

**Arkansas Political Science Association
Executive Board Meeting Minutes
September 28, 2023 - 1:15pm
Zoom Meeting**

Meeting called to order at 1:17pm

Members Present: Amber Overholser (President), Chris Housenick (Secretary-Treasurer), Heather Yates (Vice President), James McQuiston (Secretary), Matt Evans, Hans Hacker, and Delphia Shanks.

1. Treasurer's Update (Chris Housenick):

[Chris Housenick] The association has approximately \$10,000 in its accounts. The ArkPSA web domain hosting is for every two/three years – it is covered this year. The *MPSR* printing costs approximately \$900.00. The Best Paper Awards cost \$750.00. We need to add Registration Fee Waiver to the drop-down list for the conference.

2. Secretary's update (James McQuiston):

3. MPSR Journal Update (Mary Beth Sullivan):

[Heather Yates] At no cost to the journal, MPSR will be represented with EBSCO queries. Proposal to push quarterly call for papers for the journal to the email distribution list.

4. 2024 Program Chair Update (Carol Strong):

[Carol Strong] Annual meeting dates (March 8-9, 2024) in Monticello. Conference hotel will be the Hampton Inn. Call for paper will go out on Monday, October 2, 2023. Section chairs are being finalized. Possible speakers are being explored.

5. Conference Business:

[Chris Housenick] The budget for conference speaker stipend and travel expenses (\$2,000), conference meals (\$3,000), and other expenses (\$1,000).

[Heather Yates] We should send out an email asking for panel discussants. Student paper submissions should include a faculty member's contact information.

[Hans Hacker] We should send out an email message to faculty advisors to make sure that undergraduate student submissions are honored.

[Chris Housenick] Overload the undergraduate panels w/extra presenters to make sure panels don't collapse. Make sure that students write that they cannot make it to change #s of food.

[Matt Evans] Registration design may be difficult. We should be cognizant of multi-step processes.

[Heather Yates] Here is the tentative annual meeting schedule:

2024: University of Arkansas at Monticello

2025: Arkansas Tech University (Russellville)

2026: Arkansas State University (Jonesboro)

2027: NWACC

2028 or 2029: Southern Arkansas University

2030 or 2031: Hendrix College (Conway)

[Delphia Shanks] Hendrix College is happy to host. Both facilities and interest already.

[Chris Housenick] New conference registration form (Google docs), does have "faculty point of contact" for undergraduate students.

[Chris Housenick and Heather Yates] Regarding the conference fee waiver policy, what is a rule that works? Add information about waivers on the website and include on LinkedIn and social media.

[Heather Yates] What are the obligations of Executive Board Members at conference events? Should they be present at meetings, etc.? Should we include position on our badges?

Program chair should have access to email listserv.

6. Organizational Structure Change Proposal

Discussion about separating the Secretary and Webmaster roles.

[Matt Evans] The association needs more social media activity.

Matt Evans was mentioned as a potential webmaster, but we need to make sure that the membership votes on this. Matt will send Amber list of roles done by Secretary and Webmaster

7. Constitutional Review:

Change language of “graduate student” to “contingent faculty” for role.

[Matt] We need to establish a constitutional review/audit sub-committee for ideas about how to change the Constitution, including a)gendered language / more and offer rationale for how things can be changed.

Ultimate goal to have a vote/votes during business meeting.

Need to change language of constitution from ballots/secret ballots to allow for “show of hands”

8. New Business:

[Chris Housenick] The association should email early in the calendar year a call for candidates for association positions.

[Amber Overholser] We should establish *ad hoc* committees for gendered language, voting procedures, “apply language” to association roles.

[Matt Evans] We need to create Call for Committees.

9. Adjournment