

DRAFT

**Minutes**  
National Communication Association  
Executive Committee of the Legislative Assembly  
NCA National Office  
Washington, DC  
August 4-5, 2023

Participating in the meeting:

Executive Committee Members: Walid Afifi, President; Marnel Niles Goins, First Vice President; Jeanetta Sims, Second Vice President; Roseann Mandziuk, Immediate Past President; Rich West, Finance Committee Chair/Treasurer; Candice Thomas-Maddox, Finance Committee Director; James Cherney, IDEA Council Chair; Devika Chawla, Publications Council Chair; Shaunak Sastry, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director/Secretary (non-voting).

Not present: Jimmie Manning, Finance Committee Director.

NCA Staff: Dane S. Claussen, Director of Research, Publications, and Professional Advancement; Justin Danowski, Director of Governance; LaShawn Duckett, Director of Convention and Meetings; Penelope Durham, Executive Assistant; Arnyae Neal, Director of Membership and Member Services; Joseph Ritchie, Chief Financial Officer.

**Friday, August 4**

1. Call to Order

President Afifi called the meeting to order at 8:45 a.m. Eastern.

2. Introductions/Announcements

NCA staff introduced themselves to the Executive Committee.

3. Business/Discussion Items

a. ACTION: Consent Agenda

i. *A motion was made to approve the consent agenda. Seconded.*

1. *June 9 EC Meeting Minutes.*

2. *June 26 EC Meeting Minutes.*

ii. *Motion carried unanimously.*

b. ACTION: Proposal to Record vs. Live Stream Online Sessions.

i. Duckett provided a summary of the proposal. Discussion ensued.

ii. *A motion was made to record all 19<sup>th</sup> Annual Convention general sessions and make them accessible to members and non-members after the convention and free of charge. Seconded. Motion carried unanimously.*

c. ACTION: Interim Mentorship and Leadership Council Chair

i. Afifi provided a summary of the status of the Mentorship and Leadership Council Chair. Discussion ensued.

- ii. *A motion was made to approve Raquel Moreira as Interim Chair of the Mentorship and Leadership Council through December 31, 2023. Seconded. Motion carried unanimously.*
- d. DISCUSSION: Policy Manual Guidelines Regarding Charge of Executive Committee, Executive Director, and Finance Committee.
  - i. Afifi provided an update on the current policy guidelines for the EC, ED and FC. Discussion ensued.
- e. DISCUSSION: Finance Committee Letter with Clarifying Charge
  - i. Item was removed from the agenda prior to the meeting.
- f. ACTION: Afifi provided an overview of the recommendations for the compensation benchmarking for the Executive Director and staff. Discussion ensued.
  - i. A motion was made to hire SmithPilot to complete the work outlined in the proposal for both the ED and staff, including both compensation benchmarking and typical annual salary range adjustments. Seconded. Motion carried unanimously.

Break at 10:17 a.m. and returned at 10:35 a.m.

- g. ACTION: Proposal to renew the Research Cultivation Grant Program
  - i. Sastry provided a summary of the proposal for renewing the Research Cultivation Grant Program. Discussion ensued.
  - ii. *A motion was made to endorse the Research Cultivation Grant Program for 2024 at the current \$60,000 expenditure and forward to the Legislative Assembly for final approval. Seconded. Motion failed due to a lack of a majority with a 5-5 vote.*
  - iii. Discussion continued.
  - iv. *A motion was made to endorse the Research Cultivation Grant Program for 2024 at \$30,000 expenditure and forward to the Legislative Assembly for final approval. Seconded. Motion carried unanimously.*
- h. ACTION: Proposal to renew the Advancing the Discipline Grant Program.
  - i. Claussen provided an overview of the proposed funding to the Advancing the Discipline Grants. Discussion ensued.
  - ii. *A motion was made to endorse the Advancing the Discipline Grant Program for 2024 at \$30,000 expenditure pending a revision of the call. Endorsement will be forwarded to the Legislative Assembly for final approval. Seconded. Motion carried with 9 yes votes, 0 no votes, and 1 abstention.*
- i. DISCUSSION: Student Caucus Travel Grant
  - i. Claussen provided an overview of the Student Caucus Travel Grant. Discussion ensued.

Break at 12:40 p.m. Returned at 1:00 p.m.

- j. DISCUSSION: Second Vice President Discussion of Budget Allocation
  - i. Sims provided an overview of current historical practices towards allocated elected officer budgets for convention related activities. Sims provided an update on how those funds could be used for the 2024 convention in New Orleans. Discussion ensued.
- k. DISCUSSION: National Office update

- i. The Executive Committee went to the basement of the National Office to see the current water damage. Miles-Cohen provided an update on the basement repairs and eventual need for a complete renovation of the building and carriage house. The National Office is currently undergoing an assessment of the building. Miles-Cohen will provide an update and recommendations at the next EC meeting.
- l. DISCUSSION: 2022 Audit Report
  - i. Ritchie provided an update on the audit report for 2022. Discussion ensued.
- m. ACTION: 2023 Proposed Budget
  - i. Ritchie provided an overview of the 2024 proposed budget. Discussion ensued.
  - ii. *A motion was made to endorse the 2024 proposed budget. Seconded. Motion carried unanimously.*

Break at 3:03 p.m. Return at 3:18 p.m.

- n. EXECUTIVE SESSION: The EC moved to executive session to discuss the Executive Director annual review.
- o. DOUBLE EXECUTIVE SESSION: The EC moved to double executive session with the Executive Director to continue the Executive Director annual review.

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

### **Saturday, August 5**

Executive Committee Members: Walid Afifi, President; Marnel Niles Goins, First Vice President; Jeanetta Sims, Second Vice President; Roseann Mandziuk, Immediate Past President; Candice Thomas-Maddox, Finance Committee Director; James Cherney, IDEA Council Chair; Devika Chawla, Publications Council Chair; Shaunak Sastry, Research Council Chair; Vinita Agarwal, Teaching and Learning Council Chair; Shari Miles-Cohen, Executive Director/Secretary (non-voting).

Not present: Rich West, Finance Committee Chair/Treasurer; Jimmie Manning, Finance Committee Director.

NCA Staff: Dane S. Claussen, Director of Research, Publications, and Professional Advancement; Justin Danowski, Director of Governance; LaShawn Duckett, Director of Convention and Meetings; Penelope Durham, Executive Assistant; Arnyae Neal, Director of Membership and Member Services.

1. Call to Order

Afifi called the meeting to order at 9:00 a.m.

2. EXECUTIVE SESSION: The Executive Committee moved to executive session to discuss the Executive Director annual review.
3. Reports
  - a. The National Office provided updates on the current activities of each department.
  - b. Miles-Cohen provided an update on the membership survey.
4. Business/Discussion Items
  - a. DISCUSSION: Policy Manual Review

- i. Mandziuk provided an update on the policy manual review. Discussion ensued.
- b. ACTION: Proposal to Establish an NCA Membership Task Force
  - i. Neal provided information on the proposed task force. Discussion ensued.
  - ii. *A motion was made to approve the NCA Membership Task Force. Seconded. Motion carried unanimously.*
- c. DISCUSSION: Task Force on Academic Freedom and Tenure in Higher Education in the U.S.
  - i. Afifi provided an update on the current language of the call. Discussion ensued.
- d. ACTION: Interest Group Proposal – Death and Dying Division
  - i. Afifi provided a summary of the interest group proposal. Discussion ensued.
  - ii. *A motion was made to endorse the Death and Dying Division and forward to the Legislative Assembly for final approval. Seconded. Motion carried with 6 yes, 1 no, and 2 abstentions.*
- e. ACTION: Interest Group Proposal – Sub-Saharan African Caucus
  - i. Afifi provided a summary of the interest group proposal. Discussion ensued.
  - ii. *A motion was made to endorse the Sub-Saharan African Caucus and forward to the Legislative Assembly for final approval. Seconded. Motion failed with 3 yes, 5 no, and 1 abstention.*
  - iii. The proposal is forwarded to the Legislative Assembly without Executive Committee endorsement.

Break at 12:10 p.m. for lunch. Return at 12:40 p.m.

- f. ACTION: Bylaws Revision – Convention Committee
  - i. Duckett provided a rationale for the Convention Committee bylaws revision. Discussion ensued.
  - ii. *A motion was made to endorse the Convention Committee bylaws change and forward to the Legislative Assembly for final approval. Seconded. Motion carried unanimously.*
- g. ACTION: Bylaws Revision – Resolutions Committee
  - i. Danowski provided a rationale for the Resolutions Committee bylaws revision. Discussion ensued.
  - ii. *A motion was made to endorse the Resolutions Committee bylaws change and forward to the Legislative Assembly for final approval. Seconded. Motion carried unanimously.*

## 5. Strategic Planning

The Executive Committee spent the remainder of the time working on the strategic planning dashboard that will be made available to the membership before the end of the year.

With no further business, the meeting was adjourned at 2:45 p.m.

Respectfully submitted,  
Dr. Shari Miles-Cohen  
Executive Director