

# ACJS BOARD MEETING MINUTES

**March 27, 2020 - Time: 10:00AM eastern  
By Zoom Conference Call**

**IN ATTENDANCE:** Prabha Unnithan (President), Cassia Spohn (1<sup>st</sup> Vice-President), Heather Pfeifer (2<sup>nd</sup> Vice-President), Faith Lutze (Immediate Past President), Marlyn Jones (Treasurer), Erin Orrick (Secretary), Cassandra Reyes (Region 1 Trustee), Leah Daigle (Region 2 Trustee), Victoria Beck (Region 3 Trustee), Christine Nix (Region 4 Trustee), Stephanie Mizrahi (Region 5 Trustee), Lorenzo Boyd (Trustee-At-Large), Anthony Peguero (Trustee-At-Large), Ashley Blackburn (Trustee-At-Large), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

**I. Welcome and Introductions**

- President Unnithan called the meeting to order at 9:15am and welcomed the new Board members – Denise Paquette Boots, Cathy Marcum, Chad Posick, Melissa Burek and asked everyone to introduce themselves

**II. Review Agenda**

- A motion to approve the agenda was made by Boyd and seconded by Jones. The motion carried unanimously with no abstentions.

**III. Strategic Planning (Faith Lutze)**

- TABLED ITEM: until Mid-Year Board Meeting

**IV. Approval of Minutes**

- a. September Mid-Year Meeting
  - b. Strategic Planning & SWOT Analysis Meeting
- A motion to approve the minutes was made by Pfeifer and seconded by Reyes. The motion carried unanimously with Orrick abstaining.
  - A motion to accept all of the oral reports was made by Pfeifer and seconded by Jones. The motion carried unanimously with no abstentions.

**V. President's Report (Unnithan)**

- Unnithan discussed with the Board activities as a result of the cancelation of the annual meeting. Tote bags and padfolios that were purchased for the 2020 meeting will be used for the 2021 meeting.
- Unnithan withdrew the question regarding the sponsorship of the Asian Criminological Society.
- Pfeifer asked about continuing questions regarding the certification process. It was suggested to have something at the 2021 meeting with Board members present. Unnithan recommended that Mizrahi keep that in mind for planning the 2021 meeting.

**VI. 1<sup>st</sup> Vice President's Report (Spohn)**

- Spohn informed the Board of the tentative plan to meet in Phoenix in November to put the 2021 meeting program together. Spohn reported updates on planning for the 2021 conference. Dawn Beichner and Stephanie Mizrahi will serve as program co-chairs. Yusef Salaam will give a plenary talk on Wed April 14<sup>th</sup>. Robin Engel asked to give a talk at the 2021 meeting in place of the one she was planned to give at the 2020 meeting.
- The Board discussed options for the Awards ceremony for those who would have received awards at the 2020 meeting. The Board discussed having the conference officially begin on Tuesday following the executive Board meeting where the awards for the 2020 would be given, and potentially the Bruce Smith talk with a reception following. Perrin will determine how many room nights available on Tuesday. Worrall will work with Experient to explore increasing the rooms for each day.
  - a. **ACTION ITEM:** Approval of 2020-2021 Proposed Budget (see BFA report)
    - A motion to approve the Budget was made by Jones and seconded by Reyes. The motion carried unanimously with Spohn abstaining.
  - b. **ACTION ITEM:** Standing Committees Assignments for 2020-2021
    - Additional assignments needed: Paquette Boots to name another member to the Budget, Finance, and Audit Committee. Pfeifer to add Deputy Chairs

VII. 2<sup>nd</sup> Vice President's Report (Pfeifer)

- Pfeifer reported that she is still looking for Affirmative action deputy chair
- Pfeifer announced the 2022 Annual Meeting Theme will be: Avenues of Change: Integrating Research, Advocacy, and Education. Courtney Porter and Monica Summers have agreed to serve as Program Co-Chairs
- Pfeifer will coordinate with Perrin to get an email to the membership to solicit volunteers for committees

VIII. Immediate Past President's Report (Lutze)

- Discussion Items Tabled until Mid-Year Board Meeting
- Lutze welcomed the new members to the Board

IX. Treasurer's Report (Jones)

- The Board discussed options and the process for offering refunds for the canceled 2020 meeting.
- Unnithan presented options for 2021 registrations:
  1. Refund money entirely
  2. Apply to the 2021 conference registration
  3. Donate the registration to the Academy
- The Board discussed implementing a deadline for attendees to select an option and what the default option should be for non-responses.
  - a. **ACTION ITEM:** A motion to provide members with the 3 options; 1. Refund registration money entirely, 2. Apply registration money to the 2021 conference registration, and 3. Donate the registration money to the Academy was made by

Lutze and seconded by Boyd. The motion carried unanimously with no abstentions.

- b. **ACTION ITEM:** A motion to request a reply from registered members by May 15<sup>th</sup>. If no selection was made by this deadline, the selection will default to option 3 (above) was made by Spohn and seconded by Reyes. The motion carried unanimously with no abstentions.
  - Perrin questioned if this would also apply for exhibitors, advertisers, and sponsors? The Board discussed providing the same options to these groups.
  - c. **ACTION ITEM:** A motion to provide advertisers, sponsors, and exhibitors with the same 3 options as the membership with requests for refunds made by May 15<sup>th</sup> was made by Lutze and seconded by Pfeifer. The motion carried unanimously with no abstentions.
- X. Secretary's Report (Orrick)
- Orrick reviewed the votes taken via email since the September 2019 Meeting
  - A motion to approve all oral reports was made by Reyes and seconded by Jones. The motion carried unanimously with each report author abstaining from his/her reports.
- X. Executive Director's Report (Worrall)
- Worrall discussed with the Board the launch of the new career page at careers.acjs.org
  - Updated the Board on CJRA activities. Worrall and Jones participate in each meeting. Worrall discussed the 2020 CJRA budget approval and splitting the cost of travel for representatives attending the conferences with ASC.
  - Worrall updated the Board on the increased social media presence of the Academy with the number of twitter followers growing in recent months.
  - Worrall discussed with the Board updates with Taylor and Francis. The editorial transition of JQ after the passing of Leiber has been going smoothly. There is a push from the current administration to allow open access of research supported by federal grant dollars
  - Worrall shared with the Board some of the work that has gone into the cancelation of the meeting, including costs and policies related to canceling. The Academy has built up reserves over the years to prepare for this type of circumstance. Due to the work by the executive manager, the association manager, and the Board, much of the loss was averted. Worrall exact numbers are largely unknown at this point.
  - Worrall requested the Board discuss when/should ACJS proceed with the degree program directory grant. Worrall discussed the proposals received and provided the Board with an update of the committee vote to select a recipient.
  - **TABLED ITEM:** Unnithan suggested that we table this for an electronic review and vote so the Board can review the proposal selected by the ad hoc committee. Spohn will call for a vote electronically.

- A motion to go into executive session to discuss the expiration and extension of the Executive Director’s contract was made by Lutze and seconded by Reyes. The motion carried unanimously with no abstentions.
- A motion to come out of executive session was made by Pfeifer and seconded by Boyd. The motion carried unanimously with no abstentions.
  - Worrall discussed with the Board Cathy Barth’s Part-time Employment Contract. Cathy has agreed to stay on.
    - a. **ACTION ITEM:** A motion was made to approved to approve Cathy Barth’s part-time contract was made by Spohn and seconded by Jones. The motion carried unanimously with no abstentions.
  - Worrall discussed with the Board continuing the part-time position in place for the last 3 months, which provided support leading up to the conference.
    - b. **ACTION ITEM:** A motion was made to approve \$35/hour up to \$20K for part-time help was made by Jones and seconded by Beck. The motion carried unanimously with no abstentions.

XI. Association Manager’s Report (Perrin)

- Perrin updated the Board on membership numbers. She noted the momentum going into the spring was strong, and the marketing had been working; however, not having the meeting will likely impact the final numbers.
- Perrin informed the Board that the career site is up and running since February.

XII. Program Chairs Report on 2020 Annual Meeting (Mizrahi, Tillyer)

- Mizrahi updated the Board on the status of the 2020 meeting. Noting that preregistrations were high.
- The Board expressed their appreciation for the efforts and hard work of Stephanie Mizrahi, Rob Tillyer, and Meghan Augustyn. Unnithan noted appreciation for all the hard work and for the 2021 program to allow some of the components of the 2020 meeting to be included. Lutze discussed the momentum that was building going into this conference and expressed appreciation and acknowledgment of the loss from the cancelation.

Program Chairs Report on 2021 Annual Meeting (Mizrahi, Beichner)

- Mizrahi reported on the efforts of trying to balance the inclusion of the 2020 program component with not overwhelming the Orlando conference. The timing of the 2021 submission system is not a current top priority; the expected completion is by early May with the goal to open it in June. Deadlines will stay the same even though the system will open a little later. The Program Chairs plan to set up monthly meetings and including next year’s program committee chairs.

- A motion to approve the Executive Director, Association Manager, and Program Chairs Reports was made by Spohn and seconded by Reyes. The motion carried unanimously with Mizrahi abstaining from the Program Chairs Reports.

### XIII. Committee Reports

- A motion to accept all committee reports was made by Beck and seconded by Blackburn. The motion carried unanimously with no abstentions.

#### a. Doctoral Summit (Pfeifer)

- Pfeifer discussed with the Board the good faith effort of the committee's recommendation to offer scholarships for those still in their respective doctoral programs to the 2021 program. The number of slots would be determined once it is known about how many would still be eligible next academic year. Unnithan noted that a letter of thanks should be sent to SHSU for the sponsorship and to note the items will be used in 2021.
- **ACTION ITEM:** A motion was made by Jones and seconded by Reyes to approve an invitation and to extend the scholarships for eligible 2020 cohort members for the 2021 doctoral summit. The motion carried unanimously with Pfeifer abstaining.

#### b. Public Policy (van Wormer)

- **TABLED ITEM:** The Board tabled the request to Review/Approve Proposed Additions/Changes to the Protocol for approving new Policy Experts (2 Documents to review) to the mid-year meeting in order to request clean copies of the policies and response to requested additional information
- **ACTION ITEM:** A motion was made to approve the new language for the "Policy Expert" page on the ACJS website by Spohn and seconded by Pfeifer. The motion carried unanimously with no abstentions.

#### c. Ad Hoc: Committee on History Mini Grants (Blackburn)

- Blackburn discussed with the Board the increased number of applications for the historical mini-grant and the process used to select the recommended recipient. Worrall recommended revising the website to show award and grant recipients both current and past.
- **ACTION ITEM:** A motion was made by Beck and seconded by Mizrahi to approve the historical mini-grant recipient. The motion carried unanimously with Blackburn abstaining.

#### d. Report of NGO Representative to United Nations (Reichel and Zabyelina)

- **ACTION ITEM:** Oral Report on ACJS-UN Link – No longer applicable

- Worrall will look into determining what needs to be voted on and will be in touch with Reichel to determine specifics.
  - Unnithan discussed with the Board the report submitted by Dean Dabney and recommended that the Board further discuss the provision of support to attend conferences at the mid-year meeting.
  - Spohn will appoint an ad hoc committee to review the issues related to these liaison positions to present at the mid-year meeting.
- A motion was made to approve all committee reports was made by Beck and seconded by Pfeifer. The motion carried unanimously with Mizrahi abstaining from the assessment committee report.

#### XIV. Region Reports

- A motion to accept all region reports was made by Pfeifer and seconded by Mizrahi. The motion carried unanimously with no abstentions.
  - Reyes and Mizrahi discussed upcoming plans for regions to determine if their respective conferences should be canceled.
- A motion to approve all region reports was made by Beck and seconded by Blackburn. The motion carried unanimously with respective regional trustees abstaining from their reports.

#### XV. Section Reports

- A motion to accept all received section reports was made by Beck and seconded by Spohn. The motion carried unanimously with no abstentions.
  - Affirmative action, membership, and constitution committees didn't submit reports. Unnithan will follow-up.
  - Unnithan discussed some of the issues with declining membership numbers of some of the sections.
- A motion to approve all received section reports was made by Beck and seconded by Mizrahi. The motion carried unanimously with no abstentions.

#### XVI. Editor Reports - Accept/Approve all Reports

- A motion was made to accept all editor reports was made by Beck and seconded by Jones. The motion carried unanimously with no abstentions.
  - The Board discussed the ending editorship term of JEJ. If Piquero does not want to review, then Paquette Boots, as incoming 2<sup>nd</sup> VP, will need to form a search committee.
  - Meyers has completed his 3<sup>rd</sup> year as editor of ACJS Today as of July 2020. The secretary is responsible for determining if Meyers will continue as editor. An email

vote will need to take place before his current term ends in July if he wishes to continue

- A motion to accept the JEJ mid-year editor report was made by Blackburn and seconded by Beck. The motion carried unanimously with no abstentions.
- A motion to approve all editor reports was made by Beck and seconded by Blackburn and Lutze. The motion carried unanimously with no abstentions.
- Unnithan expressed his thanks for the membership and the Board for their support during his term, and thanked Rob, Stephanie, Dawn, and Meghan for their work on the program, thanked Leticia, John, and Cathy for all their support and help with coping with the unprecedented circumstances this year, and thanked exiting Board members for their work and support.
- Unnithan transferred to the new Board at 2:25pm. Spohn officially took over as president at 2:45pm.

#### XVIII. Old Business – Tabled until Mid-Year Board Meeting

- a. Certification update for Regions, requested by Christine Tartaro (NEACJS)
- b. Strategic Planning
- c. Discussion items from Immediate Past President
  - **DISCUSSION ITEM:** Designing a workshop on chairing CJ departments and developing leadership within departments (directors of subunits within departments) for Annual Meeting
  - **DISCUSSION ITEM:** Designing a workshop on Strategic Planning for Annual Meeting
- e. Executive Director Report
  - **DISCUSSION ITEM:** Adding the Employment Exchange as a Standing Committee (receive official reports and enshrine policy) or continue to fund as an ad hoc committee
  - **ACTION ITEM:** Policy Manual Updates (204.01, 301.09)
- f. Program Committee Report:
  - **ACTION ITEM:** Consider whether it would be feasible and what might be involved in moving to a new, updated submission system
- g. **DISCUSSION ITEM:** Anti-Discrimination and Anti-Harassment Policy proposed by Trustee-At-Large Anthony Peguero.

#### XVIX. New Business

##### Assigning Board Liaisons to Standing Committees (Spohn)

- Spohn officially welcomed the new Board members Denise Paquette Boots, Cathy Marcum, Melissa Burek, and Chad Posick.

**2020 – 2021 Assignments:**

Academic Review – N/A (Chaired by Paquette Boots)  
Affirmative Action – Boyd  
Assessment – Mizrahi  
Awards – Peguero  
Budget, Finance, and Audit – N/A (Chaired by Paquette Boots)  
Constitution and By-Laws – Posick  
Doctoral Summit – Pfeifer  
Ethics – Unnithan  
Membership – Marcum  
National Criminal Justice Month – Reyes  
Nominations and Elections – N/A (Chaired by Unnithan)  
Program – Spohn  
Public Policy – Jones  
Student Affairs – Nix  
Crime and Justice Research Alliance – N/A (Jones)

- The Board discussed possible dates for the mid-year meeting. The Board agreed that we would like to continue the strategic planning process at mid-year, which would add Sunday morning.
- Nix reminded the Board that the Region 2 – Southern Trustee will chair the Academy Leadership and Innovation Award. Posick agreed.

**XXV. Adjourn**

- A motion was made to adjourn the meeting at 3:05pm by Boyd and seconded by Reyes. The motion carried unanimously with no abstentions.