

ACJS MID-YEAR BOARD MEETING MINUTES

October 5, 2024 8:00am MST

IN ATTENDANCE: Bitna Kim (President), Stephanie Mizrahi (1st Vice-President), David Myers (2nd Vice-President), Anthony Peguero (Immediate Past President), Leah Daigle (Treasurer), Aimée “May” Delaney (Secretary), Jodi Lane (Trustee-At-Large), Cassandra Reyes (Trustee-At-Large), Melissa Burek (Trustee-At-Large), Michele Bratina (Region 1 Trustee), John Stogner (Region 2 Trustee), Ming Li Hsieh (Region 3 Trustee), Erin Orrick (Region 4 Trustee), Alison Burke (Region 5 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

I. Welcome

- President Kim called the meeting to order at 8:04am MST.
- She thanked all and expressed appreciation for support of Board members. She gave special thanks to Melissa Burek and Brie Diamond for their work on the report templates.
- She discussed her conference theme.
- She requested a decorum for speaking – raise hand and speak slowly, clearly.

II. Review Agenda

- A motion to accept the agenda was made by Reyes and seconded by Lane. The motion carried unanimously with no abstentions.
- There was discussion about changing of dates on the agenda (not Tuesday October 6).
 - A motion to approve the agenda with the amended changes was made by Hsieh and seconded by Burek. The motion carried unanimously with no abstentions.

III. Approval of Mid-Year Board Meeting Minutes

- A motion to accept all the minutes was made by Orrick and seconded by Mizrahi. The motion carried unanimously with Delaney abstaining.
- a. Minutes Annual Board Meeting, Tuesday – March 19, 2024
 - There was discussion about the following changes to these minutes:
 - Page 4: the Assist. to the President is a part time position, not full time position.
 - Page 5: change Myers (not Myer’s).
 - Page 14: the correct dates for the WACJ annual meeting was 2023, not 2024. And then 2025, not 2024.
- b. Minutes General Business Meeting, Friday – March 22, 2024
- c. Minutes Annual Board Meeting, Friday – March 22, 2024
 - A motion to approve all the minutes, with the amended changes, was made by Peguero and seconded by Lane. The motion carried unanimously with Delaney abstaining.

A motion to accept all Officer reports was made by Lane and seconded by Hsieh The motion carried with each officer abstaining from their respective report.

IV. President's Report (Kim)

- Kim provided highlights from her report.
- There was a question about payment to the plenary speakers. This was confirmed: plenary and keynotes speakers payments are in the budget. She discussed the logistics of the speakers and the need for quality speakers to ensure attendance. She also discussed the use of social media to promote and highlight these presentations. She spoke about each speaker and what they are offering for the conference. She also spoke about one plenary speaker (Carol Peebles – practitioner) also offering a round table. She also spoke the open forum session she will be offering for each speaker as an option for attendees to meet with speakers, particularly if the attendee cannot attend the presentation. There was a question about the NIJ and BJS speakers being change with the upcoming election. She explained that the language may change in terms of affiliation/position. She informed all that Nancy LaVigne contacted her about presenting at ACJS and she accepted knowing that they might need to cancel their presentation (contingent plan for round table if they cannot speak as a governmental official).
- There was discussion about the social event ACJS Got Talent. She explained that this fundraising activity will be Emcees by one of the local arrangements co-chairs for a show of any talent by any ACJS member for 2 minutes. All funding goes to a local charity. There was a call for the rules: the talent must be pre-approved. All participants must pre-register. She will email each regional trustee and section chair calling for participation. This will be posted on social media and Perrin will send out emails calling for participation. She is requesting one team from Executive Board.
- She announced that the Executive Board Tuesday dinner in Denver will not be held. Instead, the Board will attend the University of Denver reception 7pm-9pm.
- There was a question about the “mark your calendar” on the draft schedule at a glance has the wrong dates for 2026 conference. The correct dates are March 3-7, 2026

ACTION ITEM: Perrin to change correct dates for 2026 conference on the final schedules. The correct dates are March 3-7, 2026

- There was discussion about the proposed ACJS Funding Grant Policy (Policy 207.01). The discussion called for policy to be applicable to all. There was discussion about the Doctoral Summit and the Directory Project. There was concern raised about IRB approval, with the example of whether or not past DSS attendees consented to data collected on them. The following changes to the policy were discussed:
 - Change last part of third sentence to “... all written works and presentations must be provided to President and Executive Director, or an appointed Board representative by the President, who will review and respond whether or not the

product aligns with the ACJS mission prior to dissemination” instead of the Board as a whole.

- Add after this sentence “These reviews will be within 10 business days.”
- Add language that “Documents need to be submitted no less than 2 weeks prior to the date of submission.”
- Add language that “Board members may receive copies of the documents upon request.”
- Add language that the products “This publication/presentation reflects the work of the individual or co-authors and does not represent the views of ACJS.”

ACTION ITEM: Worrall to draft language of Policy 207.01 as indicated above.

TABLED: Changes to this policy will be voted upon electronically once the draft changes are provided for all Board members to review.

- There was discussion about how to deal with “grants” using ACJS affiliation... travel vs. securing grants using ACJS solely
- There was discussion about Doctoral Summit Revised Policy Language. The following changes were suggested:
 - 1.b. For appointments, change the language the 2nd vice president will appoint in consultation with the Committee Chairs.
 - 1.c. (note: in proposed policy, this section is labeled as b. and should be c.). For the size of the Committee, switch the ordering of the 2nd Vice President and Chair language in the sentence.

The Board went into executive session at 9:16am and came out at 9:50am.

- There was discussion about the composition of the DSS Committee and a need for possible rotation. There was suggestion to have multi-year rotations of memberships similar to other ACJS committees. A concern was raised about the grant composition, changing the chair, and continuity of DSS. A concern was raised about being consistent with all standing committees. The discussion also included the benefits serving on the committee for members and the prestigious standing being a member of the committee.
- There was discussion about 2.b. in terms of the data: who owns the data, who collects the data, how is the data stored,

TABLED: these issues will be re-addressed after the report of the AD HOC Committee.

ACTION ITEM: Kim to establish an AD HOC Committee to address DSS policy language. Members will be Worrall, Lane, Peguero, Mizrahi, and Kim.

Kim called for a break at 10:06am, with the meeting reconvening at 10:19am

V. Program Chairs Report on 2025 Annual Meeting (Gibson, Cho, Kuehn)

- Kim highlighted a few points, including ACJS Got Talent, open registration for tours currently, and the list of program committee members and volunteers. She explained that a deadline for sending power point presentations to the chair of the panel has a deadline – this is a new item (see table listing deadlines). The expectation is for the panel chair to have all presentations on their laptop so that

the transition for presentation is more efficient. There was a concern about panel chairs enforcing time limits on the allotment of time for presenting, after she advised that panels will be 5 presentations. There was explanation about the process for choosing panel chairs: by the topic chairs, program committee, or President. There was a discussion about EShow operations with programming arrangements. She asked for but did not receive any questions.

- There was discussion about waiving conference registration fee for 15 local students and 10 local formerly incarcerated people.
 - A motion to approve waiving conference registration fee for 15 local students and 10 local formerly incarcerated people was made by Reyes and seconded by Mizrahi. The motion carried unanimously.

VI. 1st Vice President's Report (Mizrahi)

- Mizrahi highlighted a few items in her report, including the creation of the new program committee position of Track Chair; size of panels (continuing with 5 presentation panels); continuing tours on Tuesday and Saturday; plans for contacting plenary, keynotes, and Presidential speakers; and trying to create a gala reception for the Presidential reception and changing some other evening events (e.g., Trivia).
- She updated her progress on filling committee membership and the need for more volunteers. She requested a point of clarification on policy regarding awards committee membership and topic chair membership. There is an ACJS policy that does not allow a member to be on a standing committee if they are on an awards committee.

ACTION ITEM: Mizrahi to email Worrall for more information about a policy regarding awards committee membership and topic chair membership.

- There was discussion about the 2025 standing committee chairs and members. She provided a verbal update on her listed committee members:
 - Jessica Noble, Charles Lieberman – membership
 - Melinda Roberts, Ed McGuire – mentoring
 - Susan Quinn - public policy
 - James Ray, Mark Beaudry – student affairsand the new topic chairs:
 - William Moreto
 - Christina Hoffman
- There was a point raised that the committee chaired by Jay Albanese does not list the Committee. There is also a typo on the call.

ACTION ITEM: Mizrahi to make the above-mentioned changes to her report.

- There was a motion to approve all standing committee chairs and members, except the Doctoral Summit Committee, by Orrick and Bratina. The motion carried unanimously with Mizrahi and Delaney abstaining.

TABLED: Approving Mizrahi's Standing Committee Chair and volunteers for DSS by email vote or at the end year meeting in March 2025.

VII. 2nd Vice President's Report (Myers)

- Myers highlighted his theme.

- There was discussion about his appointments for Standing Committee Chairs. A point was made that if Dobson wins the election for the Secretary position, then she cannot chair a standing committee. He provided a verbal updated his list of Chairs with:
 - Courtney Porter – Poster Presentation Committee
 - Susan Maxim-Hallett – Author meets Critic
 - Paoline – Local Arrangements
- There was discussion about Marcum and Powers being program co-chairs.
 - A motion to approve the program co-chairs, as well as the Chairs and Deputy Chairs for Standing Committees, was made by Mizrahi and seconded by Orrick. The motion carried unanimously with Myers abstaining.
- There was discussion about his attendance with ARC meetings and training. He named Michele Bratina to be Dept. Chair of ARC, and her plans to use social media and other marketing techniques.
- He updated his actions on the Justice Quarterly journal editor. Worrall asked for Board members to reach out to contact to encourage professors working at R1 institutions to apply for the editor position, expressing the importance of this position for ACJS. There was a concern raised about the number of committee representatives from Florida and mostly Eastern institutions not being representative of ACJS members across all regions/areas, and the difficulty of finding ACJS members to agree to serve on this committee. Worrall pointed out that the committee complies with the stated policy. A suggestion was made to possibly add policy language that calls for representation across all regions.

VIII. Immediate Past President's Report (Peguero)

- Peguero thanked the Nominations and Election Committee for their service
- He thanked Burek and Brie for work on the report templates.
- He thanked Worrall and Kim for working with him on DSS issues.
- He thanked May for his work on Ethics Committee, and agreeing to serve as Chair for the Committee one more year.
- He thanked Perrin for her patience.
- He provided an oral summary of his report.
- There was discussion about the challenges of ACJS members running for office, but there is a full slate of candidates.
 - A motion to approve the slate of nominees for the 2024/2025 election was made by Reyes and seconded by Bratina. The motion carried unanimously with Peguero abstaining.

ACTION ITEM: Peguero and Perrin to contact candidates. Perrin to place names on the ballot.

- There was discussion about candidates campaigning. Members can campaign but ACJS will not provide candidates directly with a membership list.
- There was discussion about all candidates being members of the regions. Perrin confirmed that all members were verified as eligible for position.

IX. Treasurer's Report (Daigle)

- Daigle provided an oral summary of her report, and she believes there needs to be future discussion about costs of conference (either raise fundings sources or cut costs).
- The Board went into Executive Session at 11:30am to complete the annual evaluation of the ACJS Executive Director. Worrall and Perrin left the room. The Board came out of Executive Session at 12:00pm, and Worrall and Perrin re-joined the meeting. Kim thanked Worrall for his service and announced that Worrall will receive a one-time bonus of \$2000.

X. Secretary's Report (Delaney)

- Delaney noted changes that need to be made to her report: number of informationals and number of issues voted on.

A motion to approve all Officer reports was made by Orrick and seconded by Hsieh. The motion carried with each officer abstaining from their respective report. Absent: Stogner and Burek.

A motion to accept all staff reports was made by Mizrahi and seconded by Bratina. The motion carried unanimously. Burek absent.

XI. Executive Director's Report (Worrall)

- Worrall provided an verbal update to his written report.
 - IRS audit – Supporting Strategies paid for the penalties due to the issues with the 1099 being their responsibilities, and the company provided some free services.
 - The Directory has launched and all members were emailed. He announced statistics, and apprised of the few requests for corrections/additional updates in the directory. There was a question about a lack of information for some programs in terms of degrees being offered. Worrall advised that Board members can email him directly, and others using the Directory can use the online form. There was discussion about the need for the Directory team to update any mistakes, for which they are being paid \$75/hr. There was a suggestion that it would be more efficient for institutions to review their own Directory identity, as the institutions know their programs and services best. There was a discussion of the initial payments to develop and launch the project.

ACTION ITEM: Board members are to review their own institutions on the Directory site and email Worrall directly if there are mistakes.

- He advised that ACJS renewed contract with Megaphone (non-profit) for google ad grants as a revenue source. He informed that we pay approximately \$8000 and receive over \$100,000 annually. He provided a refresher on the services this agency provides and the operations.
- Worrall and Perrin seeking input on a potential partnership with marketing agency ARP (Association Revenue Partners) to use their "YMCareers" for the job board postings and advertisements. ACJS will receive 60% royalty for advertisements. He advised all advertisements would be vetted through him to

ensure all advertisements would be consistent with the ACJS mission (e.g., no pop-up ads). He said this is of no cost to ACJS. He requested Board blessing to explore this possible partnership, and the Board granted this blessing.

- He implores of all future Presidents not to move monies from one line item to another line item, as this does not provide transparency and is problematic for accounts. He requests that all Presidents budget costs and retain the budget as approved.
- He announced increases to dues and registration increase for 2025, as this was previously voted on. He will be asking for dues and registration increases for 2026 or 2027. There was discussion about how to operate the dues, particularly on a sliding fee scale. He informed that this can be problematic for the accountants. There was discussion about automatic membership renewal, which is an option for ACJS members currently. There was a question about the review for a comparison of ACJS dues to other comparable professional organizations, as discussed previously. He informed this would be an expensive endeavor but he will look into this. He advised that the Chicago meeting (2024) resulted in the loss of revenue, with some reasons for this loss (e.g., food and beverage, union related costs).

ACTION ITEM: Worrall to obtain 2-3 quotes on the costs of a review for a comparison of ACJS dues to other comparable professional organizations.

Board took a lunch break at 12:38pm, then took the hotel tour to view the conference space and rooms. We reconvened at 2:01pm.

- There was discussion on policy 205.01 changes, as highlighted in the copies provided by Worrall. See Appendix A for additions and deletions. Perrin explained the reasoning for the policy changes: there are no checks (electronic payment only), the accounts provide annual audits.
 - A motion to approve the changes to policy 205.01 was made by Mizrahi and seconded by Burek The motion carried unanimously.

ACTION ITEM: Worrall to make changes to policy 205.01 in the policy manual.

- There was discussion about deleting policy 203.05. Worrall has not found any surplus policy within organization documents
 - A motion to delete policy 203.05 was made by Orrick and seconded by Reyes. The motion carried unanimously.

ACTION ITEM: Worrall to delete policy 203.05 from the policy manual.

- There was discussion about the editorial control policy (700.01). Worrall explained the changes were proposed by T&F, with the key changes to section B-D. See attached draft changes in Appendix B. There was a discussion of the meaning for independently “sending out” submission regarding peer review. Worrall explained this statement is intended for journal editors to have freedom in making decisions about submission without needing review. There was a question about the policy being an ACJS policy and not part of the contract language. There was a question about ACJS being contracted to submitted so many articles, and Worrall confirmed this.

- A motion to approve the changes to Policy 700.01 was made by Reyes and seconded by Myers. The motion carried unanimously.

ACTION ITEM: Worrall to make changes to Policy 700.01 in the policy manual.

- There was discussion about the editorial transition policy (700.02). Worrall explained the changes were proposed by T&F ease with transition. See attached draft changes in Appendix C.
- A motion to approve the changes to Policy 700.02 was made by Burek and seconded by Hsieh. The motion carried unanimously.

ACTION ITEM: Worrall to make changes to Policy 700.02 in the policy manual.

- There was a question about the social media manager. Worrall confirmed annual payment as \$10,000, paid monthly. There was a request for the social media manager needs to complete a report for monthly activities, to include how many items were posted. There was discussion about the need for the social media manager to document activities but cannot be onerous. Perrin confirmed that the social media manager provides a monthly time sheet and the time sheet accounts for the work completed (used to justify payment). The position was clarified as being parttime only, paid monthly. Perrin advised that request for postings can be made to Perrin, who will send the directive to the social media manager.

ACTION ITEM: Worrall and Perrin to ensure social media manager submits reports for the mid-year and end year meetings.

- The Board went into Executive Session at 2:29pm to complete the annual evaluation of the Association Manager. Perrin left the room. Executive session ended at 2:46pm, and Perrin re-joined the meeting. Kim thanked Perrin for all her work. Worrall announced she will receive a 4.5% raise. Worrall discussed the importance of hiring the Assist. Manager to support her.
- For item on changing the audit from annually to every 3 years, Worrall requesting the Board table this discussion due to pending issue: the IRS needs to be notified of the change in financial year (now a calendar year) and he wants to wait until the changes are full implemented. He explained the context for the request for an audit every 3 years: other organization do this (e.g., ASC), the accountants agree with less frequent full audits, and An alternative to the full audit is an annual review, which would be at less cost. Accounting is switched to calendar year but IRS was not notified.

TABLED: The Board will discuss the possible change to annual audits once Worrall confirms the IRS has been notified of the financial calendar year changes and all changes have been fully implemented.

XII. Association Manager's Report (Perrin/Supporting Strategies)

- Perrin provided an oral summary of her report. She explained that numbers and changes are due to still experiencing residue from the COVID-19 pandemic and migrations to new systems.
- She informed that there are still issues with migrations, such updating the website (e.g. past and current award winners, ACJS Today archives, and minutes). She explained the process for posting items on the website. She explained the billing system for dues, including autopay and section dues for lifetime members. There was a request for Perrin to send an email blast to the members that they can opt

for auto-renew membership. She advised that InfoHub allows chairs to post information on the website directly, as well as T&F to post information about journals. She informed that there will be an app coming.

- There was a question about the member search function online, and she said the member directory has been approved for availability this week.
- There was a question about non-membership statistics and she provided the most recent numbers from the 2024 conference. There was discussion about the conference attendance at ASC, and how there are larger numbers (particularly due to international attendance). This discussion moved towards regional conference attendance and whether or not those attendees attend ACJS annual meeting. The reasons were shared, such as competition for limited funds.
- There was discussion about promoting ACJS conference without offering free memberships. An alternative suggested was free conference registration.
- There was a discussion on the oral history project. Perrin explained there is funding in the budget to pay for video production.
- There was question about DSS funding for 2025 of \$12,500 for food and beverage, but the new ACJS members breakfast is only \$7500. Perrin explained that this budget was reduced from the previous mid-year meeting, with the intention of lowering the costs gradually over the next few years. There was discussion about the DSS Committee Chair seeking donations and sponsorships. There was discussion about all standing committees needing to see sponsorships to pay for reception food/beverage. There was discussion about ACJS paying for hotel rooms because there is no Summit without accommodations and the monies benefit the students. There was discussion about the need for equity across all standing committees. There was a suggestion of removing the DSS as a standing committee, and perhaps making this committee a “special” committee (as opposed to AD HOC). There was discussion about Pfeiffer requested the DSS become a standing committee, and this was approved by membership vote so any changes would need to go through the membership.

ACTION ITEM: Kim to include a discussion of the DSS remaining or changing as a standing committee within the AD HOC Committee (see discussion under President’s report for context).

A motion to approve all staff reports was made by Orrick and seconded by Bratina. The motion carried unanimously.

A motion to accept all Committee reports was made by Bratina and seconded by Burek. The motion carried with each Board member abstaining from their respective liaison report.

XIII. Committee Reports

a. Academic Review (Tartaro)

- There was discussion about the Board working with ARC to find ways to market Endorsement. Some ideas:
 - o Conference badges for conference registrants from ACJS Endorsed programs
 - o Conference badges for ACJS certified reviewers

ACJS will provide name badges ribbons for endorsed programs.

- There was discussion about the newly ACJS endorsed CJ programs being recognized at the ACJS awards ceremony. This was addressed at the end year meeting and Perrin has added that slide.
- There was discussion about whether or not the standards should mandate an onsite visit for online programs (currently not required). The committee's concern is consistency as academic programs undergoing external review must be required to have an in-person site visit. They are proposing a change to existing policy. The Committee needs to send the Board the proposed language change.

ACTION ITEM: Myers to inform the ARC that ribbons will be provided to endorsed programs. Myers to inform ARC that Perrin already added a slide for endorsed programs to the awards ceremony power point. Myers also to inform ARC that the Committee needs to submit proposed language change if they want a revision in policy.

b. Affirmative Action (Can)

c. Assessment (Dodson)

- There was discussion about suggestions from the board for potential workshop sponsors. This has been discussed previously under Presidents Boots and Peguero. There was a concern raised about continuous requests for sponsorship amongst institutions by the committees, sections, etc. having an impact on ACJS overall ability to receive larger sponsorships.

ACTION ITEM: Delaney to advise Chair of the Assessment Committee that securing sponsorships is the responsibility of the committee.

d. Awards (Ivkovich)

- There was discussion about separate award deadlines in October causing potential confusion both for the ACJS members applying and the committees reviewing the nominations. The committee requests a single date in October. There was a suggestion that all awards be due on the same date for every award.

TABLED: A change to the due dates for Academy awards due to October will be addressed at the end year meeting.

ACTION ITEM: Daigle to report to Chair of the Awards Committee that the Board will address this issue at the end year meeting.

- There was discussion about change to the report template, given the complexity of the committee (many different awards leading to 18 subcommittees). There was a suggestion to change the title on the individual reports to "subcommittee."

ACTION ITEM: Daigle to report to Chair of the Awards Committee that subcommittees need to use the same template but change the title on the individual reports to "subcommittee."

- There was discussion about improvements to the wording of the awards solicitation:

For the Outstanding Book Award

1) specify the date by which the copies of the books should be received by the committee members.

2) delete the sentence under 6 "If a book is not reviewed after being nominated, any copies of the book will be returned to the publisher or original source" because many books are sent electronically and this created an additional burden on the committee members for print books.

3) the wording under 7 seems to conflict with the authors of the books, as it states "Individuals who are involved in the production of a book, or who have a financial interest in it, may not nominate the book for this award" and authors have a financial interest in the book. If authors/editors are prohibited from self-nominating, then the solicitation needs to state this.

For the Outstanding Mentor Award

1) the nomination needs to include their CV because it may be difficult for the subcommittee to assess whether the nominee has "served as an outstanding role model in a professional capacity in teaching, research, and service" otherwise

For the MacNamara Award

1) the sentence stating "Individual nominations are not necessary for the MacNamara award because all articles published in the three ACJS venues will automatically be considered," the number "three" should be replaced with "four" because there are four possible venues listed in the solicitation (Justice Quarterly, Journal of Criminal Justice Education, Justice Evaluation Journal and ACJS Today). There was a suggestion to add language to state "three peer reviewed ACJS journals."

- There was discussion about the Board needing to specify potential conflicts of interest for chairs and members of the award subcommittees.
- The discussion about how to handle potential conflicts of interest, including the subcommittee Chair and/or Vice-Chair being in charge of addressing such conflicts and monitoring the implementation of a plan to address the conflict.

TABLED: These concerns about the wording of the awards solicitation will be addressed at the end year meeting, pending a review by the AD HOC Committee.

ACTION ITEM: Daigle to report to Chair of Awards Committee that an Ad Hoc Committee was developed to address concerns regarding awards and will address at the end year meeting.

ACTION ITEM: Mizrahi to create an AD HOC committee on awards policy, that will consult with Worrall and Perrin. Committee will be Daigle, Orrick, and Mizrahi.

- There was discussion about the region requirement for the Academy Criminal Justice Agency or Non-Profit Organization Leadership and Innovation Award, Academy Leadership and Innovation Award) severely limiting the number of nominees, and the committee's request to remove this requirement (i.e., allow nominations from all regions every year). There was discussion about this being discussed previously and the issue of preference given to the regional applications. This was voted on previously even after the original awards were approved. Delaney explain the reasoning behind the regional restrictions for this award: purpose was to draw in more practitioner members to attend the

conference, and the practical reasoning was costs associated with attending the conference cross-nationally.

TABLED: To be addressed by the AD HOC Committee.

- There was discussion about the ACJS Student Panel Presentation Awards, ACJS Student Poster Presentation Awards becoming subcommittees of the Awards Committee or the Student Affairs Committee. This is Awards Committee.

ACTION ITEM: Daigle to inform Chair of Award Committee that ACJS Student Panel Presentation Awards, ACJS Student Poster Presentation Awards are under the purview of the Awards Committee.

e. Budget, Finance, and Audit (Myers) *not reported at Mid-Year

f. Committee on National Criminal Justice Month (Diamond)

g. Constitution and By-Laws (Wang)

- There was discussion about inconsistencies within the ACJS Constitution, Article VIII, and the ACJS Policy. Given the large number of items, many of which involve non-substantiative change, Board consensus was to have Worrall review the entire requests then either make changes or report back to the Board for consideration at the end-year meeting.

TABLED: This issue will be addressed at the end-year meeting, pending Worrall's review and report.

ACTION ITEM: Worrall to review this above list to make non-substantial changes. Any substantial changes to be brought back to the Board for the annual meeting.

h. Doctoral Summit (Pfeifer)

- There was discussion about the need to use the template created for Committee reports, as action items were not clearly listed.
- There was discussion about the secured sponsorships – truly secured or “promised.”
- There was a concern raised about IRB approval for on-going research because the previous IRB provided was expired. There was a discussion about whether or not IRB is needed. This will be addressed with the AD HOC Committee.
- There was discussion about creating a YouTube to host webinars from DSS. There was a question about indicating ACJS endorses this YouTube for webinars and tutorials for DSS alumni. The consensus was that there is not sufficient information for this request, and the Committee needs to provide a detailed proposal.

TABLED: These requests will be addressed by the AD HOC Committee (see President's report), then brought forward to the Board.

ACTION ITEM: The AD HOC Committee will address the above issues, in addition to other issues discussed previously.

- There was discussion about allowing the Committee to use signage advertising the ACJS Doctoral Student Summit (no cost to AJS). There was also discussion about DSS producing and distributing a 10th Anniversary Pin, that would display

both the ACJS and the ACJS Doctoral Student Summit logos, to distribute to 2025 cohort and DSS alums. The pin would be created and distributed at no cost to ACJS. They are also requesting to design a DSS logo. There was issue raised with creating a separate logo. There was a suggestion to approve signage and pin but use ACJS logo only. There was concern about the source of the photos on the signage, and whether or not there is permission to use these photos. There was suggestion to grant approval of the signage provided they have secured rights to use the images of people. There was concern raised about the logo and the design of the pin. There was concern raised about other standing committees creating their own logo. Perrin advised the goal of this commemorative pin was to honor 10 years of the DSS. There were suggestions on how to alter the design of the pin. There was discussion about sections having their logos, but sections have some independence.

- A motion to approve the signage and pin, as requested by the DSS Committee, was made by Burke and seconded by Reyes. The motion failed unanimously.

ACTION ITEM: AD HOC Committee will advise the DSS Chair of the vote.

i. Ethics, Equity, and Professional Conduct (May)

j. Employment Exchange (Lee)

- There was discussion about the EE having only one student at the site at any given time, with total of 4 student volunteers

ACTION ITEM: Burek to inform he can make this decision on his own.

- There was discussion about waiving registration fee for workshop host/instructor, particularly someone in the government sector with limited funding for travel, including the financial implications.
 - A motion to waive registration fee for workshop for one host/instructor was made by Bratina and seconded by Peguero. The motion carried unanimously.

ACTION ITEM: Burek to inform the results of the vote.

- There was discussion the EE committee having priority privilege for job/employment-related workshops and events. This was discussed previously, and the EE Committee Chair has been informed that the Board cannot restrict presentation proposals or changes to programming. There were suggestions about how to present the issues to the EE committee, particularly if the Committee is referring to workshops outside ACJS (there is confusion amongst the Board what entity is DCS).

ACTION ITEM: Burek to inform the EE Committee Chair that the Board cannot restrict presentation proposals or changes to programming. Further, that ACJS cannot dictate the operations of other entities.

k. Membership (Marcum)

l. Nominations and Elections (Peguero) *See Immediate Past President's Report

m. Public Policy (Merlo)

- There was discussion additional areas the Executive Board would like included in the list of expertise areas. The Committee is responsible for creating the areas of expertise.

ACTION ITEM: Lane to inform the Public Policy Committee Chair that the Committee is responsible for creating the areas of expertise.

- There was discussion about changing the language of the policy to remove CJRA affiliation and make the language exclusive to ACJS. Myers advised that the application form has been in existence since he was Chair of the Committee.
 - A motion to approve the language proposed by the Committee was made by Mizrahi and seconded by Burek. The motion carried unanimously.

ACTION ITEM: Lane to inform the Public Policy Committee Chair that the policy language changes were approved.

n. Student Affairs (Grant)

- There was a suggestion for this committee to coordinate with the Membership Committee because there appears to be overlap with contacting local institutions.

ACTION ITEM: Bratina to ask Membership Committee Chair to contact Student Affairs to coordinate with the Membership Committee because there appears to be overlap with contacting local institutions.

o. Teller's Committee (Peguero) *not reported at Mid-Year

p. Mentoring Program (Harris)

- There was discussion about coverage for the Mentoring Committee year-round.
- There was discussion about funding for a gathering of mentors and mentees at the annual meeting.

ACTION ITEM: Mizrahi to communicate with the Mentoring Committee chair to seek clarification on item #1 (coverage for the Mentoring Committee year-round). She will also inform that there is website sponsorship available, and the Chair needs to contact Kim. Further, funding sponsorship is the responsibility of the Committee to secure.

q. Ad Hoc: Sage Professional Development Workshop (Rennison)

- A point was raised that Rennison's name is not listed as a member of the Committee in the report.

r. Ad Hoc: NGO Representative to United Nations (Reichel)

s. Ad Hoc: Race and Justice Award (Bing)

- There was a discussion on the request for an additional committee appointment to replace Gabbidon. Peguero to serve on the Committee. There was also a discussion on the name of the award: a current or former member, as well as active community members who are not ACJS members

ACTION ITEM: Peguero to inform Bing of his appointed membership to the Committee.

t. Ad Hoc: Academic Leadership Development Summit (Schafer)

u. Ad Hoc: Policy Regarding Financial Agreements or Use ACJS Affiliation to Request Funding

- This was discussed under the President's report. The Committee was dissolved by Kim.

A motion to approve all Committee reports was made by Bratina and seconded by Reyes. The motion carried with each Board member abstaining from their respective liaison report.

A motion to accept all Regional reports was made by Burke and seconded by Lane. The motion carried with each Regional Trustee abstaining from their respective report.

XIV. Region Reports

a. REGION 1 - Northeastern (Bratina)

- Bratina invites everyone to attend the NEACJS conference in Prince Edward Island, Canada June 2025.

b. REGION 2 - Southern (Stogner)

c. REGION 3 - Midwest (Hsieh)

d. REGION 4 - Southwest (Orrick)

- Orrick provided a verbal update that the SWACJ Board has new presidential succession (1st and 2nd VP). Her impression is that the membership appears pleased with the new presidency. NFI on financials, membership, etc. There was discussion about guidance for when members of regional organizations seek advice or input from the Region Trustee. There was affirmation that regional organizations are independent from ACJS. Orrick recommended to the new President to establish an AD HOC Committee to review Constitution and By-Laws. She reported that, at this time, the issues appear to be resolved at the region's annual meeting this past week.

e. REGION 5 - Western (Burke)

- Burke announced the meeting will in Reno next this year, and highlighted the quiz bowl.

A motion to approve all Regional reports was made by Reyes and seconded by Hsieh. The motion carried with each Regional Trustee abstaining from their respective report.

A motion to accept all Section reports was made by Burek and seconded by Hsieh. The motion carried unanimously.

XV. Section Reports

a. Community College (Utecht)

b. Corrections (Wood)

- There was discussion about the ACA Student Research Awards. There was discussion about the Committee confusing the Academy student awards with Section student awards. Kim advised that the Correction Section Chair is requesting to receive all student presentations about corrections that are submitted to the Academy student awards. There was discussion about approving the award except for #7 – seek your own nominations/submission.
 - A motion to approve the ACA Student Research Award, except criteria #7 in which the section needs to solicit their own nominations/submissions as required for every other section, was made by Orrick and seconded by Mizrahi. The motion carries unanimously.

ACTION ITEM: Worrall to advise the Corrections Section Chair the results of the vote, and that the section needs to solicit their own award separate from the Academy award.

c. Critical Criminal Justice (Isom)

- There was discussion about increasing the section's 2024 annual budget by \$5000 for expenses related to the annual meeting reception. A concern was raised about whether or not this section has this funding in their account.

ACTION ITEM: Perrin to request further clarification about funds in their account

d. Law and Public Policy (Garrison)

- There was discussion about posted action item, but nothing seen in report.

e. International (Schumann)

f. Juvenile Justice and Delinquency (Jackson)

- There was discussion about staggering the terms of Executive Counselor, to avoid years in which all three (3) Executive Counselors are elected at once.
 - A motion to approve the staggering the terms of Executive Counselor, as outlined in the section's report, was made by Mizrahi s and seconded by Lane. The motion passed unanimously.

ACTION ITEM: Perrin to inform the Juvenile Justice and Delinquency section Chair the results of the vote.

g. Minorities and Women (McGee-Cobbs)

- Reyes advised that she has not been Executive Counselor since March 2024 but is listed on the report.
- Perrin informed that the election is occurring currently.
- There was discussion about the dates on the report being wrong, and there was a call for the report to be updated.

ACTION ITEM: Reyes will contact the Minority and Women Committee Chair to update the report and re-submit to Perrin.

h. Police (Dlugolenski)

i. Restorative and Community Justice (Trombley)

- There was discussion about the proposed new award.
 - A motion to approve the section's new award, as outlined in the report, was made by Mizrahi and seconded by Burek. The motion passed unanimously.

ACTION ITEM: Perrin to inform the Restorative and Community Justice section Chair the results of the vote.

j. Security and Crime Prevention (Greenberg)

- There was discussion about the need to use the template. It was shared that the Chair informed he was unable to report the template and this is the reason he did not use the template.
- There was discussion about changing the name of the Committee. Worrall informed that the policy manual is silent on changing the name of the committee, so a vote is not required by the Board.
- There was discussion about changing the section's Constitution and By-Laws . It was noted that the committee received Section membership approval for this change.
 - Motion to change the name change and subsequent Constitution and By-laws to update based on name change was made by Mizrahi and seconded by Stogner. The motion passed unanimously.

ACTION ITEM: Perrin to advise Security and Crime Prevention section Chair of the vote.

k. Victimology (Miller)

l. Teaching, Learning, and Scholarship (Wong)

- No report.

m. Drugs and Alcohol Research (Maggard)

A motion to approve all section reports was made by Reyes and seconded by Peguero. The motion passed unanimously.

A motion to accept all editor reports was made by Peguero and seconded by Mizrahi. The motion passed unanimously.

XVI. Editor Reports

a. ACJS Today (Powers)

- There was a concern raised about the transition to the new Editor not being mentioned in the report.

b. Justice Quarterly (Krohn, Fox)

c. Journal of Criminal Justice Education (Marcum)

- There was discussion about the accepted papers for the special issue being presented at the 2025 meeting, but there is no information about which papers were accepted.

ACTION ITEM: Perrin to contact Marcum to inquire about this.

- There was a discussion about the journal obtaining a Social Science Index. There was discussion about the journal's Impact Factor. There was a discussion about the need for quality editors for all journals to ensure the articles being published are highly likely to be cited.

d. Justice Evaluation Journal (Unnithan)

e. Taylor and Francis (Fernholz)

A motion to approve all editor reports was made by Bratina and seconded by Daigle. The motion passed unanimously.

XVII. Old Business

1) Approval of the NGO Representatives' recommendation of 3-4 additional people to serve on the NGO Alternate Representative Recommendation Committee. This discussion is pending the report from the NGO representative(s).

ACTION ITEM: Kim to request additional information from Reichel.

2) There was discussion about the actions to take, if any, for ACJS members and presenters who have an accepted presentation at the conference, but not registering for the conference and presenting anyways. There were suggestions about checking the presenters against the registration. A concern was raised that there could be 4 or 5 different authors on the presentation and only 1 presents in person, so how can this be accurately checked. A concern was raised about the inability to cross check with on-site registration. There was a suggestion for panel chairs enforcing the wearing of name badges for presentations – in this way, registration is ensured. There was discussion about the difficulties in enforcing this, the pressure on panel chairs (e.g., status differentials, conflict). Kim to discuss this issue more amongst the program co-chairs and Perrin. Board consensus for this issue to be resolved individually with each President/conference.

XVIII. New Business

- The Committees need to title the report templates as either Standing Committee or AD Hoc Committee by removing the non-applicable title.

ACTION ITEM: Perrin to communicate to all Committee Chairs that reports need to be marked as either Standing Committee or AD Hoc Committee by removing the non-applicable title.

XVIX. Adjourn

- Motion to adjourn was made by Orrick and seconded by Burke. The motion passed unanimously. Meeting was adjourned at 5:53pm

DRAFT

Appendix A.

Proposed

ACJS POLICIES

Academy of Criminal Justice Sciences

SUBJECT: Budget, Finance, and Audit Committee	POLICY NUMBER: 205.01 EFFECTIVE DATE: March 5, 2002 FORMERLY: REVISED: January 31, 2024; April 18, 2022; TBA
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I. Purpose

To establish policy and procedures for the operation of the BFA Committee.

II. Policy

The Budget, Finance, and Audit (BFA) Committee shall review the budget and finances of the Academy on a yearly basis and propose additional policies and procedures as needed to ensure the fiscal stability of the Academy.

III. Committee Membership

- A. The Committee is chaired by the Second Vice President in accord with Policy 101.01.III.A.
- B. Other members of the Committee must include the sitting Treasurer, one past President or past Treasurer, and one at-large member of the Academy who are appointed by the Second Vice President. The First Vice President, the Executive Director, and the Association Manager must attend the BFA meeting as *ex officio* members. The President will be invited to attend as an *ex officio* member.

IV. Duties of the BFA Committee

- A. Review the President's budget and the budget proposed by the First Vice President.
- B. Review all investment accounts and approve the establishment of any new investment accounts as per Policy 202.03.
- C. Review all payments made for the fiscal year exceeding \$5,000 with relevant documentation of the expenditures (provided by the Association Manager).
- D. Review the most recent audit.
- E. Review the Personnel Manual and conduct personnel file audits and recommend changes as needed.

Handwritten notes or signatures at the top of the page.

F. Review personnel evaluations as needed and approve raises for all positions besides the Association Manager.

G. Make recommendations to the ACJS Board on any financial issues.

V. Reporting

The BFA, through the Second Vice President, shall make a full report to the ACJS Board at the Annual Meeting and midyear meeting, if appropriate.

Approved by the ACJS Executive Board
ACJS President

Appendix B.

ACJS Journals – Policy regarding editorial control

700.02, SECTION II: EDITORIAL CONTROL OF THE ACJS PUBLICATIONS (CURRENT TEXT):

II. Editorial Control of ACJS Publications

A. Editors of Justice Quarterly, Journal of Criminal Justice Education, and Justice Evaluation Journal shall have complete autonomy and final authority over the content of their publications.

B. The Editor of ACJS Today has some autonomy in this area. At the same time, due to the nature of this publication, the editor is required to publish newsletter-related events and information as so designated by the ACJS President, the ACJS Executive Director, and the ACJS Association Manager.

C. The editor(s) may independently reject submissions deemed inappropriate for the publication based on content or quality and is under no obligation to send all submissions out for review.

D. The editor(s) are under no obligation to accept every manuscript that received three (3) favorable publication recommendations. The editor(s) may elect not to accept a manuscript for publication despite three (3) favorable recommendations for reasons including but not limited to: page space limitations, potential impact on the field, and relationship to other manuscripts selected for publication.

E. Executive Board members shall have no communication with editors about specific editorial decisions or manuscripts undergoing review. Executive Board members may, however, make purely routine inquiries about the status of their own manuscripts under editorial consideration.

F. The Executive Board has the authority to review the Ethics, Equity, and Professional Conduct Committee's disposition/sanctioning of plagiarism complaints and any other ethics claims involving ACJS publications.

G. The call for papers and the initial letter to the submitting author shall remind the author that ACJS publications adhere to the ACJS Code of Ethics. By submitting a manuscript, the author is agreeing to abide by the ACJS Code of Ethics and to come under its jurisdiction as it relates to research and publication.

H. Where there is a substantiated belief on the part of an editor that any research misconduct has occurred, including but not limited to plagiarism, the editor has the obligation to pull the paper from review and forward the matter to the ACJS Ethics, Equity, and Professional Conduct Committee, but otherwise will leave the question of further

sanctions to the discretion of the Ethics, Equity, and Professional Conduct Committee. While non-members of ACJS are not directly subject to Ethics, Equity, and Professional Conduct Committee sanctions, the committee shall nonetheless have jurisdiction over all submissions to investigate allegations of misconduct and determine what sanctions may be appropriate. These sanctions may include: a.) public reprimand, b.) a letter to the appropriate supervisor of the author, and c.) a ban on further submissions to ACJS publications from the author.

PROPOSED CHANGES - DRAFT

- A. Editors of Justice Quarterly, Journal of Criminal Justice Education, and Justice Evaluation Journal shall collaborate with the ACJS Executive Director and the ACJS's publisher's representative to establish editorial policy for their publications.
- B. **New Clause after "...and the ACJS Association Manager"**: The editors of Justice Quarterly, the Journal of Criminal Justice Education, and the Justice Evaluation Journal shall provide the ACJS with sufficient material to publish their journal's annual minimum number of articles. The editors will be advised of the minimum for their journal in the final quarter of the preceding year.
- C. The editor(s) may independently send submissions out for peer review or reject submissions without peer review when these submissions are considered unsound or inappropriate for the journal's scope or do not meet the journal's minimum required standards for publication.
- D. Provided that the decision aligns with their journal's editorial policy, and the article minimum is met, the editor(s) are under no obligation to accept every manuscript that received three (3) favorable publication recommendations. The editor(s) may elect not to accept a manuscript for publication despite three (3) favorable recommendations provided that such rejection for reasons including but not limited to: potential impact on the field and relationship to other manuscripts selected for publication.
- E. **No change**
- F. **No change**
- G. **No change**
- H. **No change**

Appendix C.

ACJS Journals – Transitioning between editors

700.02, SECTION IV: TRANSITION BETWEEN EDITORS (CURRENT TEXT):

- A. The outgoing editor(s) must arrange for the transfer of all files to the incoming editor(s). The outgoing editor(s) should provide a complete account of the status of all manuscripts that remain in the review process.
- B. The outgoing editor(s) should inform the authors of manuscripts in the review process of: a.) the status of their manuscripts and b.) the name, address, and starting date of the incoming editor(s).
- C. The outgoing editor(s) should arrange for ACJS Today and the journal he or she is editing to advertise the name, address, and starting date of the incoming editor(s).
- D. The starting date of the new editor(s) is September 1. The outgoing editor(s) should process all submissions until August 1. The month of August should be used as a period in which to complete the transfer of the journal to the new editor(s).
- E. The new editor(s) should arrange prior to September 1 to establish a fully operational editorial office and to order all materials necessary to review manuscripts (e.g., stationery, review forms, envelopes). The review of manuscripts should begin without delay on September 1.
- F. The incoming editor(s) should consult with the press publishing the journal to: a.) secure all needed forms and b.) to learn the production process the press uses. Further, any change in the design of the journal's cover must be approved by the Executive Board.

PROPOSED CHANGES - DRAFT

- A. The outgoing and incoming editors will agree the editorial transition date with the ACJS executive director and the publisher's designated representative at least six weeks prior to the transition date.
 - a. This date should fall somewhere between August 1 and September 30 where possible.
- B. Because the editorial transition takes place mid-volume:
 - a. the outgoing editor and editorial board will remain on the journal's masthead until publication of the then-current volume is complete;
 - b. the incoming editor(s) and editorial board will be listed on the journal's homepage on the publisher's online platform as "incoming" until the previous editors' third volume is complete;
 - c. the new editors will remain on the masthead until three complete volumes are published.
- C. Prior to the transition date, an introductory meeting shall be arranged for the incoming editor(s). The aim of this meeting is to help familiarize the new editor(s) with the journal, and foster strategic and operational continuity. Ideally, the outgoing editor(s) will also attend this meeting.
- D. Before the agreed transition date, the outgoing editor(s) should provide a complete account of the status of all manuscripts that remain in the review process.
- E. The outgoing and incoming editors may wish to make separate arrangements to discuss the journal and/or share procedures; this shall be done at the editors' discretion.

F. The outgoing editor(s) will retain responsibility for all submissions whose current status is "Revise & Resubmit" on the transition date.

G. The outgoing editor(s) should arrange for ACJS Today and the journal he or she is editing to advertise the name, affiliation and starting date of the incoming editor(s).

E. The new editor(s) should arrange, prior to the agreed transition date, to establish a fully operational editorial office. The review of manuscripts should begin without delay on the transition date.

F. The incoming editor(s) and the publisher will liaise to ensure that the editor(s) have access to the publisher's systems and relevant training.