American Association for Public Opinion Research
Executive Council Minutes
Wednesday, May 5, 2021

Attendance
Outgoing and Incoming Council:
Paul Beatty                        Incoming Vice President
Ipek Bilgen                       Outgoing MCR Chair
Rachel Caspar                     Outgoing Education Chair
Marjorie Connelly                 Incoming Associate Standards Chair
Yazmín García Trejo               Incoming Associate Communications Chair
Ana Gonzalez-Barrera              Incoming Associate Inclusion and Equity Chair
Liz Hamel                         Incoming Councilor-at-Large
Jessica Holzberg                  Outgoing Communications Chair
Ricki Jarmon                      Councilor-at-Large
Ashley Kirzinger                  Outgoing Associate Standards Chair, Incoming Chair
Mary Losch                        Councilor-at-Large
Gretchen McHenry                  Secretary-Treasurer
Dan Merkle                        Outgoing President, Incoming Past President
Marco Morales                     Outgoing Associate Communications Chair, Incoming Chair
Patricia Moy                      Outgoing Vice President, Incoming President
Kristen Olson                     Outgoing Conference Chair
Emilia Peytcheva                  Outgoing Associate Education Chair, Incoming Chair
Heather Ridolfo                   Incoming Associate MCR Chair
Nora Cate Schaeffer               Outgoing Past President
Darby Steiger                     Outgoing Associate Conference Chair, Incoming Chair
Tamara Terry                      Inclusion and Equity Chair
Tim Triplett                      Outgoing Standards Chair
Angelique Uglow                   Outgoing Associate MCR Chair, Incoming Chair
James Wagner                      Incoming Associate Education Chair
Brady West                        Incoming Associate Conference Chair
Anna Wiencrot                     Incoming Associate Secretary-Treasurer

Invited Guests:
Michael Elliott                   JSSAM Editor
Emily Geisen                      Survey Practice Editor
Allyson Holbrook                  POQ Editor
Tim Johnson                       Ad-Hoc Committee on Governance of AAPOR Journals Chair
Eric Plutzer                      POQ Editor
Mireille Yanow                    Senior Editor, Oxford University Press

Staff:
Daniel Choppa                     Program Administrator, Operations and Education
Meagan Comerford                  Director of Communications
Katie Geraghty                    Deputy Director
Melanie Goff                      Program Director
Holly Koenig                      Executive Vice President
Delia Murphy                      Executive Director
Rachel Schuster                   Program Administrator, Conference and Awards
Linda Arcangieli-Story            Meetings Director
MINUTES - AAPOR Executive Council Meeting

I. WELCOME, CALL TO ORDER, REVIEW AND APPROVAL OF MINUTES
Merkle called the meeting to order at 1:02pm ET.

Executive Council Meeting Minutes: April 13, 2021
MOTION: to accept the proposed minutes from the April 13th Executive Council meeting. Triplett moved, Kirzinger seconded. The motion passed by unanimous vote.

II. CONSENT AGENDA
AAPOR Customer Service Tracking.xlsx
Consent_2021-05-Standards.docx
Consent_Comms_May2021.docx
CONSENT_Conference_May2021.docx
COPAFS AAPOR Representative Annual Updatefor AAPOR April 2021_Final.docx
Education Committee Consent Report_May2021.docx
Executive Director Report_May 2021.docx
Councilor Annual Reports

ACTION: Murphy to reach out to contact at OUP to inform them that AAPOR is exploring publisher options so it is not a surprise if heard during the annual business meeting.

MOTION: to accept the Consent Agenda as presented. Losch moved, McHenry seconded. The motion passed by unanimous vote.

III. APPOINTMENTS
Ad Hoc Conference Transition Committee
Trent Buskirk
Jennifer Dykema
Courtney Kennedy
Kristen Olson

Olson recused herself for the following vote.

MOTION: to approve Kristen Olson as a member of the Ad Hoc Conference Transition Committee. Steiger moved, Jarmon seconded. The motion passed by unanimous vote.

Olson returned to the meeting.

MOTION: to approve the remaining nominees for the Ad Hoc Conference Transition Committee. Olson moved, Schaeffer seconded. The motion passed by unanimous vote.

Standards Committee
Katrina Sostek
Neha Sahgal
Anna Brown

Transparency Initiative Coordinating Committee
Stephen Clermont
John Cluverius
Audrey Kearney

ACTION: Choppa to update the terms for the Standards Committee and the Transparency Initiative Coordinating Committee from 1 year terms as listed in the appointment document to 3-year terms.
MOTION: to approve the nominations for the Standards Committee and Transparency Initiative Coordinating Committee. Schaeffer moved, Terry seconded. The motion passed by unanimous vote.

IV. SECRETARY-TREASURER REPORT

March 2021 Financials
AAPOR is at 57% of YTD budgeted revenue, and 23% of YTD budgeted expenses. McHenry noted that conference revenue will be deferred until the May budget report, but is at $309,000 as of March 31.

Approval of Corrected 2021 Budget
McHenry noted the 2021 budget has been prepared with the corrected formulas. Merkle requested that McHenry discuss the projected budget with the incoming Councilors, and explain the new deficit numbers. The 2021 budget includes an unrestricted operating net income of $343,549. AAPOR has budgeted very conservatively for 2021 and expects that higher revenue than projected and a reduction in certain projected expenses will help reduce this deficit.

MOTION: to approve the 2021 budget with the correct formulas. Losch moved, Olson seconded. The motion passed by unanimous vote.

V. AAPOR STAFF UPDATE AND HOLISTIC PLAN MOVING FORWARD

Murphy shared an update on the holistic plan moving forward to review processes and procedures that were discussed during the April Council meeting. A draft of the plan had been reviewed with Merkle and Moy and then shared via email with Council prior to the meeting.

Welcome, Katie Geraghty and Holly Koenig
As part of immediately implementing this plan, Murphy introduced Katie Geraghty, a senior executive and longtime Kellen employee, who is joining the AAPOR team. Geraghty will focus on auditing the scope of work and makeup of the AAPOR team, individual team members’ allocations, processes and procedures, communications, relationship with leadership, and trust building. Geraghty will also serve in an external role as deputy director with AAPOR Executive Council and volunteers and will provide additional oversight over the staff team and work closely with Murphy. Geraghty will serve in this role for as long as it takes (i.e., no specific set timeframe) to audit internal and external operations as well as audit staff assignments and performance.

Effective May 1, Holly Koenig, Kellen Executive Vice President, replaced John Ferraro as executive oversight of the AAPOR team within Kellen.

VI. CONFERENCE

Olson requested that Councilors sign in to the conference platform and update their profiles with personal information and a photo to encourage other attendees to do so.

Olson asked for several volunteers to help co-host two general topic “Coffee Break” events within the conference. Olson also asked Councilors to spend time within the Exhibit Hall to meet the sponsors virtually to help add value to sponsors exhibitors participating in the conference and to encourage their committees to do the same.

VII. AAPOR/WAPOR TASK FORCE REPORT ON QUALITY IN COMPARATIVE SURVEYS

Peytcheva presented the revised report from the Task Force, including the revisions that Council had last requested. Peytcheva requested that the report be submitted for a vote of approval.

It was noted that Council needs to clarify and document the procedure for task forces and report development. The document could also itemize the different ways a report can be disseminated or “released.” Schaeffer noted that the Education Committee could potentially prepare a procedural guide for these task force reports.

MOTION: to accept the AAPOR/WAPOR Task Force Report on Quality in Comparative Surveys. Schaeffer moved, Bilgen seconded. The motion passed by unanimous vote.
ACTION: Murphy to inform the chairs of the AAPOR/WAPOR Task Force that the report has been accepted by AAPOR Executive Council and although it will not be released before the Annual Conference, the Task Force can inform attendees at their session that the report has been approved by both AAPOR and WAPOR and will be released soon after the conference.

ACTION: Murphy to let WAPOR know that AAPOR Executive Council approved the report. AAPOR staff will coordinate with WAPOR on timing of the report release (including e-blast and social media promotion).

VIII. TASK FORCE ON 2020 PRE-ELECTION POLLING REPORT AND PR PLAN
Merkle noted that the Task Force has delivered its final report to the Council review group. Given the tight timeframe, it is unlikely that the report will be revised and ready for approval before the annual conference begins. The goal will be to release the finalized report as soon as possible after conference. The Task Force will still be able to provide findings from the report during the conference session scheduled for Wednesday, May 12. Merkle stated that Council may need to hire a copy editor for the report before it is approved.

Morales is pulling together a PR plan for the dissemination of the report.

IX. JSSAM STATISTICS EDITOR RECOMMENDATION
Olson recused herself from the meeting for the discussion.

The JSSAM Oversight Committee provided a report on its selection for the new statistics editor for JSSAM.

MOTION: to accept the the JSSAM Advisory Committee’s recommendation for a new statistics editor. Schaeffer moved, Moy seconded. The motion passed by unanimous vote.

X. STANDARDS COMMITTEE
Standards Complaint Update
Council discussed recent updates related to the Standards complaint and the recommendation from the evaluation committee.

XI. COUNCIL PHOTOS (OUTGOING AND INCOMING COUNCILS)
Photos of both the 2020-2021 and 2021-2022 Councils were taken for historical record.

XII. AD HOC COMMITTEE ON GOVERNANCE OF AAPOR JOURNALS
Report from Tim Johnson, Ad-Hoc Committee Chair (I/O) – Johnson
Tim Johnson joined the meeting at 12:15pm ET. Johnson provided a update on the forthcoming report from the Ad Hoc Committee on Governance of AAPOR Journals. Council approved the original charge for the Ad Hoc Committee in September 2020 and the Ad Hoc Committee received input from a large number of stakeholders to develop the report. The report will include multiple recommendations for Council on how to set up a more formal governance structure for the AAPOR journals through a subcommittee of the Education committee (the Publications Subcommittee). The Education: Publications Subcommittee will deal with publication issues related to all three journals.

Proposal to Move Under Education (A/R) - Schaeffer
Schaeffer proposed that the Ad Hoc Committee on Governance of AAPOR Journals be moved under the Education Committee while it finalizes its work, as Schaeffer has been the Council liaison to the Ad Hoc Committee but is rotating off Council.

MOTION: to move the Ad Hoc Committee on Governance of AAPOR Journals under the Education Committee. Schaeffer moved, Losch seconded. The motion passed by unanimous vote.
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Schaeffer also recommended that the name of the JSSAM Oversight Committee be revised to JSSAM Advisory Committee to be consistent with the POQ Advisory Committee.

MOTION: to change the name of the JSSAM Oversight Committee to the JSSAM Advisory Committee. Schaeffer moved, Losch seconded. The motion passed by unanimous vote with one abstention.

XIII. COUNCILOR PRESENTATIONS
The following councilors presented reports on their work within their respective positions over the 2020-2021 Council year.

1. President’s Report                               Dan Merkle, President
2. Past President’s Report                         Nora Cate Schaeffer, Past President
3. Secretary-Treasurer Report                      Gretchen McHenry, Secretary-Treasurer
4. Councilors-at-Large Report                      Mary Losch and Ricki Jarmon, Councilors-at-Large
5. Communications Committee Report                Jessica Holzberg, Chair
6. Conference Committee Report                     Kristen Olson, Chair
7. Education Committee Report                      Rachel Caspar, Chair
8. Inclusion and Equity Committee Report           Tamara Terry, Chair
9. MCR Committee Report                            Ipek Bilgen, Chair
10. Standards Committee Report                      Tim Triplett, Chair

XIV. REPORTS FROM AAPOR JOURNALS AND OUP
Geisen, Plutzer, Holbrook, Elliot, and Yanow joined the meeting at 3:50pm ET and presented reports on Survey Practice, POQ, JSSAM and the Publisher Reports from Oxford University Press.

1. Survey Practice                                  Emily Geisen, Editor
2. POQ                                             Eric Plutzer and Allyson Holbrook, Editors
3. JSSAM                                           Michael Elliott and Kristen Olson, Editors
4. Oxford University Press                         Mireille Yanow, OUP

XV. COUNCIL TRANSITION
Gavel Pass
Merkle officially passed the gavel to Moy. Merkle and Moy thanked the Kellen staff and outgoing Councilors for their service, and welcomed the incoming Councilors.

The meeting was adjourned at 4:45pm ET.