



**American Association for Public Opinion Research  
Executive Council Minutes  
February 18, 2020**

**ATTENDANCE**

**Council:**

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

**Staff:**

Delia Murphy	Executive Director	Present
John Ferraro	Senior Vice President - Kellen	Absent
Eric Bailey	Senior Director of Communications	Absent
Melanie Goff	Program Manager, Conference and Awards	Present
Sam Nysetvold	Program Manager, Membership and Chapter Relations	Present
Daniel Choppa	Program Administrator, Operations and Education	Present

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

Schaeffer called the meeting to order at 1:01pm ET / 12:01pm CT

Executive Council Meeting Minutes: January 14-15, 2020

Council discussed inconsistencies in the way appointments are reported in previous meeting minutes and determined that the names of those appointed should be included in meeting minutes as a record of their approved appointment. Council is moving towards developing a form based on the current appointments spreadsheet that will help standardize the system. Once developed, those documents can be incorporated by amendment. Council discussed removing identifying information from discussions of conference abstracts in previous minutes.

**MOTION: to approve the January 2020 minutes with accepted changes. Losch motioned, Terry seconded. Vote passed unanimously.**

**MOTION: to revise the December 2019 minutes by removing identifying information from discussions of conference abstracts. Merkle motioned, Bilgen seconded. Vote passed unanimously.**

**ACTION: Murphy to make final changes to the January minutes and remove the abstract number from Jan and Dec.**

**ACTION: AAPOR staff to post accepted meeting minutes on the website following Council meetings.**

## II. SECRETARY-TREASURER REPORT - Saad

### **December 2019 Financial Statement**

Saad reported that AAPOR had finished the year close to budget, at 102% of budgeted revenue and 104% of budgeted expenses. Investments were up about \$180,000 in 2019. Saad noted that Council travel expenses for in-person meetings ended over budget, in part due to the need for more air travel. Council will need to have a discussion about how to reduce expenses going forward, or increase the budget for 2021.

### **Sponsorship and Development**

Saad reported that the Committee has reached \$200,000, or 90% of its goal for sponsorship. The goal budgeted for sponsorship is \$206,000. Saad noted that the Committee has been more successful selling sponsorships than booths thus far this year. Regarding development, information about the 75<sup>th</sup> anniversary campaign has been added to the website and will be linked to in the conference app. The app will likely include instructions for a location or table at the conference where members can go to donate to the 75<sup>th</sup> anniversary campaign.

## III. CONSENT AGENDA

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

[2-20 Ed Consent.docx.pdf](#)

[AAPOR Staff Responsibilities and Allocations 021220.docx](#)

[Altmetric – Mentions – Oxford University Press Editors – 2020-02-17.csv](#)

[Communications Consent Agenda Feb 202.docx](#)

[Consent 2020-02-Standards.docx](#)

[Consent Conference.pdf](#)

[EIn Msg Group Update February.docx](#)

[Group Report \(AAPOR\) January 1, 2020 – February 16, 2020.pdf](#)

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

[Super Tuesday DRAFT 2020 0216 ncs.docx](#)

Journals:

[AAPORJournals-HighlyCited.xlsx](#)

[JSSAM 2020 Marketing Plan.pdf](#)

[JSSAM-2019-MostRead.csv](#)

[POQ 2020 Marketing Plan.pdf](#)

[POQ-2019-MostRead.csv](#)

**MOTION:** to accept the Consent Agenda. Losch motioned, Witt seconded. Vote passed unanimously.

## IV. APPOINTMENTS

[Appointments AAPOR Award Committee Updated 2020.01.27.xlsx](#)

[Appointments Returning member Travel Award Committee.xlsx](#)

[AAPOR Comms Appointments Feb2020.docx](#)

AAPOR Award Committee

Schaeffer updated Council on a new appointment, Karen Bogen, which was approved via Executive Committee between Council meetings because of a tight timeline. The appointment did not require an additional vote.

#### Returning Member Travel Award Committee

Olson put together a small committee as there are a few submissions for the Returning Member Travel Award.

#### Communications Committee

De La Rosa presented Amber Ott as an appointee for the Communications Committee.

**MOTION: to accept all appointments as described. Bilgen motioned, Triplett seconded. The vote passed unanimously.**

Bautista recommended that diversity information about appointments should be included in future appointments. Schaeffer stated that part of the challenge is that the information is difficult to get right now and hasn't been accessible so far, but Council members should aim to include this information if possible.

### **V. BYLAWS UPDATE - Losch**

Losch reviewed three recommended updates to the bylaws from the Bylaws Review Committee. First, the Committee recommended that Finance should become a standing committee and Losch reviewed the suggested language to update the Bylaws. Council did not have any concerns or comments, and Merkle stated that to have this codified in the Bylaws makes sense. This will mean that AAPOR will have seven standing committees moving forward.

The second recommendation presented laid out language to add a third councilor-at-large position to AAPOR Council. This would be a substantial change to Council makeup. Schaeffer has started compiling a list of items that have not been assigned oversight by a councilor so they could be assigned to the new Councilor-at-Large, including: linkage to the AAPOR journals and their advisory committees and the Diversity Coordinating Committee (DCC). Council discussed timing of the membership vote on Bylaws updates and when a new councilor-at-large position could be added to Council. There are options for extending a current Councilor-at-Large's term to shift the election cycle. Council also discussed the budgetary implications of adding an additional Council position. Merkle stated that another person would help to lighten the load and would be very helpful. Terry asked if it's still possible to task a specific councilor with responsibility for focusing on diversity and inclusion – that person could even be specified as chair of the DCC. Council agreed that assignment of duties for a third councilor-at-large could be discussed at the March Council meeting if the third councilor position is approved.

Losch highlighted various clarifications and modifications to the document to add language the Bylaws Review Committee thought was too ambiguous. No discussion was required for these recommendations.

**MOTION: to approve recommendations from the Bylaws Review Committee and propose that the changes suggested be put before the AAPOR membership for a vote. Saad motioned, McHenry seconded. Vote passed unanimously.**

### **VI. STANDARDS COMMITTEE UPDATES - Bautista**

Council amended the agenda to show that Bautista would be discussing the Conduct Policy proposal first.

Bautista presented a proposal for the Conduct Policy to come under the purview of the Standards Committee.

Council discussed who should be listed as the contact on the reporting forms when there is a potential violation of the Conduct Policy. Council agreed that if someone is in danger at Conference, they need to contact Conference security (non-law enforcement) and law enforcement. Murphy stated that reports via the website should come to AAPOR staff who can then direct the reporter to the correct party to handle the process. Olson noted that some councilors are mandatory Title IX reporters which could cause a greater liability if they receive the reports via the website. There is a good case for Standards to create a subcommittee for the Conduct Policy with people from Conference.

**ACTION: Standards Committee will look into an external company or individual who could receive the reports. Schaeffer asked for the discussion to be brought forward again during March meeting.**

**ACTION: Standards Committee to form a subcommittee for the Conduct Policy that could include representatives from Conference, Membership and Chapter Relations, and other Committees as needed.**

**MOTION: for Standards Committee to take responsibility for the Conduct Policy. Schaeffer motioned, Terry seconded. Bautista created a document with changes to the policy to make it ready for voting. Standards Committee will take responsibility for maintaining and updating the document. The Standards Committee Chair would conduct a periodic revision of the policy to coincide with the 5-year revision cycle of the Code of Ethics. Vote passed unanimously.**

The second proposal presented outlined a renewed commitment to the AAPOR Code of Ethics. Each AAPOR member should renew their commitment to the Code of Ethics when renewing membership each year. This is not a change in policy but a reinstatement of a past practice. This needs to be added back on the website when members renew. Standards Committee and councilors could not remember why this would have changed in the past.

**MOTION: to reinstate the practice for members to renew their commitment to the AAPOR Code of Ethics each year with membership renewals. Schaeffer motioned, Merkle seconded. Vote passed unanimously.**

**ACTION: Standards Committee will work with AAPOR staff to make sure this is implemented on the website for renewals and confirm that it is included when a new member joins.**

Bautista shared that Council asked Standards during the January meeting to review the Conduct Policy for needed updates. After review, Standards concluded that the Conduct Policy is in good shape but did propose minor edits to the Procedures for Addressing Misconduct section.

**MOTION: to accept revisions from Standards Committee with the change to the security language. Saad motioned, Sha seconded. Vote passed unanimously.**

Finally, Bautista presented a proposal to create a subcommittee, titled Implications of the Use of Non-survey Data in Survey and Public Opinion Research, within the Standards Committee with the charge of investigating challenges and issues associated with the linkage of non-survey data to survey data.

**ACTION: Standards to shorten the name for the subcommittee.**

**MOTION: to approve the Subcommittee. Witt motioned, Olson seconded. Vote passed unanimously.**

#### **VII. AAPI AFFINITY GROUP APPLICATION - Sha**

Sha facilitated a discussion on AAPOR Affinity Groups, explaining that these groups consist of AAPOR members united by a shared professional interests or personal affinities. Sha reported that a new group has submitted an application to become the Asian-American and Pacific Islander (AAPI) Affinity Group. AAPI would be led by Neil Ruiz and currently includes 26 people. Council agreed that the application meets the published criteria for AAPOR Affinity Groups. Unfortunately, the application was submitted six months ago but slipped through the cracks until recently.

Terry raised the larger question of which Standing Committee should oversee Affinity Groups. Council agreed that Membership and Chapter Relations is likely the most appropriate, so Terry and Bilgen will develop a proposal and bring back to Council.

**MOTION: to approve the AAPI Affinity Group application. Merkle motioned, Terry seconded. Vote passed unanimously.**

**ACTION: Murphy will draft a formal approval letter and send to AAPI to let them know Council has approved its application, and include an apology for the delay.**

**ACTION: Staff will review the process for application submissions and fix the underlying issues that caused the application to be missed. Murphy will reach out to all Affinity Groups for annual reports for the upcoming Annual Conference.**

**ACTION: Terry and Bilgen will develop a proposal for oversight of Affinity Groups to come from Membership and Chapter Relations.**

#### **VIII. COMMUNICATIONS COMMITTEE – De La Rosa**

Holzberg presented a social media proposal that was initially discussed at the January meeting. The Communications Committee proposes to have oversight over all social media accounts, including access to the accounts and approval power over new accounts. The document was modified slightly to approve access to accounts.

**MOTION: to approve the proposed social media policy that the Communications Committee will have access to all social media accounts and the approval power over new accounts. Witt motioned, Triplett seconded. Vote passed unanimously.**

**ACTION: Murphy to accept final changes to policy, then include in Executive Council Resource Handbook. De La Rosa and Holzberg to share policy with relevant parties.**

#### **IX. MEMBERSHIP AND CHAPTER RELATIONS COMMITTEE UPDATES - Terry**

Terry shared that 19 Student Travel Awards will be funded for the 2020 Annual Conference out of 29 submissions. 4 Student- Teacher Diversity Awards submissions have been received so the Committee has extended the deadline to hopefully receive more.

Terry brought up a comment from an Honorary Life Member (HLM) requesting that the POQ subscription be a part of the HLM memberships. A hard copy subscription to the journal costs approximately \$19 a year. Council discussed whether there is a way to determine which HLM members want the hard copy of POQ rather than the electronic version. Schaeffer stated that the subscription request should be fulfilled, although POQ will likely be switching to entirely electronic subscriptions in the near future. Council agreed to discuss continue the discussion of HLM journal subscriptions during the March Council meeting.

#### **X. CONFERENCE UPDATES – Sha**

Conference registration is open, the preliminary schedule of events is online, and the program will be final after presenters edit their abstracts by the March 1st deadline. The recent AAPOR reorg has given the committee the opportunity to improve the process on all fronts in collaboration with AAPOR staff. Like last year, we will be holding an All-Attendee Breakfast Plenary on the last day of the conference. The Plenary will take a look at the history and the outlook of official statistics, professional standards and public opinion trends, and hard-to-count community perspectives for the Decennial U.S. Census.

#### **XI. NEW BUSINESS – Murphy/Schaeffer**

##### AAPOR Headquarter Address

Murphy reminded councilors that the Kellen Chicago office is moving to downtown Chicago and that this would be a good time to reassess the headquarters address. Councilors agreed that AAPOR headquarters should move to Kellen’s Washington, DC office.

**MOTION: to change the AAPOR headquarters’ address to Washington, D.C. Schaeffer motioned, Merkle seconded. Vote passed unanimously.**

Holzberg noted that membership should be informed quickly of the updated address as it affects some members registering for Conference.

**ACTION: Staff will update the website immediately with the new address and will send out a communication to the membership about the headquarters change. The full website and documents will be audited to update the address.**

##### Procedures for Award Committees

Schaeffer shared that a draft for award committee procedures is being vetted and she will be reaching out to councilors for feedback, including details about award committee procedures.

##### Training for New Councilors

**ACTION: Schaeffer asked councilors to think about what type of training, policies, or information should be included in the updated Resource Handbook and orientation for new councilors.**

#### **XII. JOURNAL UPDATES - Schaeffer**

##### Public Opinion Quarterly (POQ) Additional Funding Request

Council members with current and proposed affiliations with POQ left the call for the discussion: Holbrook, Bautista, and Bilgen.

Schaeffer reviewed ongoing discussions regarding the additional funding request from the incoming editors.

**ACTION: Councilors to send comments to Schaeffer regarding the proposed budget with the goal of holding a budget vote prior to the March Council meeting. Schaeffer will reach back out for more information on editorial matters that still require more clarification.**

**XIII. EXECUTIVE SESSION**

Given time constraints, no Executive Session was held.

**XIV. ADJOURN**

There being no further business, Schaeffer asked for a motion to adjourn at 3:05 pm ET/2:05 pm CT.

**MOTION: McHenry motioned. Vote passed unanimously.**