

Minutes
WPSA EXECUTIVE COUNCIL
Thursday, April 13, 2017
Vancouver Hyatt Regency, Room: Grouse (34th floor)
Vancouver, British Columbia

Members present: Andrew Aoki, Janni Aragon, Michael Bowers, Mark Brown, Richard Clucas, Carrie Currier, Elsa Favila, Teena Gabrielson, Steven Johnston, Jane Junn, Stephen Nicholson, Julie Novkov, Valerie O'Regan, Ricardo Ramirez, Jennifer Wilking

Members absent: Lorrie Frasure-Yokley, Tiffiany Howard, Maurice Mangum

Ex Officio Present: Mark Button, Valeria Sinclair Chapman, Laurel Weldon, Clarissa Hayward, Louis DeSipio

Guests: Elder Jim, Elder Margaret, Janni Aragon, Meredith Conroy, Jasmine Cooper, Patrick McGinty, Steven Weldon, Ernie Zirakzadeh.

Meeting called to order at 8:15 by Julie Novkov.

The meeting began with a traditional welcome from Elder Jim and Elder Margaret from the Simon Fraser University's Elder program.

- I. Approval of Minutes from the April 2016 WPSA Executive Council meeting and the September 2016 WPSA Action Without a Meeting. Motion to approve by Louis Desipio, seconded by Ricardo Ramirez. Passed unanimously.

II. Reports

- a. Executive Director's Report: Richard Clucas. Richard discussed the main areas of his work: conference related activities, executive council business, finances, communication, and routine administrative items.
 1. Conference related activities:
 - recap on why the conference was moved from Victoria to Vancouver due to the inability of the Fairmont Empress Hotel to fulfill its contractual obligations. Negotiation with the Empress hotel was exceptionally difficult and required the association to hire a Vancouver law firm for assistance. The hotel refused to return the Association's deposit and to cover any of the damages that the hotel's actions caused for the Association. After much negotiation, the Association accepted a settlement offer from the Fairmont Empress of \$12,500 CAD and the return of the Association's \$5000 US deposit. The Association's insurance covered the remaining damages caused by the Fairmont's action, which amount to \$6,658 US.

- This year there were travel difficulties for non-U.S. citizens because of (1) the executive order issued by the U.S. president on entry into the U.S. and (2) changes in Canadian entry requirements. The association's leadership was contacted by 17 participants who were counseled by their university and/or attorney not to leave the country because of the president's executive order. The leadership believes there were likely others who did not attend the meeting because of the executive order but did not contact the association. As for the changes in Canadian entry requirements, the Association only found out at the last minute about Canada's new Electronic Travel Authorization form and fee requirements for some categories of visitors. The Association learned of these changes when a conference participant was not allowed to board a flight to Canada. After hearing from this participant, Elsa sent out a notice to all attendees about this change, warning about the situation.
 - Future conference plans: 2018 San Francisco, March 29-31 at the Hyatt Grand Regency. Regular rooms are \$199/night.
2. Executive council business: Did not have a quorum in September at Philadelphia so conducted a Vote Without a Meeting in the fall.
 3. Finances (record keeping and donations): The hiring of a CPA to provide advice has led the Association to change the handling of its bookkeeping records. The Association has begun to use QuickBooks and it has moved from a cash basis to an accrual method of accounting. Elsa had to learn these new systems and to change the accounting records over to the new system. The new records are modernized and more informative than in the past. In addition the Executive Director worked on donations and fundraising, targeting former presidents first to help raise money for the Betty Moulds Lifetime Service Award Endowment. The Association needed to raise a minimum of \$1250 to enable the Moulds Award to be self-funded. The fundraising efforts raised \$9600, far above the target. Richard also announced that the first recipient of the Betty Moulds Lifetime Service award would be former WPSA President Ron Schmidt.
 4. Communication: worked with the journals and newsletter
 5. Routine Administrative Tasks: include contacting awards committees to get things accomplished, meeting with community college instructors to see what we can do better for that community. In terms of the spring/summer plans they include wrapping up the Vancouver convention logistics, working on the PRQ editor search, the 2018 conference plans, the site visits for future conferences and preparation for council meetings in San Francisco.
- b. Program Chair's Report: Stephen Nicholson. This is one of the top five meetings in terms of attendance. 997 attendees, 515 are members, 153 non-members, 329 students/retirees. Last year San Diego had 1026 and Las Vegas the year before had 1138 so it is on par with other high attendance conferences even with the last minute changes from Victoria to Vancouver.
 - c. Local Arrangements Vancouver: Janni Aragon and Steven Weldon. A lot of coordination was required this year due to last minute changes from Victoria to Vancouver. Steven Weldon and Simon Fraser University came through financially

for the association with both student help and \$5000 donated by the Department of Political Science.

- d. Nominating Committee Report: Richard Clucas for Michael Ferguson. The slate wanted to expand membership and bring new people in and will be presented at the business meeting. Jamie Mayerfeld, University of Washington, is being nominated for the 2018-2019 Program Chair.
- e. Financial Report: Michael Bowers. Total income was \$315,667.54, with expenses totaling 226,306.75 for a net income of \$89,360.79.
- f. 2016 Membership Report to Council: Elsa Favila discussed the numbers are good and helped by past attendance at the conferences in Las Vegas and San Diego.
- g. PRQ Report: Clarissa Hayward. PRQ has worked to be more representative of the discipline by targeting scholars in particular subfields, including IR, comparative, and theory. The journal is getting more representation in these subfields in terms of submissions but together they still represent only 45% of submissions. Turn around time for submission reviews is just under 2 months, and the acceptance rate is now 13%, which is comparable to other high-ranking journals in the discipline. Extended discussion of the impact factor scores that measures citations. It was noted that smaller fields have fewer opportunities to be cited so if the Association wants a journal that is more inclusive it will get fewer citations. A concern was raised that the journal should not get too focused on impact factor because it can be misleading and that there are benefits to using other measures of quality. Question was raised as to whether recommendations would be made to potential authors to cite other works from the journal to help the impact factor and discussion on how this would not be appropriate and would be gaming the system. Another question was made with regard to H5 metrics, which is the index that Google scholar uses to count the top number of articles and number of citations.
- h. PGI Report: Valeria Sinclair Chapman. More discussion of impact factor and reminder to people that PGI is open to multiple analytical approaches/methods and that the format of the journal includes a mix of research articles, symposia, review essays and dialogues. The manuscript submissions are increasing to the journal and currently it has an acceptance rate of 31%, with more than 80% of submissions coming from the US. The time to review is 81 days and they are working to reduce that time but there are concerns with who gets left out when turn around time is sped up and the importance of having a thorough and thoughtful review with appropriate feedback. PGI is also moving forward with social media editorial assistance. Their twitter handle here is @pgi_wpsa with 700 followers, adding 2-4 followers per week. The blog has been started and trying to coordinate it with WPSA so they are not duplicating efforts. No data on breakdown of submissions by subfield but they will work on that for next time. Library subscriptions have doubled over the past year from 26 in 2015 to 41 in 2016.

- i. Western Newsletter Report: Janni Aragon discussed this was the second year she and Danielle have worked on the newsletter and they hope to coordinate more with the journal editors in the future to help with promotion.
- j. WPSA Committee on Information Technology: Meredith Conroy. The IT committee runs the social accounts (twitter, Facebook and the blog) and are trying to work better with journals to promote scholarship and take the burden off journals to promote articles. There are approximately 2000 followers, which the committee feels is good so far.

III. **Old Business**

A. Future Convention Sites: Richard Clucas discussed the regular 4-year rotation on the conference sites – southern California, northern California, the northwest and the southwest. 2018 is in San Francisco, 2019 is in San Antonio, and 2020 is in Los Angeles. Request for approval to begin searching in the Pacific Northwest for Portland and Seattle in 2021. Discussion that 2022 will be the 75th anniversary of WPSA, the rotation would bring us to northern California again. San Francisco would be the only location that can actually fit us. There was discussion on alternative locations such as where the first WPSA was held (Salt Lake City), for Vegas (due to record past attendance) and for a destination location (perhaps Hawaii) but each had problematic characteristics that might not allow the venues to accommodate us or would create too much controversy from members. Motion to approve the search in the Pacific Northwest for 2021 was made by Louis DeSipio, seconded by Valeria Sinclair Chapman, motion passed unanimously.

B. PRQ Editor Search: Ernie Zirakzadeh. Discussion of the review process for the new PRQ editors. The search committee plans to present recommendations at APSA after they complete initial interviews. It was noted that editorial teams are the wave of the future, which can be more expensive, but such teams help promote diversity in subfields to encourage submissions. Ernie asked for suggestions on what kind of questions we might like asked of the potential editors and asked the council to encourage people to apply. In terms of some potential challenges there are some universities that are reluctant to contribute to the receptions, but Richard noted there are creative ways to maneuver around some of those issues. University support varies for editors, some may not get a teaching release or any additional resources for graduate student help. Richard has a list of cost factors and budgeted items that universities might cover.

IV. **New Business**

- A. Budget: Michael Bowers. Expenditures are in line with the budget we approved and it is similar to last year's.
- B. Anti-Harassment Policy: Julie Novkov. A proposal was put forwarded for the Council to consider adopting an anti-harassment policy. Most of the policy put

before the council was based verbatim on the APSA's anti-harassment policy, with the main difference occurring in the introduction and in the list of the groups that could face discrimination. Jane Junn mentioned the APSA policy was passed at the recent Midwest Political Science Association meeting, with some added language which the Council may want to consider, including the creation of an ombudsperson position. Discussion on the policy included the desire for some kind of consequence for violating the policy and for clarification on what would constitute harassment. A discussion was held on whether we should have an attorney examine the policy. Richard mentioned we do not have legal council on retainer and would have to actively seek council on this matter. Finally discussion on whether we should go ahead and make an anti-harassment statement at this time, perhaps printed at the beginning of the program, and work on the detailed policy in the coming months. Council members felt a policy statement would be good and that it could be amended and updated. The Council then discussed how to make the policy statement known so it would reach the broadest audience possible. It was suggested that the policy be included with paper submissions/registration so participants can simply click a box that indicating they had read it. Also recommended that the Association target the graduate student reception so that scholars just coming into the field are aware of the policy. A motion was made to adopt the statement against harassment and that more work be done on this matter by an ad hoc committee. Motion made by Jane Junn, seconded by Teena Gabrielson, the motion passed unanimously. A subcommittee will be appointed by the President to work on the anti-harassment policy.

- C. WPSA Position Statements: Richard Clucas presented a proposal for officers in the council to take a position in the name of the Association on certain issues which may arise before there is a chance to convene the executive council. Currently the council does not have a process in place allowing the Association to take positions except with a vote by the council. The proposal grew out of the growing number of request made of the Association to respond to government actions and proposals, which touch on academic freedom, research in political science, and other topics that are related to scholarly research and education. The proposal was put forward to enable the Association's leadership to weigh in on these types of issues. Richard warned that there are limitations on the types of position that the Association can take because of its non-profit status. For instance, it cannot endorse candidates, support political parties, or lobbying. However, the Association can make informative statements and take positions on some types of issues, including ones related to scholarship, research, education, academic freedom, social sciences, and the discipline. The proposal before the council proposed a process and structure for allowing the President to support advocacy and public awareness campaigns, while also setting restrictions on the types of campaigns the Association can support. The proposed policy was similar to that adopted from the Midwest Political Science Association. Some questions were raised on the wording of parts of the proposal. The council voted to adopt the proposal with one minor amendment in the Restrictions section of the proposal. The initial motion for adoption was moved by Mark Brown and seconded by Jane Junn. The motion to amend was made by Julie Novkov and seconded by Louis DeSipio. The amended proposal was approved unanimously.

- D. Hiring a Bookkeeper: Richard discussed how in the past several years the association's finances have become more complex, both in the activities conducted by the association and in recordkeeping. Richard requested that the Council allow Elsa to hire temporarily help for a few hours a month to assist with bookkeeping-related matters. The cost of hiring part-time help with bookkeeping was estimated at \$3600 per year. Michael Bowers noted as treasurer that we have the funds. Jane Junn made a motion to hire a bookkeeper as needed, motion seconded by Clarissa Hayward, motion passed unanimously.
- E. Credit Card Authorization: Richard Clucas. On many occasions, the WPSA Executive Director or the Associate Director need to make purchases which are best handled using a credit card. Currently, the Executive Director and the Associate Director rely on the use of a WPSA debit card, their own personal credit cards, or some other payment method to handle these transactions. The Associate Director has begun the application process for the Executive Director and the Associate Director to receive a WPSA credit card. Since we are a non-profit organization, the process requires a formal vote by the Executive Council authorizing the acquisition of the credit card. The outcome of the vote must then be recorded in the formal minutes. The purpose of this agenda item is to ask the Council for that vote. A motion to approve the application and authorizing the acquisition of the credit card was put forward by Louis DeSipio and seconded by Ricardo Ramirez. The motion passed unanimously.
- F. IT Committee Term Length: Meredith Conroy discussed that the Information Technology committee is great to get younger scholars involved, but that the two-year term of committee members was not long enough. She told the Council that the term should be expanded to three years in order for the committee to be more productive. Motion to approve the change to a three-year term was put forward by Steven Johnston, seconded by Jane Junn, and motion passed unanimously.
- G. Membership of New Awards Committees: Richard Clucas. With a few exceptions, WPSA policies give the Association President responsibility of appointing all WPSA committees. Over the past several years, there has been an expansion of the number of WPSA committees. The expansion of the committees has made it increasingly difficult for WPSA Presidents to identify a sufficient number of qualified members to serve on all the committees. With some Association members talking about creating new awards in the future, this challenge is going to grow. This proposal calls for revising the guidelines for creating new award committees so that the proposer is required to offer a selection process which helps identify committee members. Motion to approve by Louis DeSipio and seconded by Jane Junn. Motion passed unanimously.

- H. The Council took up Items H and I on the agenda at the same time. The proposals were presented by Richard Clucas. Item H was a proposal to add two awards (Clay Morgan Award and Don Nakanishi Award) to the Association's main Policies and Procedures document. Item I was a proposal to revise the Policies and Procedures document to include the Treasurer to the Association's WAGE committee. The Executive Council had approved the creation of these awards and the change in the WAGE Committee membership at previous meetings. Richard told the Council that these two items were put on the agenda in order to consolidate these policies into the Association's main governing document. A vote to include these policy changes in the Association's Policies and Procedures document was put forward by Jane Junn and seconded by Louis DeSipio. Michael Bowers abstained from the vote. The motion passed.

Additional items: Richard reminded council members they should attend the different events on the program to show support for the work of the organization and noted it would be good to have support at the noon Pi Sigma Alpha speaker, the graduate student reception, and the business meeting.

Jennifer Wilking raised a question on the selection of section chairs for conferences and if there was attention paid to region in that selection. It was noted that program chairs may want to pay attention to region and a counter point was raised that we might also want to pull people in from other regions to play a larger role in the association and to expand our reach.

Motion to adjourn by Louis DeSipio, seconded by Stephen Johnston.

Meeting adjourned at 11:29pm.