



**American Association for Public Opinion Research  
Executive Council Minutes  
Tuesday, April 21, 2020**

**ATTENDANCE**

**Council:**

Rene Bautista	Standards Chair
Ipek Bilgen	Associate Membership & Chapter Relations Chair
Rachel Caspar	Associate Education Committee Chair
David Dutwin	Past President
Allyson Holbrook	Education Committee Chair
Mary Losch	Councilor-at-Large
Gretchen McHenry	Associate Secretary-Treasurer
Dan Merkle	Vice President
Kristen Olson	Associate Conference Chair
Lydia Saad	Secretary-Treasurer
Nora Cate Schaeffer	President
Mandy Sha	Conference Chair
Tamara Terry	Membership & Chapter Relations Chair
Tim Triplett	Associate Standards Chair
G. Evans Witt	Councilor-at-Large

**Invited Guest:**

Mollyann Brodie	Chair, Future of AAPOR Journals Committee
Morgan Earp	Chair, Membership Database Working Group

**Unable to Attend:**

Josh De La Rosa	Communications Chair
Jessica Holzberg	Associate Communications Chair

**Staff:**

Delia Murphy	Executive Director
Eric Bailey	Senior Director of Communications
Melanie Goff	Program Manager, Conference and Awards
Sam Nysetvold	Program Manager, Membership and Chapter Relations
Daniel Choppa	Program Administrator, Operations and Ed

**I. WELCOME, CALL TO ORDER, REVIEW AND APPROVAL OF MINUTES**

Schaeffer called the meeting to order at 1:05pm ET / 12:05pm CT.

Executive Council Meeting Minutes: March 10-11, 2020

Council reviewed the minutes from the March council meeting.

*Language Changes:*



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It was noted that there should be a change in standard language in the motions. Language should hereby be changed from “X motioned, X seconded” to “X moved, X seconded.” Language needs to be updated under section VI for the action to read “incoming councilors.” Under section X, the language of the header to be updated to “Position on the implications of COVID-19 on the AAPOR Annual Conference”

*Motions and Actions:*

It was noted that Council will need a notification of any action items sent to the council email list soon after the meetings take place. Council would like headers added with dates of the meetings into the motion and actions document for easier navigation. The motions and actions document should also be discussed in the orientation for incoming council members.

**MOTION: to approve the minutes as amended, Losch moved, Bautista seconded, Caspar abstained. The motion passed with one abstention.**

**II. SECRETARY-TREASURER REPORT**

February 2020 Financial Statement

Saad reported that AAPOR has accounted for 52% of YTD budgeted revenues and 12% of YTD budgeted expenses. AAPOR has collected \$232,673 in membership dues, and Council is hopeful for an uptick in revenue from the virtual conference. Conference revenue is at 39% of YTD budgeted revenue, which is shy of 2019 numbers due to originally opening registration later than the previous year and COVID-19 implications. AAPOR has slightly higher travel expenses for Executive Council meetings than budgeted.

Sponsorship and Development

Saad reported that the sponsorship goal for 2020 was \$220,000, and before COVID-19, AAPOR had \$160,000 collected with additional funds committed. The new goal for the virtual conference is half of the original goal, \$110,000. It is expected that AAPOR may lose some sponsors, but many are indicating that they are still willing to sponsor. AAPOR staff has been calling sponsors individually to discuss the new sponsorship and exhibitor prospectus for the virtual conference, noting that sponsorship for the virtual conference may be more beneficial for sponsors than the in-person conference. Regarding development, the 75<sup>th</sup> anniversary campaign was in process before the COVID-19 pandemic. AAPOR could possibly appeal to members to stick with AAPOR during this unprecedented time and donate later in the year.

Investments

Investments are holding up well, with \$1.672 million in combined investments at the end of March vs. \$1.7 million at the same time in 2019.



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**ACTION: Saad to speak with Jeff Stec regarding AAPOR staying within the allocation policy for investments for the May or June Council meeting.**

**III. CONSENT AGENDA**

Schaeffer noted that the following consent reports were presented for information:

[3-20 Ed Consent.docx](#)

[AAPOR Customer Service Tracking.xlsx](#)

[Communications Consent Agenda March 2020.docx](#)

[Consent – AAPOR Scenarios 2020 0306 TO ALL.docx](#)

[Consent\\_2020-03-Standards.docx](#)

[Consent\\_Conference.pdf](#)

[Group Report \(AAPOR\) February 1, 2020 – March 8, 2020.pdf](#)

[MCR 2019 2020 March Consent Report Terry.docx](#)

Membership Reporting

Terry noted that membership numbers and the graph in monthly reports have been updated and ensured the accuracy of the information.

Conduct Policy

In regard to the Conduct Policy, Bautista noted the discussion around separating the policy from the implementation. Kellen can offer in-house ombudsman consultation, and there is already a framework from the original conduct policy that was reviewed and stripped because it was not in the bylaws.

**MOTION: to approve the consent agenda, Triplett moved, Terry seconded. The motion passed by unanimous vote.**

**IV. NOMINATIONS**

Council brought forth the following appointments:

Terry presented two nominations to serve on AAPOR's behalf to the Council of Professional Associations on Federal Statistics (COPAFS).

**MOTION: to accept the nominations, McHenry moved, Losch seconded. The motion passed by unanimous vote.**

Terry also discussed the Consortium of Social Science Associations (COSSA) and the difficulty with finding candidates for nomination. Terry noted that she already contacted a few members for interest, but none of them were available. She requested the assistance from the Council for suggestions for nominations.



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**ACTION: Councilor to send potential names for COSSA nominations to Terry and Bilgen. Terry and Bilgen to reach out to DC-AAPOR to activate their network to find interested individuals.**

**V. ANNUAL CONFERENCE**

Murphy discussed the 2024 location for the annual conference. The Hilton Atlanta is available, and has provided a good rate in comparison to the conference's leading up to 2024. Murphy noted that staff was unable to find availability on the west coast, and AAPOR's Meetings Manager, Linda Arcangeli-Story, recommended Council moves forward with Atlanta.

**ACTION: AAPOR staff will continue discussions with Hilton Atlanta, will confirm if the hotel is available for AAPOR's other date preferences (starting a day earlier and ending on Saturday), and will report back to Council on progress.**

If negotiations with the Hilton Atlanta do not proceed successfully, Council may ask for other site searches to be conducted and instigate a preliminary search for other sites.

**VI. REPORT ON THE FUTURE OF AAPOR JOURNALS**

Brodie joined the call at 2:02pm ET / 1:02pm CT.

Brodie provided a summary of the report on the future of AAPOR journals. She noted that there is an opportunity to make things a lot better without much change, and stated a need for a champion for AAPOR's journals on the Council to maintain strong oversight of the journals.

Schaeffer asked about the possible structures for Journal oversight moving forward, and asked for insight into turning the recommendations in the report into actions. Bautista stated that Council needs to have a mechanism for accountability without making it a painful, effort-heavy process. It was noted that there needs to be division between editorial control and oversight.

Schaeffer stated that one of the biggest values of AAPOR for its members is the journals. Bilgen noted that Membership and Chapter Relations (MCR) are adding questions about the journals to the annual membership surveys and will report the information gathered to Council. Holbrook suggested that MCR should work with AAPOR Publications Committees directly to determine the questions that should be included in the surveys.

**VII. MEMBERSHIP AND CHAPTER RELATIONS**

Membership Database Working Group Progress

Earp joined the call at 2:30pm ET / 1:30pm CT.

Earp shared an update on progress made within the AAPOR membership database. There were many gaps in the membership database. The membership reports in the past would vary from



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month to month and there was a lot of missing data. In 2017 and 2018, people could consent to have their demographic information imported into the database, but the actual import was not done – at least not at the full scale. The Working Group worked with AAPOR staff, who created a data dictionary for the database and worked to match data and demographic information to membership profiles that was previously unavailable to track. This work is a huge step towards cleaning up the database.

Schaeffer inquired about next steps in the process and what will be required to maintain the database. Council questions if a subcommittee specifically for the maintenance of the membership database should be formed.

**VIII. VIRTUAL CONFERENCE JUNE 11-12**

Sha walked through the project plan for the virtual conference and the steps that have been completed. Virtual Conference rates are about one third of the original cost for the in-person conference. There is a possibility to break even financially with the virtual conference and possibly make some revenue to cover other AAPOR programming. AAPOR decided to move forward with CadmiumCD as the conference software due to its price and capabilities aligning with Council's needs. Sha showed Council some visuals of other virtual conferences using CadmiumCD's platform.

**IX. TRANSITION TO NEXT COUNCIL**

Council discussed the unusual nature of this year's transition of Council members, occurring during an extended phone meeting in May, a full month before the Virtual Conference.

**MOTION: The outgoing Council should plan to complete the normal duties of their roles, including annual reports. In addition, the Conference Chair for the 2020 conference continues in the role of Conference Chair for the 2020 Conference, and the authority of the 2020 Conference Chair to make decisions about the 2020 conference continues as well, until the conclusion of the virtual conference on 12 June 2020. Terry moved, Merkle seconded. The motion passed by unanimous vote.**

**X. ADJOURNMENT**

The meeting was adjourned at 3:01pm ET / 2:01pm CT. Agenda items that were not discussed due to time constraints will be move forward via email discussions and electronic votes.