



Ohio Communication Association, Meeting of the Executive Board

October 6, 2017, Clark State Community College, Springfield, Ohio

Recorded by: Alyssa Fisher

Attendees: Liane Gray-Starner, Alyssa Fisher, Michelle Coleman, Laura Russell, Cody Clemens, Shawn Starcher, Amber Ferris, Kristen Hungerford, Andrew Hunt, Brad Palmer, Zach Humphries, Tammy Bosley, Jerry Feezel, Erin Hollanbaugh, Jeff Tyus, Julie Semlak.

Agenda:

- Acceptance of minutes
- President report
- Vice President report
- Executive Director report
- Conference Coordinator report
- Site Coordinator report
- Journal Editor report
- Archivist report
- Regional representative report

10:09am: Meeting Called to order by Liane Gray-Starner, President

10:10am: Introductions

10:18am: Acceptance of minutes

President report:

- Liane is asking Michelle to send out some changes to the by-laws in the next week, and create a Dropbox so that everyone can look at a certain section. Liane has changes that she would like to make and will send that out. Michelle also has comments on the constitution and will add her changes as well.

Vice President report:

- Tammy has created the election in Qualtrics, will wait until after the awards ceremony and will send to Alyssa to send out. Should work on mobile.
- The awards ceremony is tonight at the Marriott. Asked that we help facilitate getting people to the offsite location. The President of Clark State will make some remarks. Jeff gave Tammy the script for the awards ceremony.

Partners Report:

- Total funds raised is \$3850, higher than last year. New partner in McGraw-Hill. Kendall Hunt also sponsored our luncheon in addition to normal sponsorship. Kent State also sponsored the awards reception.
- Additional partners: University of Akron, University of Cincinnati, University of Findlay, Indiana University of Pennsylvania, Youngstown State University, Ashland University.
- Changes from last year: Partners have been invited to integrated into pre-conference. Timing of opportunity fair is no longer all day on Saturday, now is Friday afternoon and Saturday morning.
- Moving forward: want to push for more sponsorships of events like for social media contest, networking breakfast, awards reception, luncheon in addition to being a partner.
- Proposed an award named after Carole Barbato. Amber suggested it might be a research award, or research in action award. Andrew motion for Erin to explore adding that award, Laura seconds, it is approved.
- Also a discussion about potentially revamping awards nomination process. Ask Jeff if he would willing to attend to facilitate discussion.

Executive Director report:

- **(Erin for Michelle)** Registration confusion via website with receipts and logins.
- Would like to bring up standardizing things like standard late fee amount and date cutoff for conference registration and refunds at our November meeting. Developing fee for awards ceremony guests who is not a member/registrant at conference like spouses. November 3 is the next meeting 10-2pm in the student life building at Wayne College in Orrville.

Journal Editor report:

- Laura Russel is now our associate editor. Dariela moved back to Texas.
- Won the Outstanding Journal award at CSCA for our anniversary edition.
- Volume 55 was published online in February – 36 submissions, 19% from Ohio institutions. Over 20 different states are submitting. Published 15, 42% acceptance rate.

- 2018 volume 56 has 29 submissions, 38% from Ohio institutions. 10 states also submitted. First round decisions expected within a month.
- Interested reviewers can fill out a form from Amber. Discussion of guidelines for reviewers to be revisited. Tammy suggested a panel on how to review for a future conference.
- Laura will pursue Raymie McKerrow as keynote speaker for next year.
- Kristen brought up that the paypal receipt does not say that the receipt is for membership. If anyone else needs a receipt from our website, email Alyssa and she can send it to you.

Archivist report:

- Jerry stopped off at Muskingum yesterday to research Carol Barbato and because Tammy came across materials from Nancy Kelly's time and integrated them into box 3.
- Discovered that archives end in 2012, nothing for 2012-current. Asked for additional information for more recent years. Also wants to do some more work about scanning some items. Erin gave all of the info since 2012 to Michelle for physical stuff and they also have electronic files of everything. There are still some gaps of missing archives, Jerry will work on locating those.
- Muskingum has a new director of the library – Nainsi Houston will now be the contact person. He wants to get things in order before retiring as archivist. They at Muskingum are in the process of getting their archives set and OCA will be integrated into that. He has a revised list of the archives index and also talks about the history to have a separate paragraph highlighting Muskingum University because the Laytons were so integral in forming of OCA in 1932. If you want to do research in the OCA archive, you need to make arrangements with Nainsi Houston (740-826-8260 or nhouston@muskingum.edu).

Regional representative report:

- Andrew - Helped with reviewing rewards.
- Shawn - Reached out to Akron about being more involved in OCA.

Next conference: Discussion about continuing moving around to different districts?

- BGSU would love to host but we cannot because of the homecoming weekend being a potential conflict. Kent is a possibility, University of Cincinnati as well. Liane suggested to bring up in the lunch meeting where we should meet – maybe opening it to have people offer to host. This also helps us gain on site coordinators. Tammy will announce it.
 - Laura brought up that we had a google doc of a list of schools, we should revisit that and then upload it to our document archive on the website.

Executive Director's Report from Michelle:

- Conference registration has gone really well, we are at 130 people registered. 46 were pay at the door. Has had to print additional programs twice.
- Highlighted the two events happening after the awards ceremony: small group communication class at Clark State will walk us to their community project, and there is an event at Hatch Art Studio for their one year anniversary.
- For next year: need to examine when the cutoff for refunds, the late fee added date, guest rate for the awards ceremony, adjunct rate.

Jerry asked to revisit the potential Carol Barbato Award discussion

- Carol Barbato received the distinguished teacher award in 2006 and did not serve on our board.

Awards Discussion:

- Liane brought up the idea of streamlining the award nomination process.
- Andrew, Amber and Erin state that maybe there could be less documentation required.
- Erin – potentially people can nominate and if the nominees are interested in being considered they can provide the supporting documentation.
- Suggested required documentation: CV, one nominating letter of support.
- Adding a research award?
- Discussions about adding a research and/or practitioner award.
 - Discussion about our conference content – not particularly aimed at practitioners.
 - Erin suggests that we make an effort to reach out to large companies in the community where the conference is being held.
 - Amber suggests having a task force that could put together a panel every year for practitioners.

Lunch Meeting Agenda Items:

- Elections
- Michelle will give an ED report
- Jeff will give a brief review of awards ceremony.
- Liane will invite institutions that are interested in hosting to talk with board members.

New Business Items:

- Jeff is thinking of ways to get more involvement from more institutions, potentially by holding the conference in places where we haven't been.

- District reps could reach out to people as well.

Next Meeting: December 1 at Wayne College in Orrville.

Motion to adjourn by Amber, seconded by Cody, meeting adjourned at 12:19pm.