

Minutes of the Association for Communication Administration Business Meeting,

Held at the Hilton San Francisco, San Francisco, California, 14 November 2010

Draft

William Harpine called the meeting to order.

Attending: Jim Benjamin, Don Stacks, Roger Smitter, Al Mueller, Howard Sypher, Sue D. Pendell, Melissa Chastain, Michael Dreher, Carl Cates, Christopher Lynch, Betsy Bach, Shawn Long, Dorothy Ige, Terry Nance.

The attendees had a number of suggestions: to conduct a pre-conference, to deal with accreditation and assessment issues, to examine budget cut trends, program reviews, fund raising, and to conduct NCA short courses.

On the larger front, members indicated that we have to answer such questions as, who are we? How do we obtain recognition within the university? How do we attract and retain students? How to department chairs lead faculty members?

Suggestions were examined for officer elections, with the idea being approved that elections can be conducted by electronic ballot, and William Harpine offered to manage the electronic aspect of the election.

A nominating committee was formed; the members are Roger Smitter (chair), Chris Lynch, Melissa Chastain, and Shawn Long.

Current results of the ACA online survey were distributed (these are posted separately on the website). Finances were discussed; it seems that NCA is still maintaining the Association's finances and that funds would be available once the organization's structure is in order. Once elections are conducted, it will be necessary to provide for an Executive Director. The revision of the bylaws and constitution will need to be conducted to conform to current IRS standards for a non-profit organization. It will be necessary to obtain legal nonprofit status.

Discussion of publications ensued, with support being suggested for resuming publication of the Association's journal. A meeting to discuss the reorganization of the journal was announced for Monday, November 15, at 2 PM in the Hilton San Francisco.

The chair's breakfast was discussed; this was once an important feature of the NCA convention, but the practice seems to have fallen into disuse. Further investigations seem to be in order.

William Harpine expressed his gratitude to Jim Benjamin and Christopher Lynch for their tireless efforts on behalf of ACA.

Members were referred to the organization's website: www.communicationadministration.org

Submitted,

William D. Harpine

Minutes of the Meeting, "Journal of the Association for Communication Administration -- Re-Starting an Important Resource," held during the NCA convention, Hilton San Francisco, San Francisco, California, 15 November 2010

Draft

William Harpine called the meeting to order at 2 PM

Attending: Melissa Chastain, Gayle Pohl, Kelly Roca, Van King, Larry Augustine, John MacArthur, Al Mueller, Jim Benjamin, Don Stacks, Lynne G. Webb, Carl M. Cates, Brian McGee, Betsy Bach, Sue Pendell, Daniel S. Brown, Jr., Roger Smither.

Discussion of possible ACA publications included such prospects as a section of the NCA website, on-line resources, or newsletter. The need for balance among various types of publications was discussed.

Don Stacks was nominated and unanimously elected to be the editor. He invited all members present to constitute the editorial advisory board.

Submitted,

William D. Harpine