Ohio Communication ASSOCIATION EXECUTIVE Board Meeting Minutes

Meeting Date: October 14, 2016 at 10:00 am

Meeting Location: Ashland University

Recorded By: Chelsea Kaunert

Agenda:

1. Acceptance of minutes
2. President report
3. Vice President report
4. Executive Secretary report
5. Conference Coordinator report
6. Site Coordinator report
7. Journal editor report
8. Archivist report
9. Regional representative report
10. Welcome by Ted: progress of OCA (stepping down)
11. Liane (Vice President/Incoming president) update:
12. Conference Theme: Clark State (2017) then unclear for 2018.
	1. Speaking about BGSU as a potential site. Cody spoke with BGSU and homecoming dependent, they were unsure.
	2. Board talks and decides that we will set the theme. Our mission is teaching and education, the theme should reflect this. Theme should be student centered.
	3. Idea (Tammy): future of research? Where is communication research going in the future? Cultivating our research. Investing in our future: Research, Teaching and Scholarship.
		1. We need to show the different paths both academic and non-academic
		2. Liane is going to develop four or five different titles and then the board with give feedback and vote. End of the day today or lunch tomorrow.
		3. Grad students can brainstorm for theme for June meeting
			1. Graduate student panel with a rotating theme for each year. Make in annual.
			2. Tammy: Then have a professional panel as well. Rotating per year.
	4. Board of Elections: will start after the conference electronically
		1. Amber and Tammy: VP
		2. Southeast: Kristen
		3. Southwest: Andrew
		4. Grad student: Cody
	5. Cristina (executive director): is stepping down. Executive director position is now open. Liane suggests volunteers. Invites Michelle, Tammy, and Amber. Amber declines, as well as Tammy.
		1. The position requires a lot of work.
		2. Ted: we need to tread lightly due to financial regulation and requirement. Position takes fiscal and moral responsibility. It cannot be messed up. Erin (in the interim) and Cristina could work together until we appoint someone.
		3. Cristina suggests: It is important to solidify our positions. We need to know who is doing what and when. Executive director should focus only on the financials.
		4. Program person needs to be in charge on printing as well, jobs have been traditionally passed down from things like registration to emails, we end up stepping on each other’s toes. Other members agree. Jobs need to be delegated appropriately.
			1. Cody suggests utilizing grad student to do those little administrative jobs. (Grad student reps)
			2. Jerry wanted to donate $100 dollars to scan. $500 dollars to students to come in and work
			3. Amber pulls up bylaws and suggests a solution could be to revise the bylaws and duties for each position.
			4. All of these things need to be talked about in November
			5. Jerry discusses continuity of the position. It has to be an extended term, also another burden, James Fibbs (executive director) at cedar college had to go through audit annually (independently)
			6. Ted: learn from our sister organizations at Duquesne, we need to talk to these people who have been doing it. Find out what an executive director actually does. Creating a best practice. We can mature this way; it is necessary to clarify these positions.
				1. Cody speaks about Dr. Arnett, and the importance of the team.
			7. Amber: we need to seek someone who can get a course release. Maybe an Org Comm person? Especially, the skills necessary. Someone like Erin is needed
			8. Liane: It would be nice if someone seeks this position and wants to use this as step up on the ladder. We need to pitch it in this way. Honorary position
			9. Map out the hours (suggested by Tammy)
			10. Liane suggests sending a letter (formal) of the exec director position to all the program directors including all the requirements of the job (including the course release) 3-5 year min term. As well as CRNET. Application process
			11. Registration is at 81 (random)
	6. Exec director report Cristina
		1. Erin was able to secure 9 partners (4 different states) at $250 each
		2. We will be able to cover cost for the conference
		3. Standing at $14,637.45 does not include income from the partners or the actual registration or the expenses (including speaker)
		4. Board needs to discuss and approve a budget for student (assistant and Erin)
			1. Proposed $500
			2. Jerry Donating $100 through the organization for scanning
			3. Conference costs roughly $4,000
			4. Sponsors: $2,050
			5. Registration: 83 (around $6,000)
				1. 40 students
				2. 43 staff
			6. Membership: 84
		5. Sponsorship/PR/Advertisement: there needs to be someone in charge to do that…board thinks that Erin would do that. Calling it a Sponsorship Coordinator (board appointment). Need to add it to the bylaws
		6. Formal motion to add Sponsorship Coordinator as an appointed position
			1. All in favor, motion approved
			2. Nominate Erin
	7. Journal Editor Report (Amber)
		1. Great edition for the 80th edition
		2. Changing to a February publish date instead of November (36 submissions up from 13) changing the date of submission was great!
			1. Print edition is $700
			2. Paradigmatic: Literally ANYTHING
			3. Demographics: Pennsylvania, Ohio, Virginia Iowa Michigan Illinois
		3. Journal Board: moving on 36 submissions is great but hard to handle. Depending on what we get it puts a strain on those who review. Hard to get people in the summer.
		4. Turnaround: people who have submitted in February and do not have results from due to transitional problems. A majority of people who submitted in July have been responded to.
		5. Ted: suggests getting metrics done on the journal since it is growing
		6. If we grow, how do maintain standard?
13. Jerry (Archivist):
	1. Two proposals:
		1. Muskingum University as the permanent place for our archives (historically and location since they have the space) Already spoke with the librarians
		2. University of Cincinnati offered to digitize archives as well
	2. Liane moves to delegate Muskingum University as the permanent place four OCA archives.
		1. Motion Seconded
		2. Motion granted
	3. Suggests to make archivist a board position
		1. Doug agrees that it is long overdue
	4. Need to reconnect with Judy Trent and other past organization members and pairs well with history
	5. Doug Moves to make the archivist a board appointed position on exec board
		1. Motion granted
14. Regional Rep: Tammy
	1. Searching for 2 year/community college: Where are the comm people at?
		1. Hard to find the people and she is still searching (grassroots efforts)
	2. Cody agrees and the websites are not helpful on most sites
	3. Liane: Survey Monkey: CRNET Do you teach comm in the state of Ohio? And why of course…
		1. Google Forms (through Gmail) Tammy and Liane will work on this
		2. Survey Monkey
		3. Qualtrics
	4. Ted motions to end the meeting
		1. Motion granted