



## **Ohio Communication Association Planning Meeting**

June 7, 2013

Ohio University Lancaster/Pickerington

Present: Theodore Avtgis, Andrew Hunt, Brad Palmer, Nicole Blau, Stefne Lenzmeier Broz, Doug Sweitzer, Cristina Gonzalez Alcala, Amber Ferris, Dariela Rodriguez, Liane Gray-Starner, Jeffrey Tyus, Erin Hollenbaugh

Call to order: 9:18 a.m.

Minutes approved: Doug moved, Cristina seconded

President's report (via Ted)

- Voting procedures – discussed moving to electronic format in the long-term
  - Purposes for changing voting procedures
    - At the luncheon, it's unprofessional and distracting to run around managing the vote
    - It is face-saving to announce the winners electronically instead of in person at the conference
  - Long-term – electronic voting
    - Erin is going to compose a proposal to change the bylaws for consideration at the October meeting
  - In the short-term, vote at the conference by submitting in a locked box (not during the meeting itself)
    - Put the ballot on a specialized paper (color) with a signature page attached with color OCA logo (include write-in)
    - Will need to have all nominations finalized before the conference to prepare the ballot and compile “platforms”
      - Send this electronically prior to the conference and print a hard copy in the registration packet
- We should revisit the undergraduate and graduate student representative
  - Potential changes in choosing the undergraduate student representative...
    - Erin is going to compose a proposal that undergraduate reps are appointed by the next year's on-site coordinator
- Discussion of our president's involvement since leaving academia...

- If he wants to and can lead from his current position, we support him in this position. But if he can stay, then we support him in that role.
- Constitution, article V, 2D...
  - Ted moves, Nicole seconds... in the event of Tim's vacancy of President, Executive Committee voted unanimously to appoint Jeff Tyus as President through October 2014, completing the term.

#### Executive Director's report (Erin)

- See appendix for ED report

#### Vice-President's report (Ted)

- New journal, in addition to *Ohio Communication Journal*
  - *Human Communication* – an existing journal that has gone dormant
  - Ted is exploring options of adopting that journal

#### Journal Editor's report (Nicole)

- Discussed considering online publishing
- Amber Ferris has joined as Assistant Journal Editor
- Volume 50 is complete
- Volume 51
  - 37 submission this year, which is up from previous years
    - Still missing 15-ish reviews
  - On track for an October publication
- Discussion of quality of reviewers
  - There should be a process to determine who is on the editorial board vs. guest reviewers

#### Communication Coordinator's report (Andrew)

- Website overhaul... discussion about the need to have an external, profession web developer...
  - Andrew moving forward with soliciting bids from an outside vendor for October conference
  - Bids come directly to Erin.
- Technology committee: Andrew, Dariela, Cristina, Brad... compiling a list of website functions to send out to vendors
  - Things that need to be on the website:

#### Conference Coordinator report – on-site (Liane)

- Reserved the Lafayette Hotel
- Friday reception – a mini “Taste of Marietta”
- Discussed contingency plans in case of changed leadership

#### Awards (Jeff)

- Extending the call for award nominations to July 15
- District reps proposed to look at awards to help decide winner

Honoring Jimmy Trent

- A tribute

Adjournment: June 7, 2013

Appendix  
Executive Director's Report

**OCA Executive Director's Report**

Prepared by Erin Hollenbaugh and Adam Earnhardt

June 7, 2013

O.U. Pickerington – OCA Executive Board Meeting

***Financials (as of June 6, 2013)***

	2012-2013	2011-2012 (when available)
<b>Balance</b>	<b>\$13,990.58</b>	<b>\$11,843.45</b>
PNC	9,877.50	
Check from Adam (closing old account)	4,113.08	
<b>Revenue</b>	<b>\$10,960.34</b>	<b>\$9,201.74</b>
Dues/Fees	7,610.34 (162 members)	8,261.74 (123 members)
Journal Income	400.00	440.00
Conference Sponsorships	2,500.00	500.00 (Kendall/Hunt)
<b>Expenses</b>		<b>\$8,219.17</b>
June Board Meeting (food)	2012 Subtotal: 70.82	2011 Subtotal: 125.00
Conference	Subtotal: 6,126.19	Subtotals: 2011: 5,823.84 2010: 8,332.15
Catering – lunch/room (KSU)	2,860.00	
Catering – breakfast (KSU)	351.45	
Programs (RL Smith)	569.95	
Trophies (Accolade Designs)	233.23	
Cash awards	255.00	
Reception – sound (Woodsy's)	175.00	
Reception – food (Pufferbelly)	465.05	
Prizes (Sam's Club)	225.41	
Supplies (Office Max, Walmart... print cards, name tags, table cloths, etc.)	359.31	
Supplies (Erin Hollenbaugh's expenses, Friday lunch, etc.)	230.00	

Gift purchase	66.79
Keynote stipend	300.00
Reimbursed fees (Jeff Tyus, student)	35.00

Journal printing	Subtotal: 1,860.47	Subtotal: 1,770.30
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Executive Office		Subtotal: 500.43
Easy CGI		107.40
Constant Contact	122.50	294.00
Supplies		99.03
Filing Articles of Org to Ohio	125.00 (check has not cleared as of 6/6/13)	
Sec of State Husted		

Transferred to Erin Hollenbaugh as new Executive Director

- New bank account – PNC

2012 IRS E-990 Postcard filed June 6, 2013 for tax-exempt status

Registered Articles of Organization of a Domestic Limited Liability Company with Ohio Secretary of State's Office

Payment options for 2013 conference

- Prepaid registrations are preferred
- Pay at the door with cash, check, or now credit card using iPhone/iPad

Adam Earnhardt is communicating with sponsors for 2013 conference

- Send potential sponsors his way! [acearnhardt@ysu.edu](mailto:acearnhardt@ysu.edu)
- He has secured Kendall Hunt's sponsorship
- Goal for 2013 conference: \$5,000 in sponsorships (which would almost cover the conference costs)