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

Consent_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 Triplet, 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 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.