

Minutes

Western Political Science Association Executive Council Meeting

Friday August 29, 2003
Loews Philadelphia Hotel, Philadelphia, PA
5:30-7:00 p.m.

Members Present: President William Haltom; Program Chair Barbara Norrander; Treasurer Gilbert St. Clair; Recording Secretary Peregrine Schwartz-Shea; Council Members Anne Costain, Valerie Martinez-Ebers, Victoria Farrar-Myers, Joel Kassiola, Andrea Simpson, and Raphael Sonenshein.

Ex-Officio Members Present: Harold Clarke, PRQ Editor, Ken Godwin, PRQ Editor; Ron Hrebendar, PRQ Managing Editor; Elizabeth Moulds, Executive Director; and Elsa Favila, Associate Director

Members Absent: Susan Burgess, Mary Caputi, David Camacho, Howard Gillman, Al Harris, and Mark Petracca.

Guests Present: John Bretting, Nominating Committee Chair; Lynda Roberts, PRQ Coordinator and Office Support; Michael Brintnall, Executive Director APSA; Dave Rausch, Membership Committee Chair; Dan Smith, Local Arrangements Chair, Denver; Richard Clucas, Local Arrangement Chair, Portland; Ron Schmidt, Vice-President and Program Chair-Elect; and Rob Saldin, Graduate Student.

Call to Order: The meeting was called to order by Bill Haltom at 5:30 p.m.

I. APPROVAL OF THE MINUTES

The minutes of the Thursday March 27, 2003 Executive Council Meeting in Denver were approved without correction. An error discovered later was the set of dates reported in the minutes for the nomination of Ron Schmidt, Sr. for Vice President and Program Chair. The dates were reported in the minutes as 2003-2004, whereas the correct dates are 2004-2005.

The minutes of the Friday March 28, 2003 Business Meeting in Denver were approved subsequent to the inclusion of a statement made by WPSA member Kirstie McClure, claiming a "point of personal privilege," asking for a "Sense of the Body" to the following public policy statement:

In the previous event in this room, we've heard an account of the domestic dangers of post-9/11 government actions, legislation, and policy. There are also, however, intensely troubling international dimensions as well. In light of this, I would like to propose the following sense of the body resolution:

“Whereas the Federal Government of the United States of America has invoked what amounts to a permanent ‘state of emergency’

- to embrace and act upon a dangerous doctrine of pre-emptive war,
- to disregard international standards of human rights in the continuing incarceration without charges and without recourse to law, of the prisoners of Guantanamo,
- to disregard both international human rights and domestic constitutional guarantees in the incarceration of Jose Padilla, an American citizen,

We, the attendees of the Western Political Science Association deplore the U.S. Government’s arbitrary assumption and continuing enlargement of extra constitutional powers.”

[Recording Secretary Note: As is clear from the Friday March 28, 2003 Business Meeting minutes, President Kaufman-Osborn ruled this statement out of order, citing WPSA Bylaws Article 1, Section 3 which states that “it is not the purpose of the Association to commit its membership on issues of public policy.”. President Kaufman-Osborn did note that Professor McClure was free to circulate a petition available for individuals to sign.]

II. REPORTS

A. Executive Director’s Report: Elizabeth Moulds.

Betty announced a change in her status. For the next five years, she will be in early faculty retirement status. WPSA will buy her time as planned for some time now.

Betty reported that the Denver conference went very well, with only a few errors with the hotel and the awards. Barbara and Bill are working on the upcoming Portland conference with the Local Arrangements chair, Richard Clucas of Portland State University. The conference will be at the Portland Marriott downtown. For Portland, WPSA will collaborate with APSA on an on-line system for papers.

For the 2005 conference in Oakland, the program chair will be Ron Schmidt and WPSA is still looking for a local arrangements chair in the Bay area.

For 2006, the two sites being considered are Las Vegas and Albuquerque. The Las Vegas hotels being considered are the Alexis (a non-gaming that is some distance from the main gambling area) and the Riviera which some consider “tacky.” It was suggested that the Marriott be investigated as a possibility.

B. PRQ Managing Editor’s Report: Ron Hrebenar

Ron Hrebenar, PRQ Managing Editor, reported that the PRQ has a booth at the APSA conference where it is offering membership incentives and free copies. Ron also asked for feedback on the new PRQ format.

Lynda Roberts, PRQ Coordinator and Office Support, gave a financial report on PRQ. She also discussed her findings of the costs of integration of the PRQ and WPSA on-line systems. Currently the systems are distinct and Lynda manages an in-house data base of PRQ subscribers. Though it would be desirable to have a system like that of APSA because that system avoids duplication, she found that the company, Media Solutions, would integrate the systems for \$9,750.

C. Program Chair's Report: Barbara Norrande.

Barbara noted the success of on-line submission of abstracts. The percentage of no-shows was about 8-10%. No-shows can now be tracked more effectively to discover "repeat offenders." The council may need to consider a policy on this issue in the future. It was noted, however, that the snow storm the week previous to the conference may have been a factor in the no-show rate this year.

D. Local Arrangements: Final Report From Denver - Dan Smith.

There was more total income than the Las Vegas conference (one of the most successful), by about \$2000 to \$3000. There were more exhibitors. There was only one complaint!

There were a few headaches. (a) The programs were ready only 12 hours before the conference because of the serious snowstorm in Denver the week before the conference. (b) The overflow hotel, the Magnolia, was perhaps too attractive with its free wine, but we still met the 80% rate required at the Hyatt.

E. Local Arrangements Portland 2004: Richard Clucas.

The Portland conference will be held March 11-13 at the Marriott for \$109 per night. There is no need currently to contract for an overflow hotel. If an overflow hotel is needed, this can be done the month before the conference. Printing of the final program will be done in Sacramento for the Portland conference. Richard thanked Dan Smith for his assistance. He also noted that Portland State University had donated \$2000 to the 2004 conference. He reviewed the attractions of the "City of Roses," Portland: Marriott is truly down town, Powell's Book Store is nearby, public transportation is free in the downtown area, and there are many restaurants in the surrounding blocks.

F. Nominating Committee Report: John Bretting.

The committee tried to balance the slate in terms of race, gender, and school size. WPSA Nominating Committee Slate for Election at the March 2004 Membership Business Meeting:

Vice-President and Program Chair 2005-2006
Valerie Martinez-Ebers
Recording Secretary, 2004 - 2007

Barbara Morris
Executive Council 2005-2008
Region A
Gary Michael Segura
Noelle Norton
Region B
Lori Cox Han
Region C
Todd Donovan

III. OLD BUSINESS

A. Membership Committee Report: Dave Rausch.

Dave Rausch reported that this committee has been working on a data collection form in order to serve the membership better. They examined the APSA membership form as a model that might be adapted.

It was moved and seconded that a committee (Betty Moulds, Lynda Roberts, Elsa Favila) work to create a membership form that will meet the needs of both the PRQ and the WPSA.

The motion passed unanimously.

B. Graduate Students and the WPSA: Luis Fraga.

Luis Fraga was not present. Rob Saldin, a graduate student from the committee, reported. Input is being sought from the graduate students themselves on the issues raised in Denver.

IV. NEW BUSINESS

A. Mid-year budget report: Gil St. Clair.

Gil submitted the six month budget, reporting that we are on "on track." See attachments.

B. WPSA Record Retention: Policy Recommendation from Director Moulds.

Betty recommended that the following policy be adopted regarding WPSA "record retention" as a new section 6 of the Policies and Procedures:

Record Retention:

WPSA records will be retained according to the following schedule:

Permanent:

Documentation of non-profit status

Agendas of Executive Council and Membership
Business meetings
Annual financial reports
Annual listing of association officers
Annual listing award winners
Annual membership reports
Annual programs
Annual tax returns
Bylaws
Minutes of Executive Council and Membership
Business meetings
Policies and Procedures

Three years:
Employee tax records
Financial records and bank statements:
association business

Financial records and bank statements:
Convention business
General correspondence
Hotel contracts
Insurance policies
Memoranda of Understanding
Quarterly tax returns

It was moved and seconded that this policy be adopted. The motion was approved unanimously.

C. APSA's Pre-Print Server Project: Bill Haltom.

Members of the executive committee were given a document, "PROceedings: Bringing Convention Papers Online." At issue is whether to authorize Betty Moulds to sign an agreement with APSA to provide for a WPSA conference on-line paper service. The agreement provides for the WPSA to work with APSA contractor All Academic for this service. The licensing is perpetual but non-exclusive. Papers will be in pdf format and All Academic will accept almost any word processing program. Individuals will be able to download conference papers two weeks before and one week after the conference.

There is a one-time \$500 fee to WPSA, and the process would begin for the March 2004 meetings. The grant funding this process runs for about three years. This is a small marginal cost.

It was moved, seconded, and carried (unanimously) that WPSA reach and sign an agreement with the APSA to contract for All Academic's services. The WPSA budget is to be amended accordingly.

This project is the death knell to the paper room but it was estimated that 60-70% of papers were recycled in 1999. How can we increase traffic to the exhibits? Provide computers to check email, free coffee, and or put the registration in a strategic place. It was noted that we will need to educate the membership.

D. WPSA Logo: Elsa Favila.

Three possible logos were presented. There was a consensus on the second logo.

E. PRQ of the future: follow up on March 03 roundtable: Barbara Norrander.

This item was tabled.

F. Other

No other item was discussed.

Meeting adjourned at 7:00 pm

Respectfully submitted,
Peregrine Schwartz-Shea
Recording Secretary