

ACJS ANNUAL BOARD MEETING AGENDA

**Friday, March 29, 2019
Baltimore, MD
Boardroom, Third Floor**

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

I. Welcome, Congratulations to New Board Members, and Introductions

- President Unnithan called the meeting to order at 2:07pm and welcomed the new board members – Cassandra Reyes, Stephanie Mizrahi, Heather Pfeifer (as 2nd VP), and Erin Orrick – and asked everyone to introduce themselves.
- President Unnithan requested a change to the agenda to allow the CJRA reps to speak first due to travel.
- Introduction of Peter Wood, Caitlyn Kizielewicz and Liliana Coronado, CJRA Discussion. Peter Wood updated the Board on the activities of CJRA and spoke about the positive impact and promotion of CJRA from working with the editors of the journals and the promotion the work published. He noted that CJRA is hitting their stride. Caitlyn Kizielewicz – Media and Communications Consultant – spoke about her work and the positive feedback they’re receiving from their authors about the assistance of CJRA’s media outreach efforts. She thanked the board and ACJS for their support. Lutze recommended expanding the focus to other journals as well as the regional journals to support the great work they’re doing. Liliana Coronado – Government Relations Consultant – described being the eyes and ears for the Academy for research and data that is available to assist members of Congress in promoting evidence-based practices. She is working to be responsive to current issues. Peter Wood discussed the Congressional briefing they are planning, scheduled in June, to discuss various issues associated with immigration and crime that will be co-sponsored by COSSA. Pfeifer asked if there were any updates on the work done last year, focusing on the opioid epidemic and the intersection that exists with the immigration and crime issues. CJRA will work to keep Congress abreast of the current status of the opioid epidemic. Boyd thanked CJRA for the work they’re doing on social media. Lutze also expressed appreciation for their efforts.

II. Review Agenda

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

- III. President's Report (Unnithan)
- Unnithan thanked the Board for their support and trust in him to take on this role. Nothing else new to report since the Tuesday meeting.
- IV. 1st Vice President's Report (Spohn)
- Spohn reported that she will work on the committee assignments over the next year and a call for committee volunteers will go out soon. She will continue her work for the next year preparing for her term.
- V. 2nd Vice President's Report (Pfeifer)
- a. ACTION ITEM: Committee Appointments (If Known) – none at this time.
- Pfeifer reported that she is working to figure out who her co-chairs will be, anticipate an answer within the next month.
- VI. Immediate Past President's Report (Lutze)
- Lutze reported being very pleased with how some of the changes played out to improve attendance at keynotes, etc. Lutze reported on an oversight that resulted in awardees who were expecting to be recognized at the luncheon but were not. The Board discussed how to best handle the oversight. Questions were also raised about who received plaques versus checks/certificates. Unnithan questioned whether the historical mini grant should be included in who receives a plaque. Blackburn agreed that the historical mini grant will not be included with those recognized during the awards luncheon. Lutze also reported that Janice Joseph UN NGO representative was not recognized for her service now that she is stepping down from the role and Philip Reichel will be taking over. Boyd suggested taking out a full page in ACJS Today to thank her. Lutze also recommended a statement of gratitude. Worrall will contact Myers at ACJS Today. Unnithan will work on drafting statement and contact Janice with an apology. Spohn also noted that we should also acknowledge Megan Kurlycheck next year for her work at JQ. Lutze requested that all forward her names of those who might be interested in serving on the Board in the future to have a strong slate of candidates. The positions of Region 2, Region 3, Trustee at large, 2nd VP will be up for election.
 - **ACTION ITEM:** A motion to approve that everyone who receives an ACJS National award (does not include section awards), whether monetary or not, will receive plaques was made by Pfeifer and seconded by Jones. The motion carried unanimously with Lutze abstaining.
 - **ACTION ITEM:** A motion to approve reimbursement for overlooked Ken Peak awardees with an additional \$1000 each was made by Boyd and seconded by Blackburn. The motion carried unanimously with Lutze abstaining.
 - **TABLED ITEM:** Discussion should be added to the mid-year meeting agenda of who all the awards will go to and any others who need to be acknowledged. A review of all the awards to ensure that all awardees and others who should be

acknowledged are covered should be added to the Tuesday meeting agenda. Making sure there is something (extra) to hand to all awardees.

- VII. Treasurer's Report (Jones)
 - Nothing new to report
- VIII. Secretary's Report (Orrick)
 - Nothing new to report
- IX. Executive Director's Report (Worrall)
 - Nothing new to report
- X. Association Manager's Report (Perrin/Barth)
 - a. Attendance for 2019 Annual Meeting
 - Perrin reported that the attendance for 2019 Annual Meeting was around 1740 – 1750, which is up from last year but close to average.
 - b. Possible Site Visit Dates for San Antonio
 - Possible site visit dates for the San Antonio Marriott are 4/24 – 4/25.
 - c. Possible MidYear Dates for San Antonio
 - Possible Mid-Year meeting dates for San Antonio are between August 15th – Sept 30th. Unnithan will send a Doodle Poll for votes for exact dates. The contract with the Marriott will allow for 2 days, which will include an additional day for the strategic planning meeting. Unnithan requested, and Lutze agreed, to lead the strategic planning effort. Spohn agreed to assist. A conference call will be scheduled among the leadership to discuss if a facilitator would be helpful for the process.
 - d. Baltimore Meeting Update
 - Included above
- XI. Program Report on 2019 Annual Meeting (Lutze)
 - Lutze requested feedback on what board members were hearing about how the conference went. Pfeifer reported that she had received comments about panels that only had 1 presenter. Ideas of ways to improve accountability of presenters and keep track of no-show presenters were discussed. Other functionality options within the app were discussed. Spohn questioned if there's a way to track who are listed on the program but didn't register to evaluate if this is a problem or not. Pfeifer also suggested to track those who preregistered but didn't pick up their badge. Lutze requested contacting a sample of chairs to have them report back the participation level in their respective panels. Daigle suggested a quick email to chairs to ask about attendance of presenters at the panels. Mizrahi noted that the system didn't allow for notification of individuals who volunteered as chairs and assigned to panels if they weren't presenting in that panel. This will be addressed for the San Antonio meeting. Lutze will ask David Makin about functionality within the app to survey panel chairs, otherwise draft an email to send to survey chairs. Unnithan requested that Mizrahi report on what they're planning and options for confirming panel chairs for next year's meeting at the Mid-Year meeting. Lutze reported some issues with the open seminars and their lack of

structure. With the tight space in San Antonio, more oversight might be necessary.

- **ACTION ITEM:** A motion to approve all oral reports was made by Boyd and seconded by Lutze. Abstentions were by each author, respectively.

XII. Old Business

a. Caitlyn Kizielewicz and Peter Wood, CJRA Discussion

- Discussed above

b. Doctoral Summit Review (Pfeifer)

- Pfeifer reported that the Summit went well. Next year will be her last year chairing it. She would like to see the Summit continue and will hand over responsibilities. Over 200 students have participated, and they plan to send out a survey to all participants to evaluate the effectiveness of the program. Right now, the Doctoral Summit remains an ad hoc committee and Pfeifer is asking to institutionalize it as a standing committee. They will work to explore additional sponsorship opportunities. Pfeifer suggested that we should make the Doctoral Summit a standing committee instead of an ad hoc committee.
- **ACTION ITEM:** A motion was approved make Doctoral Summit a standing committee was made by Lutze and seconded by Boyd. The motion carried unanimously with Pfeifer abstaining.

c. Amendments to Code of Ethics (Worrall)

- Worrall reported on what he learned about what is needed to change the Code of Ethics. It is not a constitutional amendment; however, the last changes to the Code of Ethics went to a vote of the membership. He requested input from the retained lawyer about whether it is required for changes to go to the full membership. Worrall is still waiting to hear from the lawyer. The recommendation from the Tuesday meeting was to allow the Ethics Committee to review the lawyer's suggestions and recommend changes. Boyd suggested for the sake of transparency to allow the full membership to review and vote on changes to the code of ethics. The recommended process would be to send it to the ethics committee to review and propose changes that would then be brought to the board before going before the full membership. Worrall recommended that the changes proposed by the attorney are reviewed by the ethic committee with their recommendations presented to the board.
- **ACTION ITEM:** A motion to send the comments from the board and the attorney to the Ethics Committee and request that their review and edits of the code of be presented to the board for approval was made by Boyd and seconded by Jones. The motion carried unanimously.

d. Juvenile Justice and Delinquency Section Award Process (Lutze)

- **TABLED ITEM:** to be presented at MidYear meeting

XIII. New Business

a. Board Liaisons to Standing Committees (Unnithan)

2019 – 2020 Assignments:

Academic Review – Pfeifer (by policy)

Affirmative Action – Boyd

Assessment – Blackburn

Awards – Peguero

Budget, Finance, and Audit – N/A (Chaired by Pfeifer)

Constitution and By-Laws – Spohn

Ethics – Lutze

Membership – Daigle

National Criminal Justice Month – Reyes

Nominations and Elections – N/A (Chaired by Lutze)

Program – Unnithan

Public Policy – Jones

Student Affairs – Beck

Crime and Justice Research Alliance – N/A (Jones)

b. Continuation of 2018-2019 Ad Hoc Committees (Unnithan):

1. Employment Exchange – Jim Ruiz and Jonathan Lee reappointed to continue running the exchange

2. Doctoral Summit – will go before membership for Constitutional Amendment vote.

3. Committee on History Mini Grants – committee to remain the same.

4. *Justice Quarterly* Editor Search Committee – to be removed as the search is concluded.

5. Committee on Certification – will be removed in the future. A subcommittee was formed that should have a report on how the transition should proceed for the programs are already certified. Lutze noted that we need to confirm that membership has been notified that ACJS is not doing certification. ACJS's Academic Standards for Criminal Justice programs will continue to be available.

6. Sage Professional Development Workshop Committee – Bryan Payne

7. 2020 United Nations Congress Selection Committee – completed

- The Doctoral Summit Ad Hoc committee will go before the membership to vote on the change to make it a standing committee.
- Unnithan raised the question as to whether Academic Review and Certification were the same thing. The certification committee will be removed in the future. The Board discussed how to communicate this to the membership. Lutze volunteered to send the letter from her as the change occurred under her Presidency and to discuss this in a future ACJS Today article.
- Unnithan noted that the practitioner award committee should be made up of the 5 Regional Trustees, and not ordinary members. Unnithan will need to unappoint those previously appointed and charge the regional trustees with forming the committee for the Practitioner Award. The chair of the committee has traditionally been the Trustee whose region the conference is in. Nix agreed to chair the committee as the next meeting will be in Region Four.

- Mizrahi has requested another person be added to the Assessment Committee (Paul Gormley).
- Perrin recommended ways to close the loop of those who are “phantom” members – those who think they are members and are not – by altering the color of the badges at the conference for nonmembers. Perrin suggested that the National Office generate an attendee list, which would be posted prior as the registrations come in and is updated regularly. Daigle raised the concern of security issues of releasing names of attendees. Boyd recommended that it go on the members-only page – past the log in. Perrin requested any testimonials that could be posted on the website.
- **ACTION ITEM** – a motion was made to approve a onetime \$20,000 for marketing and meetings related support by Lutze and seconded by Pfeifer. Daigle requested that a report be submitted to the board outlining how it was spent. The motion carried unanimously with Jones and Boyd abstaining.
- **ACTION ITEM** – a motion was made to change the colors of the badges between members and nonmembers by Boyd and seconded by Reyes. The motion carried unanimously.

XIV. Adjourn – a motion to adjourn was made by Lutze and seconded by Jones. The motion carried unanimously with no abstentions. Unnithan adjourned the meeting at 5:25pm.