

**APPROVED**

**NCA Executive Committee Meeting  
November 13, 2010  
Minutes**

**Hilton San Francisco  
San Francisco, CA**

**Participating in the Meeting**

**Officers:** Dawn O. Braithwaite, President; Lynn H. Turner, First Vice President; Richard West, Second Vice President, Judith Trent, Acting Immediate Past President; Steven A. Beebe, Second Vice President-Elect.

**Governance Boards:** Lynn M. Disbrow, Educational Policies Board Director; Roseann Mandziuk, Finance Board Director; Ronald L. Jackson, Finance Board Member; David Henry, Publications Board Director; James Darsey, Research Board Director.

**National Office Staff:** Betsy Wackernagel Bach, Associate Director of Research Initiatives; Mark Fernando, Senior Manager of Communications; Heather Franklin, Executive Assistant; BJ Kang, Director of Finance and Administration; Nancy Kidd, Executive Director; Brad Mello, Associate Director of Educational Initiatives

James Gaut Ragsdale, Parliamentarian.

**Absent:** Ronald E. Shields, Finance Board Member

**1. Call to Order**

President Braithwaite called the meeting to order at 8:30 AM Pacific Time.

**2. Convention Update**

Kidd gave an update on 2010 convention registration numbers and other related metrics. Overall, the convention seems to have been a success with respect to these measures. The only potential financial problem remaining is attrition at the Parc55 since we did not fill our room block. There are several efforts underway to mitigate the impact of that problem and we will not know the final result for several weeks.

While we are pleased with attendance numbers, we are also highly cognizant of the fact that the labor situation has not been resolved and several plans are in place to ensure that the convention itself runs as smoothly as possible no matter what kind of activity takes place during the coming days. Nothing specific is anticipated, but we have created email/text distribution lists for members that will alert them of any activity during the convention, and we have operational plans in place to manage a wide range of possible activity.

After some debate, the group decided to send a letter to the membership providing an update on labor negotiations and informing them that the American Political Science Association (APSA) recently decided to move its meeting out of San Francisco. The APSA situation is different from ours along several dimensions, and the group decided to explain that to the membership before any questions arise about why we could not have done what APSA did.

### **3. Publishing Contract**

Kidd reviewed the expiration terms of our current publishing contract with Routledge, Taylor & Francis, and explained that we need to make a decision about whether or not to renew the contract for the next several years by the end of 2011. There was some discussion about who should be involved in this process.

*A motion was made to appoint a committee composed of the 2011 President, Publications Board Director, Finance Board Director, and Executive Director as well as one person external to the EC who has substantial knowledge and experience in this area. Seconded. Motion carried unanimously.*

*A motion was made to authorize the National Office to seek proposals for an external consultant to facilitate this process. Proposals will be brought to the Finance Board for approval. Seconded. Motion carried unanimously.*

### **4. Preparation for LA Meeting**

In preparation for the meeting, President Braithwaite discussed each item on the upcoming 2010 Legislative Assembly agenda. The EC was reminded of the items on the LA agenda that had initially been discussed by the EC including the unit structures task force, the preregistration deadline, the financial reports, and the task force on public policy platform review. Braithwaite also reminded the EC that this is the first year the Committee on Committees will be operating under amended bylaws regarding appointment of Board positions, and if there is any difficulty with implementation of those rules it will likely be discussed at the LA meeting.

The group also discussed each of the resolutions that will be debated by the LA. There was agreement that public policy resolutions are wholly within the purview of the LA and there is no reason for the EC to have separate discussion about them. There was recognition, however, that the EC may be privy to important operational knowledge that would allow the LA to make more informed decisions about administrative resolutions. As such, the group addressed each of the administrative resolutions. The ones about student of color grants and revisiting resolutions recently discussed by the LA had been discussed at earlier meetings by the EC, so there was no need for extended additional discussion. There was more extended discussion about the resolution regarding copyright fees including some of the key pieces of background information and the implications if it were to pass.

Braithwaite also prepared the EC with some operational details about the LA meeting itself. She described the seating arrangement and the reasons for it, reminded the group about the standing rules including the amount of time each speaker in debate has to make an argument, and indicated that we will be using paper ballots for resolutions votes.

**5. Web site Redesign Update**

The group ran out of time before we were able to begin this item. However, it is time sensitive given that the project launched recently and the National Office would like feedback and ideas from the EC before the work moves too far along. The EC agreed to schedule a conference call in December to discuss this item.

**6. Thank You to Departing EC Members**

President Braithwaite expressed thanks to the EC members who will be rotating off of the Committee at the end of the year. She paid tribute to each one individually and gave them gifts to express the group's appreciation. James Darsey, Roseann Mandziuk, and Judith Trent were honored for their service.

**7. Adjournment**

With no further business, the meeting was adjourned at 11:20AM Pacific Time.

Respectfully Submitted,

Nancy Kidd, Ph.D.  
Executive Director