



OHIO COMMUNICATION ASSOCIATION EXECUTIVE BOARD MEETING
MEETING DATE: JUNE 4, 2020 10:00-2:00

- **Meeting Location:** WebEx
- **In attendance:** Tammy, Michelle, Amber, Erin, Elycia, Brandon, Patrick, Paul, Cody, Jeff K, Jeff T., Shawn, Laura, Rekha, James

Call to order: 10:04 am (Amber)

Jeff motioned to approve agenda, Shawn seconded; all approved, no abstentions

Paul motioned to approve minutes, Jeff K seconded. Discussion of minutes: Brandon's errant comment, no changes necessary. All approved minutes.

Announcements: We hate COVID and racial injustice.

James asked a question about social media/website statement about racial injustice
Cody added the idea of creating a boar letter to promote on the website.

Elycia: Discuss specific promotion of conference re: equity, inclusivity,
Nancy offered resources from NCA re diversity statement.

Amber: adding resources, articles, etc, to the website
Should we have a committee? Yes. Volunteers:
James, Cody, Brandon, Patrick. Jeff

Shawn: ECA started diversity and inclusion task force after Ferguson. Created a working group and then reported back the next year.

Patrick and Laura volunteered;
Elycia: not just folks on the board

Amber: perhaps reaching out to researchers, scholars, etc of color to serve on the panel.

James : Elycia to provide some language around diversity and inclusion at the conference; Jeff and Laura to provide similar language around the journal

No other announcements

President's report: none

VP's report:

- NCA was going to do a panel and asked Amber to join; no action. Working on making connections with national
- Looking for VP and 2 members at large.

ED's report: nothing to add to submitted report

- Need to figure out what to do with posters
 - Amber: should we mail them out to the sponsors? Could get expensive to mail/ Erin: no one will be around to see them on campus? Maybe digital downloads? With membership Put behind the member login; incentivise registration, offer various formats. Printed pieces next year
- Elycia brought up the idea of a trial run of the conference; Michelle: IT staff suggested having a room monitor, quick training on tech.
 - Volunteers:
 - Date: Discussion. Late august Training; September trial run proposed by Elycia.
 - August 14th training / September 11 trial run (both should be no more than an hour each) 10 am for both.
 - Nancy: Is there online training? Yes, Michelle will follow up Nancy: and is the conference synchronous? Yes, training may have some online, self-paced components.

Conference Coordinator's report: No updates to submitted report

- One new submission since report submitted

Sponsorship Coordinator:

- Thanks to all regional reps for collecting stories and to James for digital circulation.
- Michelle: Should we name the rooms after the sponsors?
 - How do we decide who gets what? 2-3 big partners
 - Session chairs can/should introduce session with smaller sponsors Perhaps add branding/logos as profile pictures? Erin: participants shouldn't need to brand their materials; don't want to confuse things. Amber: Let's address that further in the conference discussion.

Comm Coordinator:

- Forthcoming updates on diversity and inclusion on social media and website

Journal Coordinator

- Online journal - to be discussed later
- Short essays, not great submissions, may discontinue
- Top Graduate paper: need better way to communicate with
- Erin: props... 10 submissions accepted from 8 states

Awards:

- Encouraging people to submit
- Elycia: is a theatre program be appropriate? Submitted for outstanding program? Makes sense to Jeff; the board agrees

Archivist:

- Library on lockdown with no access to materials
- Shawn may go down to collect the materials and work with them this summer; could post on website?
- Erin: hoping there could be an entry into the archives about pivot to virtual conference
 - Paul: virtual conference will allow us to archive MORE materials, and push for more. Where would it be hosted.
 - James: Can post/host on YouTube, etc.
 - Elycia: need to establish how to communicate publishing, permissions, etc with submitters
 - Nancy: could be a membership bonus
 - Michelle: make sure to archive the consent forms; for future reference
 - Elycia: create form on the website for post-acceptance to fill out
 - Cody: good idea to offer the choice
 - What about non-responses?
 - Make a notification around recording and publishing vs. archive, etc. Table for now, discuss more during conference

District/Grad Reps Reports: No new updates (though Shawn's dog is cute)

- Need to add Tessa Web to the website and include on the board moving forward
- Nancy and Amber to follow up
- Grad students: should promote more; figure out ways to plug in to grad groups and other regional associations. Students are responding positively to the FREE conference pricing. Nancy suggested sending promotions to summer students.

No additional reports or concluding statements.

CONSTITUTION AMENDMENTS

Amber/James will send revised constitution to membership

Jeff K: is it "assistant" journal editor or "associate"

Amber: Previously voted to change title to "Associate"; need to edit/change in both documents.

Erin moved to rename; Jeff K seconded; no discussion; no opposed. Motion carries unanimously.

BYLAWS CHANGES:

- Discussion around the process of accepting and voting on changes

- Laura: don't need to send out track changes document; Erin: Make a note to the membership of substantive changes
- Discussion about language of undergrad student membership.employment. Amber removed.
- Discussion point: honorary/emeritus membership. Do we need both?
We would like to present emeritus membership to Jerry Feazel at the conference. Amber wants to wait to do it in person
Jeff T: field of communication vs. commitment to OCA
Erin: we should be giving honorary memberships to conference keynotes?
Elycia: emeritus could be for past or present members
Amber: change language from teacher to "academic and professional practitioners"
How does the emeritus process work? "Written submission... by whom?; changes made to the bylaws document.
- Discussion of changes to the language of executive committee vs. executive board?
Changes made by Erin and Amber in the bylaws document
- Institutional membership? Has morphed into partnership program, do we need to keep this in the bylaws? Paul suggested eliminating it. Many members agree. Institutional membership removed from bylaws; membership types have also been rearranged in the bylaws document
- Voting procedure for president/VP: language changed in bylaws document with feedback and suggestions from the board; discussion on timeline and technology process for voting
- Voting reform discussion: how many votes do we need from the org? What does fair mean? (everyone has access); what if the link is broken? How long do we keep poll open? Edits made in the bylaws document with feedback and input from the board
- Officers/Board members or appointees: changes to language around appointments, processes made in the document with input and discussion by the board.

Amber suggested breaking for lunch at 12:00. 20 minute break.

Meeting resumed at 12:22 pm

Continuation of members, duties, etc.

- Discussion of VP/President's duties to facilitate state and regional; moved to president
- ED: liaison with OEA. should we be doing this
- Further discussion regarding duties of the ED with regard to membership, conference, and finance; amendments made to the document with input and feedback from the board
- Changes to language in responsibilities of the Communication Coordinator; updated in document with input and feedback from the board
- Changes to description and duties of Members-at-Large
- Updates and changes to language for Awards Coordinator
- Archivist updates
- Additional language

Paul motions to approve changes to bylaws; Jeff K. seconded. Call for a vote. The motion passed unanimously with no abstentions or no votes.

WEBSITE

Please send updates, changes, additions to James via email.

CONFERENCE

Keynote: Faulkner. Cody confirmed and Elycia/Tammy will follow up formally

Undergraduate pre-conference?

- General discussion of pros and cons, logistics.
- Pre-recorded sessions are an option
- Shortening and really focusing sessions
 - “Moments of Uncertainty” proposed as a panel theme/title (Cody)
 - Leverage career services (e.g., narrative mapping, improv for interviews) sessions pointed to comm majors.
 - Nancy: promote to members as add-ons to a specific class? Students can attend virtual sessions; students appreciate synchronous (if in small groups)
 - Nancy and Laura will coordinate some ideas. James, Cody, Amber, and Elycia volunteered to assist as needed.

- Virtual opportunity fair? Nancy suggested that sponsors would be willing/interested in participating on a virtual panel;

Work with website to promote, highlight, clean up website

- Time for sessions? 50 minutes with 10 min of transition time (Elycia)
- Laura: what about drop-in hours? Offer Opt-in for a virtual session
Maybe 30 minute sessions for each school? Publish schedule
- James and Elycia to coordinate development of a conference-specific website to include all of the sponsors, schedules, links, downloadable documents, brochures, etc.
- How do we name or brand the rooms. Probably not, let’s brainstorm and keep it generic. Maybe come up with some sort of sponsor logo slide or place on website
- Awards ceremony? Jeff: we will have ceremony; would like it to be synchronous and recorded (but not promoted);
Could be a part of the Saturday business meeting? Keynote > Awards > Paper panels
Laura: is there a way to “buy lunch” for someone? A raffle? Let’s figure out logistics?
Board agrees this is a good idea; Elycia and Amber to coordinate
- Business meeting? Need to have reports (in the conference program?) short reports from coordinators. Need to vote on business & board members electronically
Need $\frac{2}{3}$ vote of the members present at the business meeting is needed.

ASIDE: CONSTITUTION APPROVAL

Call for a vote on the changes made to the constitution; Erin emailed changes to everyone.

Erin moves to accept changes; Jeff seconds. Motion passes unanimously, no abstentions or no votes.

NEW JOURNAL SYSTEM:

Jeff: feedback from many reviewers about moving to an online system. James set up the software on the system. Jeff and Laura have been configuring and setting up accounts/processes, etc. Optimizes process for submissions, reviews, publishing, reminders, etc.

Something to think about: how do we connect the membership purchase to access to the new journal system.

Let's see if we can shoot for announcing this to the membership October

ACTION ITEMS

- Shawn, Patrick, Laura: develop panel on Diversity & Inclusion
- Nancy & Laura: undergrad preconference
- James, Cody, Brandon, Patrick, Jeff:
- Erin and James: opportunity fair
- Amber: send out constitution 15 days in advance
- Jeff, Laura, James to continue working on
- Training meetings on August 14 and September 11

Motion to adjourn: Jeff K., Michelle Seconded.

Meeting adjourned at 2:01 pm.

Minutes submitted by James Jarc, Communication Coordinator