

WPSA EXECUTIVE COUNCIL MINUTES
Virtual meeting

Date: Friday, September 26, 2025
Zoom: <https://pdx.zoom.us/j/81152026433>

Call to order: 12:05 pm by Tony Affigne

Members Present: Tony Affigne, Gina Branton, Brian Calfano, Richard Clucas, Anand Commissiong, Carrie Currier, Lorrie Frasure, Marcela Garcia-Castañon, Claudio Holzner, LaDella Levy, Gabriel Magni, Natalie Masuoka, Yalidy Matos, Kathryn Perkins, Ngoc Phan, Scott Siegel, Chris Stout, Mina Suk

Members Absent: Tony Carey, Ivy Cargile, Ron Hayduk, Tony Smith

Guests Present: Julio Castillja

I. New Business

A. Website Modernization

The first item on the agenda was a proposal to modernize the association's website. Richard began by explaining the problems with the current website, which is motivating this proposal. He said the preeminent motivating factor is the problems with our current site in receiving payments (dues, registration, donations). He said the most troubling problem are gaps between what we record in our financial software system versus what is recorded by PayPal. The problem is so bad that our bookkeeper has to record a lot of the information by hand, which should be done automatically. The bookkeeper has asked us to get a new payment system that would integrate with the bookkeeping databases. In addition to the bookkeeping problems, Richard listed a variety of other problems with our current website, including the difficulty in creating and updating forms, handling conference program submissions, sending out mailings to members, and more. He noted that the current website was created for us well before he became executive director in 2009.

Clucas said other factors motivating the proposal is his plan to retire in 2027 and concern over how long our software programmer will work for us. The current website requires that we rely on this software programmer to make changes in the site. Clucas said that there are several easy-to-use website programs you can buy off the shelf, which can be changed without having to have a software programmer to make the changes. This should make it easier for a new director to use. If there are difficult problems, these off-the-shelf programs have a team of programmers who can help, but we won't need them as frequently with our current system.

Richard said he contacted several scholarly organizations about our size and operation. From talking with these organizations, he recommended that the association purchase the services of two companies: MeetingSavvy and MemberClicks.

MeetingSavvy is an online conference management program for academic organizations like ours. It handles everything from abstract submission to conference program creation. It is like All-Academic, but less expensive and better tailored to specific organizational needs.

MemberClicks is a membership management program that offers a full array of services, from hosting websites to processing payments. One thing it does not provide is the type of submission process we need, which is why I am proposing we also purchase a subscription to MeetingSavvy.

Combined, the two will replace our current website.

Richard then gave an overview of the costs of the programs:

MeetingSavvy	
Annual Amount	\$2,000 (estimate)
MemberClicks	
Annual Amount	\$5,200 (revised formal bid)
One-Time Start Up Fee	\$500 (revised formal bid)
TOTAL COSTS	\$7,700 (first year)

While these programs will cost us more than our current setup, it won't be a huge difference. He said that in some years, but not all, we have paid our software programmer more than \$5,500. In addition, we pay for some additional items, which can be handled by MemberClicks or MeetingSavvy, including mailings and the creation of the conference program. He said the first year will be the most expensive because we will likely need to keep the programmer onboard to help during the transition and it may take a while to transfer the mailing database to MemberClicks.

Richard recommended that we sign a three-year contract so that the annual amount would be locked in. If we go with a one-year contract with MemberClicks, it will likely raise the rate each year, though he was assured that the increase would be less than 5 percent. Tony Affigne said that he thought that we should go with a one-year contract to make sure we are happy with the product. He also said that a 5 percent increase is not large.

Anand moved to have the council approve the \$7,700 for the website modernization, that we sign one-year contracts with these two firms, and that Richard asks MemberClicks if we can sign a three-year contract after the first year ends if we are happy with the product. Mina seconded. The council voted 15 to 0 to support the proposal. The motion passed.

B. Tech Purchases

The second item on the agenda was a proposal to purchase several pieces of technology that will allow us to record and livestream events at the association's conference.

Richard gave background on the proposal. He said that Tony Affigne had asked Julio to investigate what technology would be needed to record or livestream events at the association's annual conference, possibly including special panels, roundtable discussion,

and talks in which there would be broader interest beyond the conference. Acquiring such technology would also expand the association's reach and allow it to play a role in the broadening virtual world. At the same time, Tony also asked Julio to identify equipment that is not at a prohibitive price.

After investigating what is needed, Julio put together a list of items to purchase. His proposal is to purchase a three-camera studio, along with the accessories and supplies that would be needed for the room, such as studio lighting, headphones, display monitor(s), cabling, power strips, etc. The proposal also includes the cost of a banner to hang in the background.

Richard noted that while the proposal arose out of a desire to record and livestream events, many of the products can be used for other activities. For example, the projectors, projector screens, microphones, cables, and speakers can be used in regular panel rooms or special talks. The WPSA banner can be used at the registration desk and other places in which we want our name to be visible.

Here is the list Julio put together:

3 Cameras	\$1,350.00
2 Projectors	\$1,400.00
2 Large Rear Projection Screens	\$300.00
1 Streaming Video Mixer	\$1,099.00
1 Audio Mixer	\$550.00
4 Wireless Microphones	\$300.00
4 Microphone Mounts	\$100.00
2 Speakers	\$350.00
6 Led Lights	\$550.00
1 Pipe and drape for backdrop	\$375.00
1 WPSA banner	\$450.00
Mix Cables	\$150.00
Camera Stands	\$120.00
Miscellaneous	\$100.00
TOTAL	\$7,194.00

Richard said he is asking the council to approve \$8000 in case the final amounts prove higher than the estimates.

Julio discussed his thinking in making these recommended purchases. He said his goal was to find products of good quality but at a budget price. He said these were good quality equipment that will produce good videos. He said that one of the other benefits he sees in these purchases is that they can be used to create content on our website.

Tony opened the floor to questions. Mina asked about closed captioning and whether there would be any issues surrounding releases. Tony says that we should make sure those in a recorded session know they are being recorded. He said that the proposal did not include closed captioning equipment.

A motion was proposed to spend up to \$8000 for these purchases. If the price is higher, Richard needs to return to the council for additional funding. Anand moved and Mina seconded the motion. The council voted 13 to 0 in favor of the motion. The motion passed.

C. Wage Committee Recommendations

The final item on the agenda was the Wage Committee Recommendations. The proposal before the council was to increase the wages of four WPSA employees: Julio Castilleja, Jason Phulps, Chao Vang, and Evan Phulps.

Tony Affigne presented the recommendations from the Wage Committee. He said that the committee voted to recommend the following adjustments for our staff:

Julio Castilleja (2024): Increase annual salary from \$53,000 to \$54,590 (3.0%)

Jason Phulps (2022): Increase hourly rate from \$40.00 to \$46.00 (15.0%)

Chao Vang (2021): Increase hourly rate from \$45.00 to \$54.00 (20.0%)

Evan Phulps (2023): Increase hourly rate from \$20.00 to \$22.00 (10.0%)

Anand asked about the impact of these increases on the association's budget. Richard said that we are financially able to handle these increases.

Anand moved to approve the proposed salary increases. Scott seconded the motion. The council voted 15 to 0 in favor of the motion. The motion passed.

Motion to adjourn was moved and seconded. The meeting was adjourned at 12:50 pm.

Submitted by Ivy Cargile, Recording Secretary