

**ACJS BEGINNING-YEAR GENERAL BUSINESS MEETING
MINUTES
March 18, 2022**

Time: 11:00 AM Western

IN ATTENDANCE: Heather Pfeifer (President), Denise Paquette Boots (1st Vice-President), Anthony Peguero (2nd Vice-President), Marlyn Jones (Treasurer), Lorenzo Boyd (Trustee-At-Large), Melissa Burek (Region 3 Trustee), Stephanie Mizrahi (Region 5 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager), Aimée “May” Delaney (incoming Secretary), Bitna Kim (incoming 2nd Vice-President), Jodi Lane (incoming Trustee-At-Large).

NOT IN ATTENDANCE: Cassia Spohn (Immediate Past President), Erin Orrick (Secretary), Robert Bing (Trustee-At-Large), Cathy Marcum (Trustee-At-Large), Cassandra Reyes, (Region 1 Trustee), Chad Posick (Region 2 Trustee), Brie Diamond (Region 4 Trustee).

Minutes taken by incoming Secretary Delaney.

I. Welcome and Introductions

- President Pfeifer called the meeting to order at 11:02 am and welcomed the ACJS general membership.
- She expressed gratitude to her program chairs and committee.

II. 1st Vice President’s Report (Paquette Boots)

- Boots Paquette informed everyone of the conference next year in National Harbor (MD), being held at the Gaylord. Her theme is 60 years of ACJS: Critical Connections between Civil Rights, Crime, and Social Justice.
- She discussed the plans for the conference, accommodations, and entertainment.
- She expressed gratitude to the volunteers who signed up for committees and to serve as program chairs.
- She expressed her thanks to Jeet Singh (assistant to the ACJS President), Letiscia Perrin (ACJS Manager), and John Worrall (Executive Director) for their support and assistance.
- She encouraged everyone to attend, and support their colleagues and students with attending.

III. 2nd Vice President’s Report (Peguero)

- Peguero announced a call for volunteers for committees and program chairs during his Presidency in 2024. He advised that everyone who volunteers needs to be active member. He will be looking to establish diversity in representation across all committees (e.g., region, race, ethnicity). An email will be sent to the membership with a list of all committees.
- Contact email for him is ACJS 2024 @ gmail.com.
- The 2024 conference will be held at Hilton Chicago.

- He reported on behalf of the Budget, Finance, and Audit committee (BFA). The committee met on Monday to review the budget, finances, and policies related. He reported that ACJS is financially sound and all documents are in order. He advised that the incoming budget under President Paquette Boots was approved.
- He expressed his gratitude to the collective effort of the Board to work together.

IV. Executive Director's Report (Worrall)

- Worrall explained he serves in a part-time paid position in which he supervises the national office (he is a supervisor for the ACJS Manager) and assist the ACJS President with their initiatives while serving as President. He also is responsible for ensuring the financial sustainability of ACJS. He discussed the COVID related cancellations: the 2020 San Antonio conference was cancelled due to the regulations enacted by the Mayor of the city that did not allow for conferences during the COVID-19 pandemic, which had no financial impact on ACJS – ACJS was released from their contract with no loss; the 2021 Orlando conference was voluntarily canceled and ACJS was able to negotiate the cancellation fee down from \$500,000 to \$25,000 fee by the venue. This \$25,000 fee will be credited back to ACJS if the conference is re-scheduled and attended at a future date.
- He informed that registration for the current conference exceeded expectations. But, there were unexpected expenses due to the location (Las Vegas) and COVID related protocols. These expenses were unanticipated when the contract was signed with the venue during years prior.
- He expressed gratitude to the company Maritz, especially Wanda Kovacs (contractor for conference arrangements) as well as Perrin for their work setting up this conference.
- He advised that expenses for conference space are absorbed by the venue, if ACJS meets the anticipated room block by attendees (i.e., the conference space is free). This year, ACJS filled the room block at 98%. The registration fees paid by the members covers other costs, such as the coffee bar and ice cream social.

V. President's Report (Pfeifer)

- President Pfeifer informed that in her discussions with the membership during the conference, overall the members appear pleased with this conference. She informed that Father Boyle's speech and Q&A session with membership was well attended and received.
- She reported the final numbers for conference registration was 1,331 and over 1,500 including volunteers.
- She requested everyone's attendance at the award ceremony this afternoon when Paquette Boots will become President.
- She asked everyone to share their thoughts about the conference on the mobile app.
- She thanked everyone for attending the conference.

VI. Questions from the membership

- Question: how much money is in reserve? Worrall advised that the ACJS reserves are in approximately \$2 million. He also informed that ACJS owns the condo suite that constitutes the ACJS National Office (space located in Greenbelt, MD). He informed that there may be consideration in the future of selling this real estate, but currently this real estate adds to the overall monies at around \$2.5 million. He informed that there was a loss from cancelling the 2022 Orlando conference, but this amount was minimal as there were no expenses from having a conference. He advised that most annual meetings leave ACJS financials at “breaking even.” He informed that since Cathy Barth left ACJS (Assistant Manager), who has been assigned the duties of accounting, all accounting is now outsourced to Supporting Strategies.
- Question: how much money is earned from journal contracts? Worrall informed that Taylor and Francis publish all ACJS journals. The monies earned from these journals tends to covers all overhead costs for ACJS. This year, that amount was \$400,000. He informed that there is discussion beginning to renegotiate contracts, expected to begin soon (contracts end in 2024) and there may be a new system involved.
- Question: how do I volunteer for committees? Perrin advised that this can be completed on the ACJS mobile app (Crowd Compass). Under “About ACJS,” there is a “call for committee volunteers.” The contact information is located there. Use the email provided to send interest in serving on a committee. Paquette Boots informed that committees for next year (2023) are mostly full at this time, so volunteering will be for the incoming 1st vice-president Peguero the following year (2024) when he serves as President.

President Pfeifer adjourned the meeting at 11:28am.