

**National Association of Communication Centers**  
**15<sup>th</sup> Annual Conference**  
**Pittsburgh, PA**  
**April 23, 2016**  
**Business Meeting Minutes**

**In Attendance:** Rachel Furman, Brandi Quesenberry, Marlene Preston, Linda Hobgood, Paul Mabrey, Susan Wilson, Karen Sindelar, Beau Bingham, Erica Allgood, Sue Weber, Anna Zimmerman, Clark Friesen, Kim Cuny, Erin Ellis, Alyssa Davis, Shelby Broberg, Emily Abulmon, Kenneth Kunkel, Jon Wiebel, Ted Sheckels, Anand Rao, Carley Young, Wendy Atkins-Sayer, Carl J. Brown, Bonnie Wentzel

- I. Call to Order: Chair, Bonnie Wentzel (8:15 am)
- II. Minutes approved from 2015 NACC
- III. Officer Reports: *Elected Positions*
  - A. Chair: Bonnie Wentzel (Arizona State University-West)
    - Report was given about the Interest Fair at NCA. There was a good showing last year so we will do it again this year. Someone close to the conference site should collect materials. Sue Weber agreed to collect materials.
  - B. Vice Chair: Anand Rao (University of Mary Washington)
    - Report was given about producing postcards for NCA. It will cost \$80-100 for hundreds of small postcards. We will take the money out of remaining NCA funds. We have been allotted 4 slots at NCA for panels and paper presentations but will request another slot. Some paper submitters might be asked to present at another event such as a poster presentation.
  - C. Vice Chair Elect: Rachel Furman (Carlow University)
    - Report was given on NACC 2016 conference. 110 people in attendance from 36 different schools. She will offer help to next year's planner and will type up a summary about hosting the conference. Special thanks to Bonnie, Anand, Kim, and Erin
  - D. Past Chair: Marlina Davidson (University of Nebraska-Omaha)
    - No report as she was not in attendance.
- IV. Officer Reports: *Appointed Positions*
  - A. Student Advocate: Erin Ellis (University of North Carolina-Greensboro)
    - Report was given about awards. Total of 8 papers submitted to competitions; 5 undergraduate and 3 graduate. Total of 10 tutor packets submitted; 8 undergraduate and 2 graduate. Twice as many undergraduate tutor nomination packets this year than last.

- Facebook page holding steady around 80 members
- B. Publications: Ted Sheckles (Randolph-Macon College)
- Report was given about the communication center journal. Volume 1 exists, it was released in late December 2015. Shawn designed the cover of the journal. Currently working on Volume 2 but there is not much copy. Volume 2 will be Ted's last volume to edit. Urged officers to find someone to take over journal. Volume 2 should come out in fall, hopefully before NCA, if not shortly thereafter.
  - Purposed an enhancement of awards given at NACC for the 1<sup>st</sup> and 2<sup>nd</sup> place Ferguson award winners to have immediate acceptance into the journal. The top paper from the Huddy-Gunn competition would also get immediate acceptance.
- V. Old Business
- A. Listserv Update: Bonnie Wentzel
- Report was given about the listserv being a bit wonky. If there is a question to a specific individual, don't use listserv; phone a friend. There is a way to look at past postings.
  - New problem: some things aren't being seen on the listserv once people send out messages. People are not getting messages from Rachel who sent out several messages about the conference via the listserv.
  - Kim asked if anyone was not on the listserv that wanted to be and indicated they should write their name down.
- B. Website Update: Bonnie Wentzel
- No updates.
- C. NACC Steering Committee: Bonnie Wentzel
- Announcement about a panel discussion and meeting on NCA and NACC during the last session of the day. The discussion will seek help to iron out the process.
- D. Conference Locations: Linda Hobgood (University of Richmond)
- Report on conference locations needed for the next 2 years. Deadline is June 15<sup>th</sup> for submissions to host conference due to funding needs during the budget cycle. Submissions and proposals are welcome. Goal is to have conference at one location and a distinct location the next year. Proposals should go to Linda and if you need a template, she has them. Current host and past host get first look at proposals.
  - Question about the flexibility of the conference date. Regional conference pose a bit of a problem. Conference host must take into account holidays and that the conference should take place a distance from NCA. No hard date to host conference but it takes about a year to plan. Some indicated that it is useful to know where the conference is being held (at an early date) in case students want to come and so faculty will know what to budget.

- E. Leadership Needs: Bonnie Wentzel
  - Announcement that the communication center journal needs a new editor and that NACC needs a new chair-elect.
  - *No action taken.*
  
- VI. New Business
  - A. Social Media Reminder: Bonnie Wentzel
    - Announcement to exchange accounts and to check out other schools social media.
  
- VII. Announcements/Questions
  - A. New Job Posting: Ted Sheckels
    - Randolph-Macon has a job opening. The school is merging the writing and speaking centers into one. It is a staff position but it offers longevity.
  
  - B. Paper Competition Details: Erin Ellis
    - Question about the word count for faculty paper submissions as it is not stated on the website. Papers for graduate and undergraduate competition ask for a maximum of 5,000 words.
    - *Decision: Word or page count will align with the communication center journal*
    - Question about there not being a time zone indicator on the paper submission call. Unclear of what time papers should not be accepted for competitions due to time zone difference.
    - *Decision: Add local time zone to website for clarity*
  
  - C. NCA funds for NACC: Kim Cuny
    - Question about the use of NCA money for NACC. It was clarified that yes, money can be used.
    - Question about awarding the student paper winners NCA members (\$60 membership per student) or a cash prize with leftover NACC money.
    - *Decision: No money left over from NACC to award prizes.*

Meeting adjourned: 8:54am

Submitted by Erin Ellis