

Association for Communication Administration

Business Meeting

NCA Convention

Saturday, November 23, 2013

2:00-3:15 p.m. Maryland B, Marriott Wardman Park, Washington D.C.

- Al Mueller, President, called meeting to order at 2:00 p.m.
- President's Report
 - 3 slots, one is business meeting -12 panels and 7 papers were submitted for 2 slots.
 - We gave one panel to NCA 1st VP
- Mark Fernando from NCA
 - As chief of staff, he coordinates the governance bodies of the association and is our primary contact with NCA national office. Executive committee has passed a new application committee to get affiliated, due Aug 1st. A new MOU will be passed and new MOU will take effect in January 2015.
- Discussion about MOU
 - We are incorporated already -
 - All affiliates are separate legal entities from NCA which is why we all must be legally incorporated (and we are).
 - Al stated that we need high visibility panels-and having only 3 (really, 2 because of the business meeting) is there a way to look at the number of slots.
 - Noted from the floor-maybe it's ok to be small and serve an important purpose
 - Bill Harpine asked that what is the difference in the application process?
 - Governing docs, lists and affiliations of current board members, mission statement, 1 page rationale, articles of incorporation
 - Affiliation must benefit both NCA and affiliated group. Pam H asked-will we be listed as a division because then they could get big No-as an affiliate we are listed as such ACA will still have a seat on LA We've always had a close relationship with NCA-how does NCA look at our organization? Some confusion on who might take over chairs breakfast, changes with leadership -Bring this up to Trevor Parr-Giles or Brad Mello
 - We want us to have impact since we are influencing the future leadership of the discipline
- President-Elect Melissa Chastain's report,
 - She is program planner for 2014
 - Be a reviewer please!
 - Programming ideas:
 - A discussion of program reviews that people have done-and then to begin to generate names that can go on the website-how to go through the review itself.
 - Look at all of the other director/admin roles to see how that might work.
 - Understanding higher education laws.
 - Independent value added to something that we add to people who have comm backgrounds.
 - 2 things-how do we serve the discipline and how do we support those within the division in their efforts Look for partnering opportunities with other divisions.
 - Suggestion to program half of the meeting for the business and half for programming

- Al submitted the panels and the submissions and requested the Saturday date because most people are administrators and getting away on Thursday is tough.
- Financial Report
 - We have \$25,000 in the bank plus \$700 in royalties.
 - Questions about charging money for membership.
- Affiliation with NCA Discussion
 - Perhaps we can negotiate our MOU to foster our close relationship with NCA , having something pertinent to ACA. Any opposition to affiliation?
 - We should look at changing the bylaws to put a representative to LA in the bylaws. Helen Sterk has served for 2 years; she said that the past president might serve well in this position from a structural sense (but she is willing to serve).
 - Chris Lynch mentioned the possibility of affiliating with other national orgs; will that be a problem?
- Don Stacks stated that shouldn't be an issue because we are a separate entity.
 - Don Stacks motioned to affiliate with NCA
 - Motion seconded
 - Motion passed unanimously
- Election Discussion
 - Melissa Chastain will be our next president; Al asked for nominations for president-elect.
 - Please send them to Al Mueller at Neumann University Get out there and knock on the doors and find some good nominees :)
 - Tom Endres thanked Christopher Lynch for all of his years of service to ACA and for running the meeting in 2012.
 - We have a board of more than 3 up to 7 members on the BOD. 2 of the board members are also executive officers.
 - 3 year terms. Staggering it so one person is up for election each year but we started with everyone at the same time. We need to start staggering by adding people to the board since we can have up to 7. Let's add two members at large to the ballot in February. We need wording in the bylaws for LA rep-EC needs to ask for wording. Check to see how the bylaws are worded-action by ballot-ballots can be delivered and returned electronically.
- Recruiting Discussion:
 - How do you encourage aspirants to join ACA?
 - Putting on our website an application that someone fills out might get people to join and be committed could be an option.
 - What could money do for us?
 - Emailing current membership in ACA-\$25 and for that you get the journal. All old ACA bulletins have been sent to Janie Harden Fritz.
 - If we affiliate with NCA -everyone gets the journals electronically. Look at the right of NCA to send to Question-would it help to send out a simple electronic newsletter-if you're thinking about being an administrator, we have a PR issue of this (a lot of the chairs don't know we are here) And a list of people who are traveling around to do program reviews.
 - Offering a short course-so you want to be an administrator?
- NCA's view of ACA Discussion

- In determining what our role is and what we are here for -what's the advisory board and how is it active?
- Conversations about who's doing what?
- Renee-if there is a need for a short course-we could negotiate separately with a hotel for room costs.
- Tim-we have a lot of issues, collect the questions so we can walk away with an action list-
 1. Al tries to negotiate as much as we can onto the MOU (ie, what can we do with NCA)
 2. PR -get it out and about so people know us
 3. Tim Mottet will help with discussing with Steve Beebe about next steps with NCA what does this mean? Communication and leadership? How does NCA see us?
 4. We need a vision and mission statement with our core values (EC and BOD) determine who we are and what we do?
- Any queries about the website -send to Tom Endres
- Helen Sterk, Legislative Assembly report:
 - 15 member BOG and 180 member LA but the BOG makes the decisions-the January ballot. The fiduciary responsibility is somewhat driving this.
 - No new dues increases. \$8M. Every member gets electronic journal access. Encourage us to get a nominee for the BOG.
 - 100th anniversary NCA-historical flavor.
 - LA is going to be charged with public deliberation issues.

Meeting adjourned, 3:15 p.m.