

**FINAL**

## **Minutes**

National Communication Association  
Executive Committee of the Legislative Assembly  
NCA National Office  
Washington, DC  
August 5, 2022

Participating in the meeting:

Roseann Mandziuk President; Walid Afifi, First Vice President(Virtual); Marnel Niles Goins, Second Vice President; David McMahan, Immediate Past President; Lisa Flores, Finance Committee Chair; Rich West, Finance Committee Director; Jimmie Manning, Finance Committee Director; Cerise L. Glenn, IDEA Council Chair; Devika Chawla, Publications Council Chair (Virtual); Charles Morris III, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director (non-voting).

*National Office Staff: Justin Danowski, Director of Membership and Governance; B. Denise Hawkins, Interim Director of Communications; Marjorie Lightman, Interim Research Director; Joseph Ritchie, Chief Financial Officer; Kristin Yednock, Director and Convention and Meetings.*

### **1. Call to Order**

President Mandziuk called the meeting to order at 8:30 a.m. Eastern

### **2. Information Items**

#### a. Introductions

- i. Miles-Cohen asked new staff members to introduce themselves
  1. Jennifer Fletcher, Membership Associate
  2. Marjorie Lightman, Interim Research Director
  3. Chanda Ijames, Interim Executive Assistant
- ii. The EC introduced themselves to the new staff
- iii. Millan Chicago
  1. Miles-Cohen introduced Millan Chicago, LLC and updated the EC on the status of the member survey.
  2. Ron Landis and Jennifer Miller from Millan Chicago introduced themselves and provided information about the current draft survey. Millan Chicago will send a draft of the member survey to the EC ask for feedback.
- iv. Arredondo Advisory Group
  1. Miles-Cohen introduced Arredondo Advisory Group and the status of the IDEA Strategic Plan.
  2. Patricia Arredondo provided an overview of the Arredondo Advisory Group and the proposed scope of work.

#### b. Reports

- i. Mandziuk provided an update on current activities as President.
- ii. Miles-Cohen provided an update on activities as Executive Director and the current status of the National Office.

### **3. Discussion Item**

#### a. Strategic Planning Discussion

- i. Mandziuk provided an update on the current proposed strategic plan. Discussion ensued.

Break at 10:15 a.m. Meeting resumed at 10:30 a.m.

#### **4. Executive Session**

- a. The EC moved into Executive Session to discuss the Executive Director performance review.
- b. Executive Session ended at noon

Break for lunch at noon. Meeting resumed at 1:00 p.m.

#### **5. Action Items**

- a. Consent Agenda
  - i. *A motion was made to approve the consent agenda. Seconded.*
    - 1. *Executive Committee June Meeting Minutes*
  - ii. *Motion carried*
- b. NCA Budget Discussion/Endorsement
  - i. Flores provided an overview of NCA's financial position. Discussion ensued.
  - ii. Independent auditor's report
    - 1. Flores provided an overview of the independent auditor's report. Discussion ensued.
      - a. *A motion was made to endorse the independent auditor's report and forward to the Legislative Assembly for final approval.*
      - b. *Motion carried.*
    - 2. Flores provided an overview of the proposed 2023 budget. Discussion ensued.
      - a. *A motion was made to endorse the proposed 2023 budget and forward to the Legislative Assembly for the final approval.*
      - b. *Motion carried.*
    - 3. Flores provided an overview of the proposed 2023 convention fees. Discussion ensued.
      - a. *A motion was made to approve the proposed 2023 convention fees.*
      - b. *Motion carried.*
      - c. *The EC tasked Flores and Ritchie to review different scenarios to adjust the proposed budget with Student registration fees remaining the same as the previous year.*
- c. Policy changes for proposals with budgetary implications
  - i. Flores provided a summary of the current policy proposal.
    - 1. *A motion was made to approve the following policy changes. Seconded. Discussion ensued.*
      - a. While the Finance Committee and Executive Committee may review proposals with budgetary implications at any of the regularly scheduled Executive Committee meetings, the EC will only endorse/approve such proposals at the August meeting so that the following year budget can be amended before it goes to the Legislative Assembly for a vote.

- b. At the August Finance Committee meeting, the FC will review all the proposals alongside each other, the strategic goals, and proposed budget to bring FC recommendations to the EC.
  - c. Aside from the rare instances that mandate immediate response, such as a global pandemic, the EC will not commit to requests for funds except in August for the following year's budget.
  - d. Changes will not interrupt the current three-year funding cycle except to move approval of items from the February meeting to the August meeting.
  - e. Once the budget is approved, it will not be changed except in very rare instances.
2. *Motion carried.*
- ii. Flores provided a summary of the proposal to establish an Executive Committee discretionary fund.
    - 1. *A motion was made to approve the following policy change. Seconded. Discussion ensued.*
      - a. NCA will establish a discretionary fund, 5% of the most recent three-year average of investment income, to be shared equally between the National Office and the Executive Committee. Executive Committee proposals for the use of this fund will be endorsed or rejected by the EC at the August meeting. National Office proposals for use of this fund will be endorsed or rejected by the Executive Director. Funds will be budget neutral and not taken from current NCA reserves and or investments.
    - 2. *Motion carried.*

Break at 2:40 p.m. Meeting resumed at 2:55 p.m.

- d. Proposal for NCA Center for Communication, Community Collaboration, and Change
  - i. Mandziuk provided a summary of the revised proposal. Discussion ensued.
    - 1. *A motion was made for continuation of the NCA Center for Communication, Community Collaboration, and Change program.*
    - 2. *Motion carried.*
- e. Proposal for NCA Award on Global Communication
  - i. Mandziuk provided an overview of the proposed award.
    - 1. *A motion was made to approve the award as a non-endowed award.*
    - 2. *Motion carried.*
- f. Proposal for new interest group – Communication and Anxiety Apprehension Division
  - i. Mandziuk provided a summary of the new interest group proposal. Discussion ensued.
    - 1. *A motion was made to endorse the proposed division. Motion failed.*
    - 2. *Proposal will be forwarded to the Legislative Assembly without EC recommendation.*

Break at 4:20 p.m. Meeting resumed at 4:30 p.m.

- g. Proposal to forward amendments to the NCA bylaws – IDEA Council
  - i. Glenn provided a summary of the proposed bylaws changes. Discussion ensued.

1. After discussion, Glenn pulled the proposal from consideration. Mandziuk and the National Office will work the IDEA Council to create language to establish a charge for the council and work to create an open call for incoming council members who are selected by each caucus.
- h. Proposal – NCA Task Force Policy on Guidelines and Procedures
  - i. Mandziuk provided a summary of the proposed policy. Discussion ensued.
    1. *A motion was made to approve the proposed task force policy.*
    2. *Motion carried.*
  - i. Proposal to Pilot a Spring Legislative Assembly Meeting in FY2023
    - i. Miles-Cohen provided a summary of the proposed spring LA meeting. Discussion ensued.
      1. *A motion was made to approve a pilot Spring Legislative Assembly meeting in FY2023.*
      2. *Motion carried.*

With no further business, the meeting was adjourned at 5:30 p.m.

Respectfully submitted,  
Dr. Shari Miles-Cohen  
Executive Director