

ASC EXECUTIVE BOARD MEETING MINUTES

Saturday, November 16, 2024
San Francisco Marriott Marquis
Laurel Room, 9:30 am to 3:00 pm

Katheryn Russell-Brown, Jennifer Cobbina-Dungy, Stephanie DiPietro, Bonnie Fisher, Natasha Frost, Valerie Jenness, Henrika McCoy (on Zoom), Ojmarrh Mitchell, Marisa Omori, Anthony Peguero, Ebony Ruhland, Chris Sullivan, Andres Rengifo, Min Xie, Chris Eskridge (recorder)

The meeting was called to order by ASC President Katheryn Russell-Brown at 9:35 am, Pacific time on Saturday, November 16, 2024

1. Following the advice of legal counsel, the Board moved that we formalize appointments to include a statement of term of service, duties, compensation (or acknowledgment of lack thereof) that staff and volunteers would be expected sign. These should be created for the Board members, the Executive Director, the journal editors, and ASC staff. Our legal counsel will be consulted per this matter.
2. The Board authorized the President to initiate calls to the attorney for up to 10 hours through the end of the year (December 2024). Then the President will ask the attorney for an estimate of how many consulting hours would be needed for the coming year (thru December 2025).
3. The Board moved to appoint Megan Denver as an interim Executive Secretary, effective November 16, 2024 until November 15, 2025.
4. The Ad Hoc Strategic Communications Committee will report back to the Board with a target date prior to the April Board Meeting.
5. The Board moved to establish a formal system for thanking members in writing in a timely fashion after the Annual Meeting for ASC service.
6. The Board approved the 3% salary raises for three staff members, beginning in 2025.
7. Going forward, the Board moved that formalized reviews be made prior to making any raise determinations that include goals and expectations, approved by the Board, and annual performance reviews submitted to the Board that assess performance based on those goals.
8. The Board moved that the Board will determine firm written criteria for providing a bonus for the staff and for determining the amount of that bonus, and the Board will make a recommendation on authorizing a bonus. Chris Sullivan will share a template with the Board.
9. The Board approved the proposed 2025 budget.
10. The Board moved that the President will identify a Board member (Maria Omori) who will be given access to the manuscript management system to audit the ASC journals and report back to the Board by the April meeting.
11. The Board approved an expenditure of up to \$50,000 to hire a consulting firm to develop an RFP for a new publication contract for *Criminology* and *Criminology & Public Policy*.

12. The Board approved the President's list of potential members of the Ad Hoc Awards Renaming Committee.
13. The Board approves the formation of an Ad Hoc Committee to review previous reports on Annual Meeting quality and develop recommendations from what has been proposed and from their own deliberations. The Committee should address what is submitted and accepted, as well as under what circumstances accepted submissions could be removed from the program. Stephanie DiPietro, Henrika McCoy, Jennifer Cobbina-Dungy, and Ebony Ruhland will serve on this committee.
14. The Board is asked to review the draft recusal policy.
15. The Board will work with the Division of Public Opinion and Policy (DPOP) to develop an annual survey of the membership. Natasha Frost will be the Board liaison to the DPOP for this initiative.

The Board Meeting was adjourned at 2:20 pm.

2025 BUDGET

INCOME

Advertising/Marketing	\$25,000
Annual Meeting	625,000
<i>Criminologist</i>	6,000
<i>Criminology</i>	75,000
<i>CPP</i>	75,000
Dues	310,000
Employment Exchange/Web	95,000
Investments	198,000
Misc.	2,500
Peterson Fellowship Donations	1,000
Reprints	500
TOTAL	<u>\$1,413,000</u>

EXPENSES

Advertising/Marketing	\$4,000
Affiliations	9,000
Annual Meeting	603,000
Awards	14,500
Committees	12,000
<i>Criminologist</i>	8,000
<i>Criminology</i>	86,500
<i>CPP</i>	51,000
Employment Exchange	1,000
Equipment Expense	3,000
Executive Board	18,000
Executive Director Office	1,000
Future Years Mtg Expense	3,000
Initiatives	12,000
Misc	35,000
Office Expenses	62,000
Personnel	354,000
Peterson Fellowships	30,000
President's Fund	12,000
Professional Fees	21,000
Publications Committee	50,000
Taxes	23,000
TOTAL	<u>\$1,413,000</u>

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Meeting in Laurel

1. President's Welcome & Introduction [15 mins]
 - A. Welcome
 - B. ASC 2025 Conference Overview
 1. [Theme](#)
 2. [Program](#)
2. Introduction of Board Members [15 mins]
3. Action Items: Continuing Discussion [1 hour]
 - A. [2024 ASC President's Report](#) (V. Jenness)
 - B. Executive Secretary (N. Frost)
 - C. Committee on Strategic Communications Plan (OJ Mitchell)
 - D. Formal system for thanking members for ASC service (V. Jenness)
 - E. Proposed 2025 Budget ([Proposed 2025 budget](#); [2025 line items](#); [D.C. Meeting budget](#); [Proposed staff salary increase](#))
 - F. Publications Committee ([Criminology manuscript review audit](#); [Report](#)) - N. Frost; OJ Mitchell
4. Action Items: New Discussion [45 mins]
 - A. Ad Hoc Award Renaming Committee ([charge](#))
 1. [Recommended Slate for Ad Hoc Committee](#)
 2. Next Steps
 - B. Creating an Ad Hoc Committee on ASC Program Abstracts
 1. Identify Committee Members
 - C. Climate Committee
 1. Next Steps (J. Cobinna-Dungy; O.J. Mitchell; A. Peguero)
 - D. Draft Recusal Policy (V. Jenness)
5. Announcements and Reporting Out [30 mins]
 - A. Recommendations from legal counsel
 - B. Onboarding New Board Members
 - C. Surveying ASC membership
 1. Working with Division of Public Opinion and Policy
 - D. Facilitating Cross-Division Collaboration
 1. Incentives for Collaboration
6. Updating work done by the Long-Range Planning Committee [15 minutes] (V. Jenness)
 - A. [Charge](#)
 - B. Mid-Year Report
7. Upcoming Board Meetings [3 mins]
 - A. 3:00 to 7:00 pm, Friday, April 25 continuing Saturday, April 26, 8:00 am to 5:00 pm, Washington, D.C. Marriott Marquis
 - B. 3:00 to 7:00 pm, Tuesday, November 11, Washington, D.C. Marriott Marquis