danowski gave an update on the Finance Committee's Virtual Learning Opportunity program (VLO); the recording will be posted on the Finance webpage as a long-term resource.

4. Proposed Budget Endorsement

- a. Report presented by Thomas-Maddox and Ritchie regarding the following items:
 - i. Danowski will develop a hiring plan for the Chief Diversity Officer (CDO) by year-end. No CDO funds are directed to another position.
 - ii. An increase in Convention registration fee were proposed in the context that NCA did not increase fees to align with inflation and the cost of events for several years.

- iii. Budget includes funds to support the conventions of regional associations.
- iv. Budget includes funds for NCA officers or designees to participate in the National Humanities Alliance (NHA) Advocacy Day to highlight NCA's public advocacy.
- v. New Communication Elevation Grant cycle will alter between \$30,000 in years without the Mid-Career Scholars' Writing Retreat, and \$15,000 in years with the programs. Other grant lines remain at current dollar levels.
- vi. Discussion ensued about the decrease in funding for the Institute for Faculty Development (IFD) program. The EC will consider increasing the IFD for 2026.
- vii. Discussion ensued about the funding structure of the Convention regarding vendors and contractors. The EC agreed to return to the question in October. Danowski and Duckett will provide a proposal and metrics for a new Convention Sales staff position.

5. Executive Session

6. Double Executive Session

At approximately 4:14 P.M. Eastern, Sims moved the group into Executive Session.

Respectfully submitted,
Monica Yang
Strategic Projects Associate