

# Minutes

National Communication Association  
Executive Committee Meeting  
September 27, 2013  
Washington, D.C.

## **Participating in the meeting**

Steven A. Beebe, President (Presiding); Kathleen J. Turner, First Vice President; Carole Blair, Second Vice President; Richard West, Immediate Past President (by phone); Phil Backlund, Educational Policies Board Director; John O. Greene, Publications Board Director; Kristine Muñoz, Research Board Director; Ronald Shields, Finance Board Director; Kathleen Glenister Roberts, Finance Board Member (non-voting), Bobby Patton, Finance Board Member (non-voting); Nancy Kidd, Executive Director (non-voting)

*National Office Staff:* Mark Fernando, Chief of Staff; Wendy Fernando, Director of Publications (morning only); Kim Griffin, Chief Financial Officer; Brad Mello, Associate Director for Academic and Professional Affairs; Trevor Parry-Giles, Associate Director for Academic and Professional Affairs (afternoon only)

*Guest:* Christina Beck, Second Vice President Elect

### **1. Call to order**

President Beebe called the meeting to order at 9:03am Eastern time.

### **2. Announcements, updates, and reports**

President Beebe drew the EC's attention to a number of routine reports provided in the written meeting materials. He also welcomed our Second Vice President Elect, Christina Beck, to her first EC meeting.

### **3. Consent agenda**

The consent agenda included the following items: approval of the June 7, 2013 EC meeting minutes; July 26, 2013 EC report of ballot vote; July 28, 2013 EC report of ballot vote; August 5, 2013 EC conference call minutes; August 2, 2013 LA report of ballot vote; emeritus memberships; Lambda Pi Eta student travel fund plan; Bacon Award selection committee member; removal of moratorium on affiliates; career center advertising fees; and bulk student membership fee. The Finance Board reported that they support the career center advertising fees as presented and the bulk membership for students. The Finance Board also presented an amended proposal for the LPH student travel fund.

*A motion was made by Muñoz to approve the consent agenda as amended. Seconded by Blair. Motion carried unanimously.*

### **4. Report of the Independent Auditor/ FY12-13 Year-end Budget Report**

Finance Board Director Ronald Shields reported that we concluded a successful audit. The Finance Board spoke with the auditors without staff present, which is customary, and the auditors said that our finances are in good order and they have confidence in the work of management.

*A motion was made by Backlund to accept the report of the independent auditor. Seconded by Blair. Motion carried unanimously.*

#### **5. Fundraising Update**

Kidd provided an update on the annual fund campaign. There was discussion about amending NCA's gift acceptance policy with respect to who has the authority to fundraise and/or accept gifts on behalf of NCA in light of issues that had arisen in recent months. The Finance Board reported that they support the proposed amendment with a few wording changes, and an additional wording revision was proposed by an EC member. There was discussion about implementation issues.

*A motion was made by Turner to approve the proposed changes to the gift acceptance policy, including the revisions proposed during the EC discussion. Seconded by Muñoz. Six for, one against. Motion carries.*

#### **6. Constitution/bylaws revision**

The EC discussed what materials would be most useful for helping the Legislative Assembly understand and thoughtfully consider the proposed bylaws revision. Discussion involved the content of the messages and when they should be sent. There was also discussion about ways of ensuring opportunity for conversation with members about this topic. For example, the EC agreed to offer to come to interest group meetings if that was desired by group members.

At 12:00pm the EC took a break for lunch and resumed this conversation at 1:30pm.

#### **7. Adjournment**

With no further business, the meeting was adjourned at 2:50pm Eastern time.

Respectfully submitted,

Nancy Kidd, Executive Director