

# ACJS BEGINNING-YEAR BOARD MEETING MINUTES

March 22, 2024 2:00pm CST

**IN ATTENDANCE:** Bitna Kim (President), Stephanie Mizrahi (1<sup>st</sup> Vice-President), David Myers (2<sup>nd</sup> 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), Erin Orrick (Region 4 Trustee), John Worrall (Executive Director), Letiscia Perrin (Association Manager)

**NOT IN ATTENDANCE:** John Stogner (Region 2 Trustee), Ming Li Hsieh (Region 3 Trustee), Alison Burke (Region 5 Trustee).

## I. Welcome, Congratulations to New Board Members/Introductions and Review of the Agenda

- President Kim called the meeting to order at 2:10pm CST and welcomed the new Board members:
  - 2<sup>nd</sup> Vice-President – Dave Myers
  - Trustee-at-Large – Cassandra Reyes
  - Region Four Trustee – Erin Orrick
- A motion to approve the agenda was made by Reyes and seconded by Bratina. The motion carried unanimously with no abstentions.
- There was a review of the Social Media report. Melissa Swansey Coleman was an invited guest to offer a summary of her report (provided via email during the Tuesday meeting this week). She advised:
  - social media presence has increased and has been engaged highly by early career scholars and graduate students
  - there have been barriers and challenges with Twitter (only)
  - authors and publishers have been using the ACJS social media to promote books
  - the Directory has been received well in LinkedIn.
  - early career scholars and graduate students seem to be using social media more as professional promotion

She expressed a desire for more promotion of regional conferences. She was unable to attend these conferences this year (time conflict for her) and expects she will not be able to attend every conference moving forward, so she requests that information and photos be sent to her directly. She also requests this of ACJS events, including National Criminal Justice Month activities. Worrall expressed appreciation to Swansey Coleman for her work this week. There was one question about a comparison of Facebook to LinkedIn. She said Facebook is not used professionally as much as LinkedIn – this is where the professional networks tend to be located.

- Kim expressed her gratitude to Peguero for his support and leadership. She thanked Mizrahi as well. She thanked all Board members for their support. She is open to the opinions of the Board and will focus her presidency on aligning any thoughts shared with her with the ACJS mission statement.
- Kim made the following assignments of Board Liaisons to Standing Committees for 2024 – 2025:

Academic Review – Myers (by policy)  
 Affirmative Action – Reyes  
 Assessment – Delaney  
 Awards – Daigle  
 Budget, Finance, and Audit – Myers (by policy)  
 Constitution and By-Laws – Orrick  
 Doctoral Summit – Hsieh  
 Ethics – Peguero (by policy)  
 Membership – Bratina  
 National Criminal Justice Month - Stogner  
 Nominations and Elections/Tellers – Peguero (by policy)  
 Program Committee – Burke  
 Public Policy – Lane  
 Student Affairs – Orrick  
 Employment Exchange – Burek  
 Mentoring – Mizrahi  
 Ad Hoc SAGE professional – Reyes  
 Ad Hoc UN Committee – Bratina  
 Ad Hoc ACJS Grant Policy – Lane  
 Ad Hoc Leadership Development – Daigle

**ACTION ITEM** (from Tuesday Board meeting): Delaney to advise the Assessment Committee chair, again, that their requests to the Board were discussed previously by the Board and the Board empowers to the committee to 1. seek out institutional resources to assist with creating these videos and 2. seek out funding sources for the workshop if they have expenses.

**ACTION ITEM:** Delaney to email committee assignment to entire Board, and include the names of the committee chair associated with assignment.

## II. President's Report (Kim)

- Kim introduced herself.
- She discussed the roundtable on the Academic Leadership: it went well. She will share more information about the success in the future. She thanked Burek for serving on this roundtable.
- The Korean Institute of Criminology and Justice (KICJ) (appointee by Korean President, similar to US NIJ) held a roundtable that was also successful, with attendance of 30+ people. She will reach out to KICJ to continue with another roundtable in Denver next year.

## III. 1<sup>st</sup> Vice President's Report (Mizrahi)

- Mizrahi updated the Board on her efforts to plan the program for 2026. She thanked members of her committee for meeting this week to discuss ideas.
- She thanked the Board for the funding to support the Mentoring Committee social, and reported that the meeting went well. There was a mix of attendees from practitioners to researchers to academics. She said the applications for mentors/mentees will be released in April. She transitioned her position to the new Committee chair (Harris), and is working on a smooth transition. She thanked the Board for their on-going support to assist with the formation of this standing committee. There was a question about mentors/mentees may continue in their position and she confirmed this.

#### IV. 2<sup>nd</sup> Vice President's Report (Myers)

- No report. Myers expressed gratitude to the Board for their assistance and support transitioning him into the position. He thanked Mizrahi for a transition meeting this week.

#### V. Immediate Past President's Report (Peguero)

- Peguero thanked all for the support and encouragement during his presidential journey.
- He invited all Board members to his presidential reception in his suite at 8:30pm.

#### VI. Treasurer's Report (Daigle)

- Daigle informed the Board that ACJS is financially healthy.

#### VII. Secretary's Report (Delaney)

- Delaney provided an update on the ACJS Today editor search:
  - She emailed current and editors to seek their input into potential applicants to solicit. This yielded potential interest from one person to date.
  - She attended all region meetings to advertise the position. This yielded interested by 1 potential applicant, whom she will follow up via email upon return from this conference.
  - She attended every reception to speak with people who may be interested. This yielded interested by 5 potential applicants, whom she will follow up via email upon return from this conference.

Delaney requests that all Regional Trustee Officers forward the email announcement to their regions and Trustee at Large Officers communicate with membership about this position.

A motion to approve all Officer verbal reports made by Reyes and seconded by Burek. The motion carried unanimously with each officer abstaining from their respective report.

#### VIII. Executive Director's Report (Worrall)

- Worrall invited our T&F representative Holtz to present at the meeting. Holtz thanked the Board for renewing the agreement and looks forward to the ongoing partnership. Worrall will be traveling to England in June to work with T&F on the future plans for the journals and our on-going partnership.
- Worrall thanked Perrin for her work on the conference. All Board members concurred. Kudos to Perrin!
- He advised that the Journal of Justice Evaluation was not displayed in the awards ceremony slides.

**ACTION ITEM:** Perrin will review the awards ceremony slides and will add JJE to these slides as needed.

- Worrall met with the representative from Maritz (organization that assists ACJS with conference planning and site locations) yesterday who recommended:
  1. hiring an outside consulting firm to explore membership dues and conference registration fees - ACJS fees may be significant below the market value. There are no projected changes at this time
  2. surveying the membership for feedback before moving forward with fee/dues changes. There was discussion of having this survey to ensure changes are in line with the desires and limits of the membership. There was concern raised about impact of increased fees/dues may negatively impact attendance at our annual meeting.
- There was discussion about being cognizant of the limits of membership attending the annual meeting versus the financial stability of ACJS over time. His goal is to have more information to report at the mid-year meeting.
- Worrall reported that for the 2033 conference, there will be a change in the days of week/time of year. He pointed out that the weeks for ACJS have changed between February and March over the years. There was discussion about changing the time of year for the annual conference, as well as starting on a Sunday. Worrall reported that Tuesday is the busiest conference evening and most expensive. He suggested 2033 be an experimental year for changing the conference dates. There were suggestions to wait on the 2033 contract, and he reported this was already discussed – this will be tabled until there is more information. Worrall reported that the 2033 contract can wait a few years as needed.
- He advised that the Directory was unveiled yesterday and he does not believe the location of the room was conducive for panel attendance. The Social Media Manager posted online and there was positive engagement, more so than attendance at the in-person presentation. He has heard all positive comments thus far. He believes this Directory will yield ACJS great benefits, including revenue. There was a question about the availability of this Directory – member only or public. Perrin suggested a “trial” use initially if open to public before paid access. The project is still in the discussion phases, including open access vs. revenue generation fee.

X. Association Manager’s Report (Perrin)

- Perrin reported that conference went well.

- She provided the conference registration numbers: 1359 pre-registration and registration Monday through today yielded 157 onsite. There was a total of 1536 registrations as of this morning, 25 less than last year.
- There was a question about members submitting their abstract and being accepted but then not registering for the conference but presenting anyways: is there a way to remove name from the program? Perrin said she will look into this, with the only issue being onsite registration. There was a suggestion to set an advanced deadline for registration, a suggestion for cross tracking, and a concern about how this impacts co-authors. There was a suggestion to have the Ethics Committee address this through letter of warning or some other type of notification. There was a suggestion and discussion for mandatory name tags for all presenters. Kim suggested she will have her program co-chairs brainstorm ideas for next year's conference.

**TABLED:** Kim will add this discussion to the mid-year meeting, then add any decision the Board makes to the legacy documents.

A motion to approve all staff verbal reports made by Peguero and seconded by Bratina. The motion carried unanimously with no abstentions.

## XII. Old Business

- Kim announced mid-year meeting is scheduled Oct. 4-6, 2024.
- There was discussion about approving the NGO Representative to form a committee to (1) identifying 3-4 people additional people to serve on the NGO Alternate Representative Recommendation Committee, (2) preparing and submitting to appropriate outlets a call for applications for these positions (see Appendix A for draft of call for applications), and (3) have a recommendation ready as an Action Item for the Board's Mid-Year meeting. See appendix for a draft of the proposed Call for Applications. Reichel was an invited guest to present and answer questions. He explained how NGO (non-government organization) can link with the UN and ACJS is considered and NGO. ACJS is one of the oldest NGO linked with the UN, and he reviewed the history of this collaboration beginning with Mueller. He reviewed how he became involved as the ACJS UN representative. His 6 year term will be ending December 2024 (he received an extension due to COVID). Zabeylina was appointed as his replacement (voted at Tuesday Board meeting). He expressed that his early experiences are that ACJS was not as represented internationally and ACJS members were not familiar with this position. His goal was to change these and he believes he has been successful in achieving these goals, by (for example) having a panel every year at ACJS to present on his role as a UN representative and the ACJS link with the UN. He expressed his gratitude to the former and current presidents for their on-going support, as well as members of the Board. He discussed his presentations in Vienna, Austria at the Commission on Crime Prevention and Criminal Justice annually, where representatives from members states meet; the member states will vote on financial matters while NGO's present.

Last year, Burke and Mizrahi attended; this year, Mizrahi will present this current year and 2 people will observe. He noted that there is no funding by ACJS except for the UN representative and the alternate representative. He noted that ASC (Albanese represents ASC) is well known internationally whereas ACJS is less known internationally. He discussed how presentations are conducted, with mostly poster presentations, and how these presentations can bolster interactions with other NGO's and practitioners. He stressed the importance of name recognition and how attendance at these events can expand the name of ACJS, particularly the Alliance of NGO's with crime related interest (prevention and justice).

A motion to approve the request for the NGO Representative to form a committee with the above discussed tasks was made by Bratina and seconded by Mizrahi. The motion carried unanimously with no abstentions.

**ACTION ITEM:** Bratina to inform Reichel that he may form a committee to search for a replacement for the alternate UN NGO representative for ACJS with the tasks delineated in his report and approval of the advertisement.

**TABLED:** the Board will need to approve the NGO Representatives' recommendation of 3-4 people additional people to serve on the NGO Alternate Representative Recommendation Committee.

- Kim and Peguero updated the Board on the feedback from their discussion with the Doctoral Summit Committee chair about:
  - the future of ACJS financial support of Doctoral Summit, advising that the Board is supportive. The Summit has a budget, and the program is moving from 4 nights to 3. Pfeiffer agreed, reporting that 4 nights was too much for the students. The food budget was reduced, to include dinner only but the breakfast will be removed. Pfeiffer agreed to seek funding to support the breakfast. She will also be working on having the Summitt more self-sufficient. She accepted that the committee was responsible for becoming self-sustaining if the committee is to be a regular committee. She said she has sought funding support from other publishers but does not want to jeopardize the current contract with T&F.
  - the need for the Committee to change proposed policy language to be more consistent with other ACJS standing committees. Pfeiffer agreed that the committee will work on this to mirror other committees but best represents their committee because not all committees operate the same. There was a suggestion to revise policy for composition of the committee. There was a concern raised about the people presenting at the summit and whether or not these presenters work in a doctoral program or are doctoral program faculty because they are presenting to doctoral students
  - the concern about transparency, particularly surrounding the DSS research. Pfeiffer felt they were transparent. She believes she has sought and received full Board approval before any research was conducted. She advised that ACJS cannot serve as the PI, that it must be a faculty at a university. There was a concern raised about the University of Baltimore receiving NIJ monies but not

ACJS even though ACJS is the organization being used for the research. Kim and Peguero confirmed that the NIJ monies are being used to pay the co-PI's on their research using ACJS doctoral summit data only and Pfeiffer advised that ACJS cannot directly receive any monies. There was discussion about researchers being funded for research and how this is a norm within academia.

- the concern about having a higher budget compared to other committee's budgets. Pfeiffer advised that was addressed in the MOU, specifically that the NIJ monies was a "gift" not a grant. Pfeiffer informed that the MOU was submitted through the University of Baltimore (her employer). Her university takes out 31% of the gifts for "indirects." NIJ cannot support anything already being financially supported, and there cannot be a situation in which ACJS removes funds to be replaced by NIJ funds (an ethical concern for NIJ). They engaged in brainstorming about how to utilize these NIJ funds, including having the DSS being an Ad Hoc committee only, using the moneys to pay the Assistant to the President (ACJS position). It was noted that there were only ideas, as there may be concerns/issues with the intention for expenditures and how these monies are actually spent. Worrall expressed concern about paying an ACJS position with NIJ funding, as this could turn into an accounting issue and become much too complicated. Pfeiffer wants to spend the monies and believes there is an additional \$200,000 coming from NIJ in the future. There was a question about what this new money will be used for: research or salary? There is no answer at this time. Pfeiffer was advised to produce the NIJ grant/gift for Board review, which she already forwarded to the Board for review.

Worrall expresses concern about the need for an ACJS representative involved with discussions between NIJ and ACJS DSS Committee. Peguero advised that because of the uncertainty of funding and NIJ status at this time, Pfeiffer advised she will not announce the Doctoral Student Summit for next year at the conclusion of this year (which she said she typically does). Pfeiffer understands that the discussion with the Board is now about moving forward and not moving backwards.

There was a 5 minute break for Board members to read the MOU and other forwarded documents. The discussion then continued:

- There was concern raised about the MOU being a 5 year contract between NIJ and the University of Baltimore, with the option for NIJ to continue/discontinue each year, and the DSS committee only serves 3 years. Kim and Peguero advised that the continuation of the MOU is contingent on the NIJ's budget.
- There was concern about using ACJS data, and whether or not this is appropriate.
- There was concern about the language in the MOU and impositions on ACJS, particularly the DSS. The MOU wording gives appearances of the University of Baltimore running the DSS and setting the requirements. There was a concern about the disconnect in the language of the MOU and the actual functioning of the DSS. There was a call for clarification about the language between the responsibilities listed in the MOU versus Board approval of the MOU.

- There was a suggestion to have the University of Baltimore become a sponsor of ACJS so that monies may be returned back to ACJS (for use of ACJS programming). Worrall suggested that Pfeiffer be told to communicate with him anytime there will be discussion regarding money.
- A suggestion was made to have the ACJS lawyer review the MOU. There is concern about the lack of parity between ACJS policy and the MOU (e.g., specific names listed in the MOU as the DSS committee members for 5 years, and this cannot be assured). Questions arose about committee composition changes.
- There as a call for an AD HOC Committee to be formed to review this issues more. Discussion centered around having Worrall work with the DSS committee for now and to address this issue further when Pfeiffer provides more information/at the mid-year meeting.
- There was a discussion about the membership of the DSS committee for 2025. Is this a volunteer member driven committee or a closed member committee? What will the composition of this “standing committee” look like in 2025, such as how will members will serve? As of now, there is no language in the proposed policy. This discussed was tabled to the 2024-2025 mid-year meeting.

Perrin spoke on behalf of Pfeiffer, in that Pfeiffer was clear that all actions taken by her and the DSS committee were done to promote ACJS. Further, that Pfeiffer will respect the direction of the Board.

**ACTION ITEM:** Worrall will inform Pfeiffer 1) Board concerns for how ACJS was enmeshed within the MOU between the University of Baltimore and NIJ without prior board knowledge or approval, 2) that the committee needs to figure out how to address policies of the Committee with such issues moving forward, 3) the committee must involve Worrall in any decisions (particularly contracts), 4) the committee must explain how the NIJ monies will be spent (e.g., research, salary), and 5) she must provide clarification of what each MOU constitutes.

**ACTION ITEM:** Worrall to speak with Doctoral Summit Committee chair about the need for the proposed policy to be consistent with other policies (language) and suggest the Committee make appropriate corrections before requesting full committee status (e.g., membership - who serves on the committee – closed or open, how chair of committee is chosen).

**TABLED:** The future of the Doctoral Summit as a standing Committee will be discussed further at mid-year, to provide the opportunity for the Committee to clarify future direction of Doctoral Summit:

- Perhaps a committee for funding between NIJ and ACJS DSS?
- Crafting new policy specific to the DSS committee?
- Exploring policy language on the DSS committee?

Worrall provided an update about the plans of the Doctoral Summit Committee on their future publications using data from the Doctoral Summit.

- There was a discussion about the Ad Hoc committee, developed from the 2023-2024 end year meeting, to formulate proposed policy for 1) grant/award/gift involving ACJS, ACJS members, or ACJS membership data and 2) IRB approval regarding

using ACJS member data for publication. The committee will explore the need for ACJS Board approval on such issues and report back at mid-year or sooner depending on the information Worrall provides after discussing with heather.

#### XI. New Business

- There was concern raised about issues with scrolling on the conference app – cannot see time and date, cannot search people. Worrall contacted tech support, which advised that you can search people under the speaker list but this cannot be done through the panels list. Mizrahi advised that her and Perrin will be meeting with the tech people for the app, and asked that people send their concerns directly to her. She will work on addressing concerns for future meetings.
- There was concern raised about the use of “1<sup>st</sup> international president” for Kim when other ACJS presidents are “international.” This was discussed at the awards ceremony with the ACJS member who took concern with this. Peguero advised that he sent an email with all past POC presidents to ensure this was acceptable to all these past presidents. There were no objections amongst those who responded. The ACJS member who was concerned did not respond to his email.
- Perrin asked for feedback on the new badges this year. Many advised that there has only been positive feedback. The one consistent complaint reported was that the printing of the main events on the back of the badge was small and difficult to read.
- Myers reported that he attended the ARC panel and spoke with the panelists. He advised that the ARC would like to be recognized by the Board through more support of ACJS endorsed programs. The Committee made a request to have recognition on name badges for ACJS endorsed programs. There was discussion of the other requests by the Committee, as already discussed in the Tuesday Board meeting (website, slides during the awards ceremony, etc.). The Committee appeared to question if there was full support by the Board. Worrall provided the history of certification changing to endorsement. There was clarification that the Committee is responsible for the work of endorsement, not the Board. Perrin offered several suggestions of how she can further engage communication channels to promote endorsement if the Committee provides the language and desired methods of communications to her. Otherwise, Perrin reported there is a lack of demand for endorsement or the marketing of endorsement from criminology and criminal justice programs. There was discussion on how ACJS can promote the endorsed programs more. There was a suggestion for posting the endorsed programs on the awards ceremony slide show.

**ACTION ITEM:** Perrin will obtain information on all ACJS endorsed CJ program from ACJS website (names and school logos), and add this as an individual power point for the awards ceremony presentation. Perrin will send the updated power point to Porter, who is coordinating this awards ceremony presentation power point.

- Announcements:
  - Kim requested Board members have a presence at the pictorial showcase tonight at 6pm tonight. If there are any suggestions about this pictorial showcase for Denver next year, please email her.

- Presidential reception tonight at 8:30pm.

### XIII. Adjourn

- A motion to adjourn the meeting was made by Peguero and seconded by Burek. The motion carried unanimously, with no abstentions. Kim adjourned the meeting at 5:02pm CST.

## Appendix A

### Draft Call for Applications

#### Call for Applications for an NGO Alternate Representative to the United Nations

ACJS is calling for applications for an NGO Alternate Representative to serve a four-year term beginning January 2025. With Executive Board approval, the Alternate NGO Representative will have the option to assume the NGO Representative's position at the end of said four-year term and will proceed to serve a four-year term as the NGO Representative. If the Alternate NGO Representative chooses not to transition into the NGO Representative's role, the Executive Board will solicit applications for a new Alternate representative.

#### Requirements

- Must be a member of ACJS
- Held leadership position in ACJS such as Chair of Section, Board member etc.
- Knowledge of the operation of the United Nations Office on Drugs and Crime (UNODC)
- Have international criminal justice experience (conferences, teaching, research etc.)
- Must not presently be a UN NGO for another organization. The Alternate representative will be expected to perform the duties of the NGO Representative when the Representative is unable to perform those duties. In addition, the Alternate Representative is encouraged to perform the following duties as part of this role:
  - Join the Representative at any UN activity at which ACJS is allowed to send more than one NGO representative.
  - Work with the Representative to learn how the various reports for ACJS and the UN are prepared and submitted.
  - The Alternate NGO Representative shall receive all funding due to the Representative when the Alternate is serving as the Representative but shall be reimbursed only for airfare to the relevant UN meetings when acting as Alternate UN NGO representative.
  - If the Alternate is serving as the Representative, he/she must obtain approval of the ACJS Executive Board before making any statement on behalf of ACJS.
  - Should the executive board determine that the Alternate UN NGO representative is unable to perform their, the board may use its discretion to relieve the alternate of their duties.

Deadline: TBD

Please send inquiries for additional information and applications to:

Philip Reichel, PhD

Chair, Selection Committee

[p\\_reichel@yahoo.com](mailto:p_reichel@yahoo.com)