

FINAL – APPROVED JUNE 17, 2016

Minutes

National Communication Association
Executive Committee Meeting
February 5, 2016
Hyattsville, MD

Participating in the meeting

Christina S. Beck, President (presiding); Stephen J. Hartnett, First Vice President; Carole Blair, Immediate Past President; Joseph A. Bonito, Research Board Director; Bonnie Dow, Publications Board Director; Annette Madlock Gatison, Finance Board Member Director; Orlando L. Taylor, Finance Board Member (non-voting); Sue DeWine, Finance Board Member (non-voting); Nancy Kidd, Executive Director (non-voting); *National Office Staff*: Mark Fernando, Chief of Staff; Wendy Fernando, Director of External Affairs and Publications; Kim Griffin, Chief Financial Officer; Trevor Parry-Giles, Director of Academic and Professional Affairs; Michelle Randall, Director of Convention and Meetings (first hour only)
Absent: Ronald L. Jackson, Second Vice President.

1. Call to order

President Beck called the meeting to order at 1:00 p.m. Eastern time.

2. Announcements, updates, and reports

President Beck drew the EC's attention to a number of routine reports provided in the written meeting materials. She also asked the EC to review and sign conflict of interest forms and provided an update on the annual fund. Carole Blair reported that at the end of her presidential term she appointed a small working group to address issues related to diversity with respect to the bylaws revision. The working group includes Justin Boren, Navita James, and Roseann Mandziuk. Blair and Kidd will serve as representatives of the EC.

3. Consent agenda

The consent agenda included the following items: approval of September 23, 2015 EC meeting minutes; November 18 and 21, 2015 EC meeting minutes; December 11, 2015 EC conference call minutes; November 18 and 21, 2015 LA meeting minutes; emeritus memberships, conflict of interest disclosures, convention fees, and revised timing for mid-career academic professionals conference. At the request of the Publications Board, Publications Board Director Dow added to the consent agenda approval of a permanent page increase for JACR which will require a minimal budget increase. Finance Board Director Gatison provided a revised proposal for convention fees that the Finance Board endorsed. *A motion was made by Hartnett to approve the consent agenda with the addition of the JACR item and the revised convention fees proposal. Seconded by Blair. Motion carried unanimously.*

4. Convention site selection

National Office staff presented an alternative site selection rotation approach to the EC for consideration. It has different pros and cons from the current model. The EC was asked for

feedback, and discussion ensued. The EC agreed that this model is worth investigating further, and it will be brought to the Convention Member Working Committee for consideration.

5. Succession planning

At the recommendation of the consultant with whom the EC recently did board development work, the EC discussed a succession plan to guide the organization in the event that the Executive Director temporarily stops working or permanently leaves the employment of the Association. Kidd presented the draft plan and discussion ensued. *A motion was made by Blair to approve the succession plan as presented. Seconded by Gatison. Motion carried unanimously.*

6. The role of interest groups

President Beck introduced the primary questions for consideration: what is the role of interest groups at NCA separate from the way we currently connect them to convention slot allocation and governance? What is the value of having subgroups of the membership? What are the advantages and disadvantages of having more or fewer groups? What should be the boundaries for defining groups? Discussion ensued.

A motion was made by Blair to formalize a specific set of questions that should be addressed in proposals for new interest groups. Seconded by Hartnett. Motion carried unanimously. A motion was made by Dow to propose a governing document change to increase the number of signatures required to petition for a new division or section. The EC will develop a specific number to propose based on additional information the National Office will provide in June. Seconded by Gatison. Motion carried unanimously.

7. Second Vice President election campaigning

The EC discussed whether it makes sense to develop a campaigning policy and decided that it does not.

The group adjourned for a break at 3:25 p.m. and reconvened at 3:40 p.m.

8. Programmatic initiatives review

Director of External Affairs and Publications Wendy Fernando and Director of Academic and Professional Affairs Trevor Parry-Giles provided an overview of recent programmatic initiatives. The EC engaged in conversation about these initiatives and the broader landscape for higher education which is the context for these activities.

9. Adjournment

With no further business, the meeting was adjourned at 4:45 p.m. Eastern time.

Respectfully submitted,
Nancy Kidd
Executive Director