



## **OHIO COMMUNICATION ASSOCIATION EXECUTIVE BOARD MEETING MINUTES**

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Meeting Date: June 2, 2017 10:00 a.m.- 2:00 p.m.

Meeting Location: Franklin University, Frasch Hall, room 211

Approval: DRAFT

Recorded By: Alyssa Fisher

### **10am Welcome and Introductions**

Attendees:

- Michelle Coleman, Executive Director
- Liane Gray-Starner, President
- Tammy Bosley, Vice President
- Michael Cuffman, Site Coordinator, OCA Conference 2017
- Zach Humphries, Graduate Student Representative
- Shawn Starcher, Central District Representative
- Dariela Rodriguez, Assistant Journal Editor
- Julie Semlak, Conference Coordinator
- Cody Clemens, Graduate Student Representative
- Brad Palmer, Northeast District Representative
- Jerry Feezel, Archivist
- Amber Ferris, Journal Editor
- Kristen Hungerford, Southwest District Representative

### **10:12 Approval of minutes from previous meeting**

#### **President's Report**

##### **Constitution**

Want to revamp the job requirements for bylaws

Want to work through it by conference?

Mentioned Article 6.1 approval can be done by executive committee (we can make changes without having to put it before the members, unless we are not making substantive changes).

Suggested p.1 article 2: purpose: add 7. "To encourage student research and conference participation."

- What can we take care of today, and what needs to be finished today/before OCA
- Voting? Move to an online platform
  - o Potentially done after the conference; amendments are presented at the conference and voting is done 15 days after that.
  - o Amendment currently says that vote needs to happen at the business meeting (at conference)

- Liane does suggest adding an article regarding the Annual Conference to add general guidelines: when we hold it, how long we want it to be.
  - o Should we add first weekend of Oct as official conference date? No, maybe just as a guideline, because it does limit what sites we can use – some Universities don't announce Homecoming, etc. until the school year starts.
- Executive committee – should we add positions, should we have an auxiliary board, non voting members, etc.?
  - o Discuss undergraduate positions
  - o Onsite conference coordinator
  - o Undergraduate conference coordination – help with careerpath, etc.

Action: Going to set up suggested changes in a user-friendly way (Cody and Liane to work on this) and send out to membership fifteen days before the business meeting in October for voting.

- How do we get comments on the changes? Google Docs?

### Conference

Need a keynote speaker.

- From Ohio state? So we can try to reestablish that relationship.

### Website

- Conference stuff
- Job posting site

## Vice President's Report

Contacted the basic course that she is a part of, to no avail. Will keep trying.

Worked with Jeff to coordinate awards ceremony

Online voting: looking at Qualtrics, SkyVoting.

- At a weird spot in terms of number of members we have vs. pricing.
- No text message option, but can still do it on mobile device via email.
- Will use Qualtrics for October.
  - o Voting for Reps;
  - o Also need names, bios, the candidates need to be prepared to speak at the meeting (?)
  - o Nominations – do we accept nominations on the floor at the meeting? Or are nominations closed at that point?

## New positions: Communication Coordinator Alyssa Fisher, Conference Coordinator Julie Semlak, Assistant Journal Editor Laura Russel

Dariela makes a motion to vote to confirm the appointment of the positions

Tammy seconds

Approved unanimously

## Executive Director's Report

New website overview

- Break 11:53am

- Reconvene at 12:23pm
- Need bios from some people & photos from new people

Constant Contact was cleaned up to save us money (is now email-only)

Added PayPal to website for payments

Email Consolidation

- Had over 700 names on Constant Contact, has been working on eliminating duplicates and update addresses.

Should we separate out membership and conference fees for those who want to attend the conference w/o membership or vice versa?

- Potential adjunct rate as well? Maybe at a rate of \$75
- Maybe send out a survey post-conference?
- Michael has a suggestion to form a subcommittee to look at the financials of what the actual costs could/should be.
- Cody, Kristen, and Erin will have a recommendation to the board by the end of the July.
  - o How much does it cost for 1 person to come to the conference?
  - o Comparative fees from other conferences

News, Tweets, etc. section: need to update this more regularly.

Financially – in good shape.

- EBSCO is now direct deposit with email when they put money in our account.

Working on conference promo

- Clark State's graphic design program will be taking over the postcards as an annual project.
  - o We got four different designs to choose from.
- Programs and postcards are printed locally now. Postcards through Clark State and programs through a local printing company.

Idea: look at critnet for job postings to share posts; esp before we put job postings on our website. (maybe weekly like artswave does)

## Journal Editor's Report (Amber in for Erin)

Won an award for the special edition from Central States.

Volume 55 is published on the web

- 16 accepted manuscripts
- 44% acceptance rate this time, lower than it has been, which is good

Volumes 44 & 55 are on EBSCO

Journal submissions are online and like the conference submission

4 submissions so far

Journal manual to help with problem of continuity for people in these roles in the future.

Always need reviewers!

## Communication Coordinator's Report

Thank you to Chelsea, Welcome to Alyssa

Alyssa's email is [fishan@bgsu.edu](mailto:fishan@bgsu.edu) if you have things that should be sent out

## Archivist's Report

There are 4 plastic storage boxes in archives at the library at Muskegon University – list of items in archives given to ED, Pres, and VP.

- Want to digitize audio and video and put on the website

Circulating copies of what we're missing

Asked that if you know of anyone who was an ongoing/active people in OCA or SCAO, send that over to Jerry.

Wants to find out if Cincinnati is still interested in archives as well.

Overall, Michelle would like to have more historical information on our website.

## Conference Coordinator's Report

Presented draft copy of conference schedule

Q about keeping the spotlight panel slot?

Problem: Top graduate student paper – what should I pair it with?

- Probably the undergraduate student winner

Additional sessions that we may add to balance out the schedule:

- More GIFTS for the G.I.F.T.S session?
- Short courses on sport?

Julie is also willing to do the conference planning position next year as well.

## Partner Program Report

Erin did a survey of partners – satisfied with the space and tables but not the spot of the tables because of the limited “hot spots”

Suggests doing the opportunity fair Friday afternoon & Saturday morning so that the partners only need to stay through lunch on Saturday.

Suggestion to bring undergraduate school info as well because Clark State is a community college.

Recruitment will begin in the next couple of weeks Mid-summer through the conference.

Let Erin know if you have contacts

Program Partners receive Table, ½ page in program, page in the website with their content, list of names and email addresses of all members of undergrad and grad students.

Kendall Hunt: workshop on custom publishing? If they become a partner, how should we handle their partnership?

- Seems relevant because of legislation to lower costs of books.
- Generating online content for authors?

Will work with conference and on site coordinators to coordinate partners' where & what.

Erin was wondering if there was going to an undergrad preconference because some partners would like to meet with undergrads.

## Awards Coordinator

Jeff is not here, but it happens on Friday evening before dinner at conference.

Plans to have hors d'oeuvres ; Mike is working on that.

Nominations go out mid-summer or early fall – Michelle said that the form was updated on the website last night, and Jeff was waiting on that so it will happen ASAP.

Question about the materials needed to nominate someone? Is it too much?

## Regional Representatives' Reports

Wondering whose terms are expiring?

- Potentially Laura
- (Grad student reps might need to be renewed)

## Clark State

Hampton Hotel is the conference hotel, \$99/night, booking link on the website, block of 50 rooms until early September.

All conference events will on campus including awards

There will be student ambassadors onsite.

Free parking on campus

## Other Business

Where will the conference be October 2018? Think we're due for northwest – BGSU? Cody and Alyssa will work on confirming enough so that we can print a postcard announcing the location. Maybe Orrville on the list as backup.

Be thinking about a potential theme as well for that conference.

It will be decided at the next meeting is Friday morning of conference 10am-Noon, and announced at the lunch.

Michelle asked to buy easels.

Motion to adjourn from Liane.