

**American Association for Public Opinion Research  
Executive Council Meeting  
Thursday, July 16, 2020**

**ATTENDANCE**

**Council:**

Ipek Bilgen	Membership & Chapter Relations Chair
Ginger Blazier	Associate Secretary-Treasurer
Rachel Caspar	Education Chair
Jessica Holzberg	Communications Chair
Ricki Jarmon	Councilor-at-Large
Ashley Kirzinger	Associate Standards Chair
Mary Losch	Councilor-at-Large
Gretchen McHenry	Secretary-Treasurer
Dan Merkle	President
Marco Morales	Associate Communications Chair
Kristen Olson	Conference Chair
Emilia Peytcheva	Associate Education Chair
Patricia Moy	Vice President
Nora Cate Schaeffer	Past President
Darby Steiger	Associate Conference Chair
Tim Triplett	Standards Chair
Angelique Uglow	Associate Membership & Chapter Relations 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 Education

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

Merkle called the meeting to order at 12:03pm ET / 11:03am CT.

**MOTION: to approve the minutes from the June, 2020 Executive Council Meeting. Losch moved, Moy seconded. The motion passed by unanimous vote.**

**II. CONSENT AGENDA**

- [Conference Art Folder](#)
- [Consent 2020-07-Standards.docx](#)
- [Consent Comms July2020.docx](#)
- [CONSENT\\_Conference\\_July2020.docx](#)
- [Education Committee Consent Report July2020.docx](#)
- [MCR Consent Report July2020.docx](#)

Olson provided a report on the 2021 Annual Conference Theme and Design.

Caspar provided a report on the work of Tom Smith who has organized the authorship of a new AAPOR History, which contains 16 chapters and nearly 400 pages. Plans are underway to provide honoraria and letters of thanks to the individuals who contributed to the effort.

**ACTION: The Annual Conference slide template will be updated to include some additional slide options.**

**ACTION: Caspar, Holzberg and Tom Smith to coordinate on roll-out and promotion of the AAPOR History when it is ready to be promoted to the membership and, with Olson, as part of the 2021 Annual Conference.**

**MOTION: to accept the consent agenda as presented. McHenry moved, Schaeffer seconded. The motion passed by unanimous vote.**

### III. APPOINTMENTS

[AAPOR CommitteesTracker.xlsx](#)

[AAPOR Virtual Conference Platform Committee.xlsx](#)

Conference:

*Virtual Conference Platform Committee:*

Sara Walsh

Aleia Clark Fobia

Dakisha Locklear

Robert Torongo

Other Representatives from Council and Committees: Kristen Olson, Darby Steiger, Patrick Habecker, Jessica Holzberg

Communications:

Emily Alvarez

Martha Stapleton

Education:

Emily Guskin

Membership and Chapter Relations:

Erin Fordyce

Jonathan Katz

Regarding the timeline of nomination submissions prior to meetings, Councilors should input their nominations into the Committee Tracker as early as possible before a Council meeting to provide AAPOR staff time to collect past and current volunteer service for nominations.

**ACTION: Councilors to check with Choppa for past and current volunteer service for nominations ahead of each Council meeting so their service can be included in the Committee Tracker. Councilors are responsible for collecting the rest of the nomination information from the nominee.**

**MOTION: to approve these nominations. Triplett moved, Losch seconded. The motion passed by unanimous vote.**

**IV. SECRETARY – TREASURER REPORT**

May 2020 Financials (I/O)

AAPOR is currently at 66% of budgeted YTD revenue, and 28% of budgeted YTD expenses. Membership revenue is down as is distance-education revenue, so these are areas that may need more promotion to increase revenue for the rest of the year.

There are no major revenue sources upcoming for the rest of the year; therefore our current revenue levels will likely be close to end-of-year levels.

**ACTION: Caspar to work with the Online Education Subcommittee to determine the possibility of offering discounts on webinar packages for the rest of the year and new rates for webinars for this year. Caspar to provide recommendations for different discounts, packages and webinar rates at the August Executive Council meeting.**

**V. STANDARDS COMMITTEE**

Conduct Policy: Discussion of Revisions Based on Member Feedback

Triplett and Kirzinger provided an overview of the comments about the Conduct Policy received during the member comment period. AAPOR received a total of 13 comments and Triplett, Kirzinger, and Losch reviewed the comments and edited the Conduct Policy accordingly.

The biggest changes are in section F - Appeals and Reinstatement, as several comments pointed out that there was no way to appeal a Council decision to be re-instated. The revised Conduct Policy now includes an appeals process.

Council discussed some additional changes to be made, including keeping the Council President on the initial Ad Hoc Committee but removing them from the Appeals Committee. The Executive Director should be ex officio on both and not have a vote. There should also be an Ombudsperson available for consultation, if needed, who would not make the final decision but would advise the Ad Hoc Committee and Appeals Committee. A timeline for appeal will be added: Appeals must be requested within 6 months of the time of decision and are limited to one (1) opportunity to do so.

**ACTION: AAPOR to send the Conduct Policy to any vendor or organization working with AAPOR in any capacity.**

**MOTION: to approve the proposed revisions to the Conduct Policy, with the additional edits as discussed by the Council, to be reviewed one final time by the Executive Committee as well as Losch prior to the membership vote. Losch moved, Jarmon seconded. The motion passed by unanimous vote.**

Code Revisions

Prior to the July Council call, Kirzinger sent the revised version of the Code based on the June meeting discussion and received some additional comments. Once it is updated, Kirzinger will circulate among Councilors a revised version for final feedback and comments. The goal will be to have Council vote to approve the revised Code during the August Council meeting and send to the membership for comment and voting.

**VI. MEMBERSHIP AND CHAPTER RELATIONS**

DC-AAPOR Issue

Bilgen reviewed, and Council discussed, a potential issue brought to her attention by DC-AAPOR. Losch noted that national AAPOR is bound by its bylaws regarding assistance to the AAPOR chapters and AAPOR is unable to provide legal support. However, AAPOR is able to provide consultation to regional chapters.

**ACTION: Bilgen to draft communication to DC-AAPOR and share with Merkle, Moy, and Murphy.**

Diversity Coordinating Committee: Update on Name Change and Proposal

During the June Council meeting, MCR was tasked with providing recommendations for a new name for the Diversity Coordinating Committee (DCC). Bilgen presented the recommendations from the DCC (in order of preference):

1. Inclusion and Equity Committee (IEC)
2. Intentionally Inclusive and Equitable Committee
3. Equity Committee: Equity insuring Inclusivity, Diversity, and Access

**MOTION: to endorse and recommend the new name, Inclusion and Equity Committee (IEC), for the Committee. Schaeffer moved, Kirzinger seconded. The motion passed by unanimous vote.**

Bilgen was also tasked with proposing an interim chair for the new Inclusion and Equity Committee. Tamara Terry was proposed based on her experience as the immediate past Membership and Chapter Relations Chair, her participation on the DCC for a few years, and her membership in the RTI Diversity and Inclusion Committee.

**MOTION: to approve the appointment of Tamara Terry as the Interim Chair of the Inclusion and Equity Committee. Losch moved, Schaeffer seconded. The motion passed by unanimous vote.**

Terry will be included in Executive Council meetings as an observer starting with the August Council meeting. She will continue to do so until the Inclusion and Equity Committee formally becomes a standing committee, as part of the bylaws revisions that will be put forward for a membership vote.

**ACTION: Bailey to add Terry to the AAPOR-council email list.**

**ACTION: Bilgen to contact Terry regarding her appointment and will let Dianne Rucinski know about next steps moving forward.**

**ACTION: Terry to update the charge for the Committee when she takes on her new role as interim chair. The charge should be updated and approved by Council prior to the membership vote on bylaws.**

Procedure for Committees: How to Count Partial Terms Toward Two-Term Limit

Bilgen reviewed recent updates to the procedure for populating committees, specifically around updating the timing of when terms begin, except in the case of certain committees. Service for most Committees shall begin at the start of the new AAPOR Council year (June 1) or calendar year (January 1) and the Procedures document now includes guidelines for how committee-term lengths are calculated. The Procedure document also now includes language specifying that there is no absolute limit on the total number of years members may serve on a committee or subcommittee, provided they incorporate breaks after two consecutive three-year terms.

**MOTION: to adopt these changes to the Committee Procedure. Moy moved, Blazier seconded. The motion passed by unanimous vote.**

**VII. DATA FABRICATION TASK FORCE REPORT**

Schaeffer gave an update on the Task Force report which Schaeffer, Losch and Triplett have been reviewing. This report is now ready for Council to review and discuss during the August Council meeting.

**ACTION: Schaeffer, Losch and Triplett to share the report with Councilors for review prior to the August meeting.**

**VIII. CONFERENCE**

Update on AAPOR Workshops

The Planning Committee met and began developing details for the workshops. The goals of the workshops are to discuss multiple topics related to survey research and COVID-19 and to help AAPOR members connect while we can't still meet in person.

**ACTION: Councilors to let Olson know if the proposed approach sounds reasonable and provide any comments on the proposed topics, format and pricing for the workshops.**

**IX. ADJOURN**

**MOTION: to adjourn the meeting. Schaeffer moved, Triplett seconded. The motion passed by unanimous vote.**

The meeting was adjourned at 2:01pm ET / 1:01 pm CT.