

Minutes
WPSA EXECUTIVE COUNCIL
Date: Thursday, October 13, 10 am PDT
Time: Virtual meeting on Zoom platform
<https://pdx.zoom.us/j/88656260356>

Members Present: Brent Boyea, Nadia Brown, Ivy AM Cargile, Juliet Carlisle, Jason Casellas, Richard Clucas, Elsa Dias, Laura Evans, Pei-Te Lien, John Meyer, Char Miller, Sean Parson, Mark Ramirez, Ricardo Ramirez, Sara Sadhwani

Members Absent: Michael Bowers, Michael Ferguson, Lorrie Frasure, Ainsley LeSure, Melissa Michaelson, Tony Smith, Fred Smoller

Guests: Julio Castilleja

Meeting called to order by Pei-te Lien at: 10:01 a.m. PDT

Julio Castilleja, the association's new Conference and Membership Coordinator, introduced himself. He reported that conference planning is moving forward. People still submitting and Elsa Favila is still helping out in background. Council members introduced selves so Julio knows who folks are.

I. Reports

A. Nominating Committee Report: Richard Clucas

Richard said that he was presenting a more streamlined agenda than the one for the meeting in Montreal, which was cancelled for lack of a quorum. This meeting includes only this one report, which provides a listing of the names being put forward for council at the 2023 business meeting. Here is the Nominating Committee Slate:

- a. Tony Affigne being put forward for Vice President & Program Chair
- b. Michael Bowers is being put forward for another term as Treasurer since there is a need to be consistent with this position. This will help with institutional knowledge regarding the money in the association. Michael has been treasurer for several years now.
- c. Four other names are being put forward to serve on the council, all of whom have done a lot of work for the WPSA.

II. Old Business

A. WPSA Administrative Structure Update: Richard Clucas

Richard gave an update on the changes in our administrative structure. He also reported that the council would need to vote one particular matter.

In July, the council voted to make three structural changes in the association's administration to handle the duties previously handled by Elsa Favila, who is retiring as of October 1: (1) hire a Conference and Membership Coordinator (CMC), (2) sign an agreement with a private bookkeeper, and (3) hire someone who would serve as Communications and Special Projects Coordinator. Here is what Richard says has been accomplished since then:

Julio Casilleja was hired for the CMC position. His job began on September 1. The search committee was happy with hire and thought Julio is a great fit for the WPSA.

Richard signed an agreement with Stephen Thaxton of Heartwood booking in Oregon. Thaxton will be paid on hourly rate. Richard said that this was a better choice than another firm considered, which would have charged a flat monthly rate.

Communications and Special Projects Coordinator (CSPC). Richard reported having a conversation with Pei-te about this position. Pei-te suggested that rather than hiring a regular ongoing employee as proposed in July, that the association hire individuals to handle specific tasks as needed. Pei-te felt that we have too many specialized needs for one person to handle and not enough work overall to hire someone in an ongoing position. This change would allow us, for example, to hire a person with expertise to tackle the occasional changes in our website.

A proposal was put before the council to reconsider idea of hiring a Communications Coordinator, but to instead allow Richard to hire specific individuals to help when needed. By-laws say that the council makes hiring decisions, but it also says council can authorize an individual or committee to do so. So, Richard is asking board to allow him to do that.

Elsa Dias asked what is difference in cost of having one coordinator vs. hiring people for different tasks on a need basis? Richard he is still asking for same amount of money (\$8000) from the Council as in the

July proposal, but he believes it will ultimately be cheaper to hire on a per project basis.

Pei-te Lien asked Richard to talk a little bit about who has responsibility for what so that the council would know who to contact in case there are issues or questions. Richard reported the following:

Julio Castilleja's responsibility is conference and membership. Any sorts of questions/concerns dealing with the conference or any aspect of membership then Julio is contact.

Richard Clucas's responsibilities are dealing with any political or internal issues; he will be overseeing mailings until there is someone else to help on this; he will be taking responsibility for webpage, though ideally with professional support; he will be taking over a variety of aspects of finances that Elsa Favila used to handle, though with the help of the bookkeeping company. As in past, he will handle awards and committees.

Returning to the proposal to allow Richard to make specific hires as needed, Pei-te Lien asked about the role of the Wage Committee when Richard wants to make a new hire. This Committee is generally charged with reviewing all association labor matters. So, will this committee also be involved when Richard wants to make a new hire?

Richard Clucas asked whether this would be necessary all the time. For example, if he's offered a graduate assistant from PSU, the committee wouldn't normally be involved. On the other hand, Richard said he would be open to contacting the committee and seeing if it wants to be involved in other decisions, such as hiring someone to help with the web site

John Meyer asked whether Richard is asking for an additional \$8,000, or a reallocation of the funds that had been set aside for the Communications and Special Projects Coordinator.

Richard Clucas said it would be more precise to reallocate these funds. He also said that the proposal is to allow him to hire individuals to handle the same tasks that were to be handled by the Communications Coordinator; it is not a proposal to let him hire whoever he wants in whatever capacity.

Pei-te Lien called for a motion on the proposal, allowing Richard to make these hires as needed rather than hiring a Communications and Special Projects Coordinator.

Brent Boyea moved to approve the proposal. Sean Parson seconded motion

Vote – The council voted unanimously vote in support of the motion.

III. New Business

A. Giving Recognition: Richard Clucas

Richard said that this item is focused on what the council can do to honor Elsa Favila for her 38 years of service to the association.

Richard suggests naming the newly-created Travel Award after Elsa Favila because she has been so membership oriented and done so much to for the people in the organization. Elsa does not know Richard is making this proposal. He wanted to seek council permission first and then will ask her if she's okay with it. If she agrees to allow us to honor her this way, then we will announce the new renamed award at the main reception on Friday night at the WPSA 2023 conference when we will be honoring Elsa. Renaming the award is main proposal put forward.

Second part of proposal is to ask if board wants to set aside some funds to buy her something nice since she's been with WPSA for 38 years.

Nadia Brown asked if Richard had a budget in mind and any ideas as to what to give her. Richard says he is open to suggestions, but that his main concern right now is getting funds set aside; that he did not have a specific idea in mind.

Motion to approve renaming the Travel Grant Fund for Elsa Favila made by John Meyer. Motion seconded by Jason Casellas.

Vote – Motion passed unanimously to rename travel award to Elsa Favila

As far as dollar amount is concerned Richard Clucas is requesting \$200; if more is spent, he will come back to board.

Motion to approve \$200 money for gift made by Sean Parson.
Seconded by Brent Boyea

Vote – The council voted unanimously to set aside \$200 for gift to Elsa Favila

B. Changes in Signers of WPSA Bank Account: Richard Clucas

Richard reported that up to now Elsa Favila has been taking care of all the association finances and as such has been authorized to be the signer on all WPSA's banking accounts. With Elsa now retiring, Richard needs to take over as the authorized signer of all of our bank accounts.

One of the banks (Bank of the West) specifically requires that the organization's minutes show that we are changing who is authorized to handle the association's account and serve as the authorized signer on all bank documents. This proposal is designed to make sure we meet this requirement.

The motion before the council is to change the person who is authorized to sign on all WPSA bank accounts from Elsa Favila to Richard Clucas.

John Meyer put forth a motion to change who is authorized to sign on WPSA bank accounts from Elsa Favila to Richard Clucas. The motion was second by Nadia Brown.

Vote – The council voted unanimously to make this change in the authorized signer for association bank accounts.

C. Changes in Official Address of the WPSA: Richard Clucas

Richard reported that under California state law dealing with non-profit organizations, WPSA needs a street address. Currently, our legal street address has been Elsa Favila's home address. So, need new street address for California because it is a big challenge to change states.

Motion being requested – Richard Clucas is asking if address can be changed for legal purposes to a home he co-owns in the state of California. Proposal is to change from official address of the association from Elsa Favila's home in Sacramento to Richard Clucas's home in Orange, CA. Richard Clucas is able to have all mail and packages with his name and that of WPSA's name to be forward to him in Portland if needed.

A conversation ensued on various issues that might arise with the proposed new location. Laura Evans asked about the possibility of having the address be changed to a university address. Nadia Brown

said she would prefer to make things more formal by using a university address.

Richard explained that this address would just be to meet legal requirements, but that he would be using either his university or home address in Oregon for regular WPSA business.

Pei-te Lien volunteered her department address at University of California, Santa Barbara, be used for the legal requirements if that is acceptable under California non-profit law.

Others weighed in on these options.

Pei-te requested a motion.

Richard Clucas said that maybe a motion should be made to change our legal address to UCSB, assuming it is a legal to do so. If not, he would come back to the council again with an alternative proposal.

Motion made by Jason Casellas to approve using a UCSB address if it is possible to do so. Seconded by Elsa Dias

Vote on motion – 10 ayes; 1 nay. Motion approved with a majority vote.

Elsa Dias said she opposed this proposal because doesn't think it solves problem in long term. Thinks that Richard's solution is easier.

D. Delegating Performance Reviews to Wage Committee: Richard Clucas

Richard reported on need to give the Wage Committee the authority to conduct performance reviews now that the association has begun to hire new employees. The Council is given authority under our Bylaws on the hiring and firing of employees, but there is nothing in the Bylaws or our policies about performance reviews.

The proposal before the council is to delegate the authority to conduct employee performance reviews to the Wage Committee, which consists of the current president, the most recent past president, the incoming president, and the treasurer.

John Meyer said he has no problem extending purview of Wage Committee, but that it seems more appropriate to have the Executive Director conduct the initial review since this is the person to whom

employees will report. So, he offers an amendment to the proposal to authorize the Executive Director to be the first inline to make the performance reviews.

Pei-te Lien requests a motion to accept the proposal with John Meyer's amendment.

Motion by Brent Boyea. Seconded by Nadia Brown.

Vote – Council voted unanimously to approve the motion

E. WPSA Travel Grants: Richard Clucas

Richard said that if we are to move forward with the Travel Grant awards, we now need to make all the rules governing those awards, including criteria, deadlines, and amounts. He is proposing to Council to authorize the President to select a committee to put together these rules and report back to the council with a proposal.

A discussion pursued on who would be eligible for the award. Richard said that in the calls for donations, we said the funds would go to for graduate students, faculty at schools who do not fund travel, and others who need financial support to participate in annual conference. Whatever rules are created have to work within what we said in these announcements.

Pei-te called for a motion to allow her to create a travel grant committee, which would develop these rules and submit them to the council.

Motion to approve by Elsa Dias. Seconded by Jason Casellas.

Vote – council voted unanimously to approve the proposal.

F. Changes in Pi Sigma Alpha Policies: Richard Clucas

Richard reported that the new leadership at national office of Pi Sigma Alpha (PSA) does not want to fund anything that does not directly affect students. As a result, they are no longer going to fund the Pi Sigma Alpha Best Paper Award or the Pi Sigma Alpha talk. Richard talked with the PSA leaders about funding for some student-related activities at the conference. Pi Sigma Alpha would like to underwrite the cost of the undergraduate poster session and the graduate student reception.

Richard says that the Council needs to take action on several things. First, he would like the council to authorize him to sign an MOU with Pi Sigma Alpha for the funding of those two activities. Second, he said the council needs to decide what it wants to do now with the Best Paper Award and the Pi Sigma Alpha talk.

Jason Casellas made a motion to authorize Richard to sign an MOU with Pi Sigma Alpha for funding the poster session and reception. Seconded by Juliet Carlisle

Vote – council voted unanimously to approve the proposal.

Juliet Carlisle made a motion to continue with best paper award, which would be now called the WPSA Best Paper Award, with an award amount of \$500. These funds would come from the association’s annual budget. Motion seconded by Elsa Dias.

Vote – Council voted unanimously in favor of the motion.

The Council then took up the question about whether to continue the tradition of a special talk, such as the Pi Sigma Alpha talk. A discussion ensued on the costs and the rules of selecting speakers. Under Pi Sigma Alpha rules, speakers had to be in the political world; they could not be academics. Ricardo Ramirez recommended continuing with the tradition, but expanding speakers to include academics.

Pei-te requested a motion to allow the Program Chair to decide whether to invite someone to talk and allow him to include academics.

Motion to accept Pei-te’s proposal moved by Mark Ramirez. Seconded by Sean Parson.

Vote – the Council voted unanimously to approve the proposal.

Meeting adjourned at: 11:02am PDT

Respectfully submitted,

Ivy Cargile, WPSA Recording Secretary