

**ACJS MID-YEAR BOARD MEETING
MINUTES**

October 2, 2021

Time: 11:00 AM Eastern

IN ATTENDANCE: Heather Pfeifer (President), Denise Paquette Boots (1st Vice-President), Anthony Peguero (2nd Vice-President), Cassia Spohn (Immediate Past President), Marlyn Jones (Treasurer), Erin Orrick (Secretary), Robert Bing (Trustee-At-Large), Lorenzo Boyd (Trustee-At-Large), Cathy Marcum (Trustee-At-Large), Cassandra Reyes (Region 1 Trustee), Chad Posick (Region 2 Trustee), Melissa Burek (Region 3 Trustee), Brie Diamond (Region 4 Trustee), Stephanie Mizrahi (Region 5 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

I. Welcome and Introductions

- President Pfeifer called the meeting to order at 11:05 am and welcomed the Board members.

II. Review Agenda

- Reyes requested the addition of an action item, “Academy Criminal Justice Agency or Non-Profit Organization Leadership and Innovation Award,” to Old Business.
- A motion to approve the revised agenda was made by Reyes and seconded by Burek. The motion carried unanimously, with no abstentions.

III. Approval of Minutes

- April 12 Executive Board Meeting
- April 15 Executive Board Meeting
- Annual Meeting General Business Meeting
- A motion to accept the minutes was made by Marcum and seconded by Boyd. The motion carried unanimously, with Orrick abstaining.
- A motion to approve the minutes for April 12 was made by Posick and seconded by Reyes. The motion carried unanimously, with Orrick abstaining.
- A motion to approve the minutes for April 15 was made by Boyd and seconded by Burek. The motion carried unanimously, with Orrick abstaining.
- A motion to approve the minutes for General Business Meeting was made by Boots and seconded by Mizrahi. The motion carried unanimously, with Orrick abstaining.

IV. President’s Report (Pfeifer)

- Pfeifer updated the Board on the activities conducted in preparation for the Annual Meeting. She updated the Board on Mizrahi’s efforts with the submission system. Mizrahi updated the Board on the submission system status. The Board discussed

potential COVID-19 protocols' potential impacts on the Annual Meeting and how the continued pandemic might impact attendance and participation.

- A motion to approve the President's report was made by Mizrahi and seconded by Bing. The motion carried unanimously with no abstentions.
- **ACTION ITEM:** A motion to accept all of the remaining oral reports was made by Burek and seconded by Marcum. The motion carried unanimously, with no abstentions.

V. Program Chairs Report on 2021 Annual Meeting (Porter, Summers)

VI. 1st Vice President's Report (Paquette Boots)

- Paquette Boots updated the Board on her appointments to standing committees. She noted that her call for volunteers received an excellent response.
- Paquette Boots reported to the Board her efforts in reviewing policies and creating a legacy document with worksheets and information on several topics and areas to assist future presidents.
- Paquette Boots updated the Board on how her Local accommodations arrangements chair has started working toward developing activities. She has also met with Lee to discuss the employment exchange as a standing committee. A Deputy chair has accepted the position, which includes 2-year terms for continuity.

ACTION ITEM: Review of Standing Committee Chair Appointments

- A motion to accept the Standing Committee Chair Appointments was made by Marcum and seconded by Burek. The motion carried unanimously, with Paquette Boots abstaining.

ACTION ITEM: Review of 2023 Topic Areas and Local Arrangements for 2023

- A motion to accept the 2023 Topic Areas was made by Spohn and seconded by Reyes. The motion carried unanimously, with Paquette Boots abstaining.

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

- Peguero updated the Board on his Program Co-Chairs for the 2024 Annual Meeting: Bitna Kim (Indiana University of Pennsylvania), Henrika McCoy (University of Illinois, Chicago), and Patricia "Trish" Campie (American Institutes of Research).
- The theme for the 2024 Annual Meeting will be: Represent: Pursuing Equitable Justice for Families, Schools, Communities, and Marginalized Populations.

ACTION ITEM: Review of Deputy/Assistant Deputy Chairs for Standing Committees

- A motion to accept the Deputy/Assistant Deputy Chairs for Standing Committees Appointments was made by Burek and seconded by Mizrahi. The motion carried unanimously with Peguero abstaining.
- The Board was joined by Steve Barber – Supporting Strategies.
 - Mr. Barber updated the Board on the outsourced accounting practice and how they help clients with day-to-day bookkeeping/ consultative approach. He reported to the Board the team working on our account - Director of operations, financial operations manager on account, and dedicated accountant. Currently, they are working on 2021 audit support and

transitioning and building out a new financial package.

VIII. Immediate Past President's Report (Spohn)

- Spohn reported to the Board on her efforts as a liaison with the Ethics Committee and as Chair of the Nominations and Elections Committee.
- She reviewed with the Board the slate of candidates for the next Board election.
- She updated the Board on her experience attending the Southern and Midwestern regional meetings.

ACTION ITEM: Approval of Executive Board Nominees

- A motion to Approval of Executive Board Nominees was made by Peguero and seconded by Diamond. The motion carried unanimously, with Spohn and Mizrahi abstaining.

IX. Treasurer's Report (Jones)

- Jones reported to the Board on the work conducted since the annual meeting.
 - She reviewed how the agency reviews and handles financials. Jones recommended that the Executive Board and the BFA may want to have further discussions on whether to continue the current strategy or reevaluate investment strategies.
- A motion to go into executive session was made by Jones and seconded by Marcum. The motion passed unanimously.

DISCUSSION ITEM: Executive Director evaluation

- A motion to go into executive session was made by Mizrahi and seconded by Jones. The motion passed unanimously.

X. Secretary's Report (Orrick)

- Orrick reviewed the Board's activities and votes conducted via email since the Annual Meeting.

XI. Executive Director's Report (Worrall)

- Worrall Updated the Board on the action items and discussion items. He discussed the accounting outsourcing transition after Cathy Barth departed in June 2021. He updated the Board on contracting with Mizrahi to work on the submission system for 2022.
- Worrall discussed the RFP for a new submission system and possible mobile app.
- He updated the Board on the status of the Directory project.

ACTION ITEM: Vote on 2022 CJRA/Kizcomm contract

- The Board discussed the benefits of continuing the 2022 CJRA/Kizcomm contract.
- A motion to continue funding CJRA for the upcoming calendar year was made by Boots and seconded by Mizrahi. The motion carried unanimously, with Boyd abstaining.

ACTION ITEM: Vote on change to policy 310.01

- Worrall and Boots worked to align the CJRA committee with the CJRA Board
- A motion to accept the proposed language change to replace the composition of the CRJA

committee to align with the CJRA Board was made by Reyes and seconded by Burek. The motion carried unanimously, with Boots abstaining.

DISCUSSION ITEM: We should begin to think about future meeting locations for 2030 and perhaps beyond. For comparison, ASC is booked through 2033. Should we consider going back to Caribe? Future meeting sites are listed at the end of the report.

- The Board discussed locations for possible future conferences
- Worrall updated the Board on the work by legal representation to review D&O insurance to ensure adequate coverage. He informed the Board that the PPP loan was forgiven, and the Academy has fared reasonably well financially over the last couple of years, especially given recent circumstances.
- A motion to go into executive session was made by Boots and seconded by Reyes. The motion passed unanimously.

DISCUSSION ITEM: Association Manager evaluation

- A motion to exit executive session was made by Reyes and seconded by Boyd. The motion passed unanimously.

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

- Membership Stats
- Membership Stats by Region
- Section Membership Stats
- Annual Meeting Registration History
- Perrin informed the Board of the updates made to the website consistent with approvals from the annual meeting, including the anti-discrimination/anti-harassment document. New board member information was added.
- She informed the Board that Tour registration would open after posting the draft schedule to limit/avoid conflicts and cancelation.
- Perrin reported to the Board the work she and Dr. Powers completed in updating the ACJS Today look.
- Perrin updated the Board on work to promote membership. Activities include boosted ads once a month through Facebook and Instagram, website refresh and new options, careers page.
- The current membership number: 1926
- Perrin provided the Board an update on the committee membership, mostly doing well with a few exceptions.
 - Accounting Reports
 - i. Account Balance
 - ii. Account P&L
 - iii. ACJS Budget
 - iv. Net Assets
 - v. Detail of Expenses
 - vi. Historic Budget to Actual
- The Board discussed strategies for increasing membership – targeted approach for retirees

- Mizrahi suggested the development of a mentoring section. Pfeifer suggested presenting it to the Membership committee to see if they would explore adding a mentorship program
- A motion to approve all Board member reports was made by Jones and seconded by Burek. The motion carried, with each Board member abstaining from approving their respective report.

XIII. Committee Reports

- A motion to accept all received committee reports was made by Boots and seconded by Jones. The motion carried unanimously.
 - Academic Review (Albanese)
 - Questions/comments remain about the removal of the certification. Pfeifer proposed a panel in Las Vegas to review the changes. Jay Albanese has agreed and submitted a panel for the membership to attend.
 - Affirmative Action (Taylor)
- Boyd updated the Board on the reason for the committee's request to extend service terms. The Board discussed the impact of shifting to 3-year terms.
- TABLED ITEM: Pfeifer noted the committee would need to craft the language with Boyd's assistance based on the language used for other committees. 2 models – just leadership or the committee in total.

ACTION ITEM: The committee requests that the Board extend the length of service on the Affirmative Action Committee to be 3 years, and that these terms should be staggered further ensuring continuity. Therefore, one-third of the current committee be asked to serve one year, one third two years, and one-third three years to be, with specific assignments to be decided among the committee.

ACTION ITEM: The committee requests that the Board assist in disseminating the call for nominations for the awards.

- The Board discussed that ACJS already lists the award with all the other awards. The awards chair should let Letiscia know if an award lacks award submissions so that she can promote it.

ACTION ITEM: The committee requests that the Board consider offering student memberships to the two winners of the Affirmative Action awards.

- Boyd noted this was in response to a desire to increase membership and diversity of membership. The Board discussed that the Committee would need to change the language of the award criteria.
- A motion to waive the student membership for two years, provided they can prove student status, to the two winners of the Affirmative Action awards was made by Reyes and seconded by Boots. The motion carried unanimously, with Boyd and Peguero abstaining.

- Assessment (Gordon)

ACTION ITEM: The assessment committee is seeking guidance on expanding the

assessment mentors. We are seeking clarification on if the ACJS Board would like to develop the process for approving new assessment mentors or have the Assessment committee develop the process with the final decision subject to Board approval.

- **TABLED ITEM:** The Board discussed the process and agreed that it would be good for the committee to develop the process for approving and vetting new assessment mentors.

- Awards (Gover)

- The Board discussed how no nominations were received for the Minority Mentorship Grant Award and methods to promote the award. The Board agreed that additional promotion and collaboration with the Affirmative Action and Minorities and Women section could help.

ACTION ITEM: The Board reconsider previous suggestions to make the Outstanding Mentor Award a competitive award. Current ACJS policy states: “There shall be no limit to the number of awards presented each year.” I ask the Board to consider awarding five Outstanding Mentor Awards each year.

- The Board discussed the reasoning for the award being a non-competitive award and reviewed the criteria and eligibility requirements.
- **TABLED ITEM:** The Board asks the committee to draft a proposal for the Board to consider at the Annual meeting

- ~~Budget, Finance, and Audit (Peguero)~~

- Committee on National Criminal Justice Month (Walker)

- Reyes will follow up with the committee to receive a copy of the article submitted to ACJS Today

- Constitution and By-Laws (Nolasco)

ACTION ITEM: Series of edits to the Policy Manual part 1

- **TABLED ITEM**

ACTION ITEM: Track Changes to Policy Manual part 2

- **TABLED ITEM**

- Crime and Justice Research Alliance (Woods)

DISCUSSION ITEM: Approval of CJRA Solicitation Letter for Alliance Partners

- The Board did not have any objection to the letter.

- Doctoral Summit (Button)

- Pfeifer updated the Board on the status of planning for the Doctoral Summit.

- **Ethics (Jones-Brown)**

- k. Employment Exchange (Lee)

- A motion to approve the new language for the description of the employment exchange committee was made by Diamond and seconded by Spohn. The motion carried unanimously,

with Boots abstaining.

- l. Membership (Nadar)
 - The Board discussed the hope that the membership committee would continue previous efforts of the prior committee.
- m. Nominations and Elections (Spohn) *See Immediate Past President's Report

n. **Public Policy (Pelfrey)**

- o. Student Affairs (Gibson)

DISCUSSION: Committee suggests free or reduced conference attendance or one-day guest conference registration for students in the immediate region of the conference to give them the conference experience.

- The Board discussed the feasibility of offering free/reduced registration fees for students
- Pfeifer will work with the Committee chair to develop ideas for scholarships or subsidized registrations for local students to attend for one day on Thursday.

- p. ~~Teller's Committee (Spohn)~~

- q. ~~Ad Hoc: Innovator Award for Practitioners (Mizrahi)~~

- r. Ad Hoc: Committee on History Mini-Grants (Burek)

- The committee has received one application for 2022 and has no update on previous winners. Burek will reach out to the last two recipients to update projects.

- s. Ad Hoc: Sage Professional Development Workshop (Payne)

- Thirty-five have applied so far.

- t. Report of NGO Representative to United Nations and Alternate NGO Representative (Reichel)

- Organized significant virtual events. Travel to Vienna.
- A motion to approve all committee reports was made by Diamond and seconded by Jones. The motion passed unanimously, with each liaison abstaining from their respective report.
- A motion to accept all region reports by boots seconded by Mizrahi passed unanimously.

XIV. Region Reports

- REGION 1 - Northeastern (Reyes)
- Reyes updated the Board on the activities of the region

ACTION ITEM: The NEACJS Executive Board voted to ask the ACJS's

Executive Board to evaluate how to revise, reinstate, promote and champion academic standards and certification by ACJS.

- TABLED ITEM: the Board will evaluate any continued questions after the roundtable during the Annual Meeting
 - REGION 2 - Southern (Posick)
 - Posick updated the Board on how the in-person conference went.
 - He reported that planning for future meetings is going well. Next year is Asheville, NC, then Mobile, AL.
 - REGION 3 - Midwest (Burek)
 - Burek reported on the success of the recent meeting.
 - REGION 4 - Southwest (Diamond)
 - Diamond reported that the Region voted to cancel their conference this year. They are working on updating and professionalizing their constitution and by-laws and creating an ethics document.
 - REGION 5 - Western (Mizrahi)
 - Mizrahi reported little change from last year. The Spokane meeting was canceled, and virtual meeting planning is in progress. 2022 is scheduled in Reno.
- A motion to approve the Region reports was made by Jones and seconded by Marcum. The motion passed unanimously, with each Region Trustee abstaining from their respective report.

XV. Section Reports

- A motion to accept the section reports was made by Marcum and seconded by Boots. The motion carried unanimously with no abstentions.
 - Community College (Nobel)
 - Corrections (Matz)
 - Critical Criminal Justice (Coates)
 - Law and Public Policy (Garrison)
 - International (Zabyelina)
 - Juvenile Justice and Delinquency (Morris-Francis)
 - Minorities and Women (Cabbage)
 - Police (Rush)
 - Restorative and Community Justice (Holler)
 - Security and Crime Prevention (Lim)
 - Victimology (Wright)
 - Teaching, Learning, and Scholarship (Arthurs)
 - Drugs and Alcohol Research (Miller)
- A motion to approve the received reports was made by Reyes and seconded by Marcum. The motion carried unanimously, with no abstentions.

XVI. Editor Reports

- A motion to accept the editor reports was made by Reyes and seconded by Mizrahi. The motion carried unanimously, with no abstentions.
 - ACJS Today (Powers)
ACTION ITEM: Board to consider open access for *ACJS Today*
 - The Board discussed the options for allowing open access for *ACJS Today*. Options discussed included open access on a trial basis. Concerns for open access included potential dilution of the value of the membership. A benefit could be as a potential recruitment tool.
- A motion to accept the proposal to change *ACJS Today* to open access for 18 months was made by Mizrahi and seconded by Burek. The motion failed, with no abstentions.
 - Justice Quarterly (Krohn, Fox)
 - Journal of Criminal Justice Education (Gabbidon)
 - Justice Evaluation Journal (Piquero)
 - Taylor & Francis (Fernholz)
- A motion to approve the editor reports was made by Spohn and seconded by Bing. The motion carried unanimously with no abstentions.

XVII. Old Business from April 2021 Board Meeting

- **ACTION ITEM:** Review draft of Anti-Discrimination and Anti-Harassment Policy
 - Peguero updated the Board on the ad hoc committee's work to draft a policy. The Board discussed whether this policy overlapped with the ethics policy.
 - The discussion included the level of specificity in the document that isn't in the ethics policy, and whether the consequences align with those from the ethics.
 - Peguero will reach out to the ad hoc committee and the ethics committee chair.
 - Pfeifer and Reyes suggested it could be integrated into the ethics policy to reduce redundancy.
- TABLED ITEM until Annual Meeting
TABLED/UPDATE: Update from Cassia on changing the name of the Affirmative Action Student Scholarship Mini-Grant Travel Awards to Student Scholarship Mini-Grant Travel Awards for People of Color and Women.
- TABLED ITEM until Annual Meeting
TABLED ITEM: The Board requested the Committee provide specific language and rationale for the requested items.
 - Update from Boyd on Affirmative Action recommendation for award changes:
 - Consider adding an attendance/presentation requirement to the Dorothy Bracey/Janice Joseph Minority and Women New Scholar Award to Policy 307.04.
- TABLED ITEM

- Allow student poster presentations as an option for fulfilling the presentation requirement for the Affirmative Action Student Scholarship Mini-Grant Travel Awards in lieu of COVID 19 interruptions.
- TABLED ITEM

DISCUSSION ITEMS:

- Separate funding for the Women & Minorities awards from the Affirmative Action Fund by establishing a standing Women & Minorities Committee with funding allocated for awards under Policy 307.3 & 307.5.
- All awards funded through the Affirmative Action Committee Fund be the responsibility of the Affirmative Action Committee, with the AAC Chair responsible for reporting to the AAC.
- The Minorities and Women Section Chair be named as a subcommittee chair of the AAC to carry out Policy 307.3 & 307.5 and report directly to the Board.
- TABLED ITEM: The Board requested specific language to vote on concerning each request.
 - Regarding suggestions presented in Student Affairs Mid-Year board report:
 1. Consider a student forum to give students a voice at the next conference.
 2. Consider free or reduced one-day conference attendance for students in the immediate region of the conference to give them the conference experience (some organizations seek donations, do raffles, or scholarships to avoid having undergraduate students paying to have the conference experience).
 - New practitioner agency award
 - The Board discussed the development of a 4th award geared for non-profits or agencies presented by Reyes.
 - The Board discussed their support for the proposal.
- A motion for an “Academy Criminal Justice Agency or Non-Profit Organization Leadership and Innovation Award” was made by Mizrahi and seconded by Jones. The motion passed unanimously, with Reyes and Bing abstaining.

XVIII. New Business

ACTION ITEM: A request to extend Marv and Bryanna for JQ Editors.
(see letter address to the Board)

- A motion to extend Marv and Bryanna for JQ Editors for a second three-year term was made by Reyes and seconded by Boots. The motion carried unanimously, with no abstentions.

DISCUSSION ITEM: Should a policy be created regarding current board members:

1. Signing National Executive Board Petitions
 2. Submitting nominations for others who are running for National Executive Board Officer positions
 3. Campaigning for people running for National Executive Board Officer positions.
- The Board agreed that a policy would be helpful to provide clarification.
 - The Board discussed the differences between signing petitions and whether a board member can nominate someone to serve. It may be a conflict of interest to nominate as the board

votes on nominees.

- A motion to add a policy stating, “Serving ACJS board members are permitted to sign election petitions as active members, but they will not endorse, nominate, or campaign for board candidates. Active ACJS board members, however, retain their right to vote in elections.” was made by Jones and seconded by Marcum. The motion carried unanimously, with Mizrahi abstaining.

DISCUSSION ITEM: Code of Ethics proposed changes

- The Board discussed the motion presented by Reyes to include “non-human animals used in the criminal justice system” in the Code of Ethics.
- A motion to approve the amended language to the last sentence in the first paragraph under general principles add “non-human animals used in the criminal justice system” was moved by Marcum and seconded by Peguero. The motion passed unanimously, with Reyes abstaining.

DISCUSSION ITEM: Clarification on membership requirements for certain awards (**see email from Awards Chair Angela Gover**)

- TABLED ITEM – Pfeifer will ask Angela

XVIX. Adjourn

- A motion to adjourn the meeting at 4:40 pm was made by Jones and seconded by Marcum. The motion carried unanimously, with no abstentions.