

**American Association for Public Opinion Research
Executive Council Minutes
October 15, 2019**

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

Adam Thocher	Executive Director	Present
Eric Bailey	Communications Director	Present
Sam Nysetvold	Administrator	Present
Yvonne Janvrin	Administrator	Present

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

Schaeffer called the meeting to order at 12:02pm CT/ 1:02 ET

Executive Council Meeting Minutes: September 17-18, 2019 (A/R)

Sha noted she had sent in changes to the minutes that had not been incorporated. Bautista noted he had made changes directly to the document in Dropbox. Comment in the minutes by Triplett need clarification.

Saad recommended that Council table the approval of the minutes until the next meeting.

Action: Saad, Sha, and Janvrin will connect to make the changes to the September minutes.

II. SECRETARY-TREASURER REPORT

August 2019 Financials

Saad reported that as of the end of August, AAPOR had realized about 99% of the budgeted revenues. Saad noted she anticipates some additional income from the distance learning programs through the end of the year. Saad reported AAPOR has spent 81% of budgeted expenses. Approximately two-thirds of the remaining expenses are the Kellen management fees. Saad had

anticipated coming in at a deficit on the year, but believes that AAPOR will finish the year closer to even.

Investments

Investments are up about \$6600 in September and still up about \$148,000 for the year.

Sponsorship

Sponsorship Committee is meeting to finalize the Prospectus.

III. CONSENT AGENDA

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

CONSENT-Update on anti-spam efforts.docx

Consent_2019_10_MCR.docx

Consent_2019-10-Standards.docx

Consent_Conference.pdf

Consent_Education.pdf

- Anti Spam efforts
Schaeffer noted that the cost of the software for grassroots mobilization in Witt's consent report on anti-spam efforts is expensive. Schaeffer asked Witt to investigate alternatives.

Action: Witt will research grassroots software, including reaching out to Stanton and other associations for suggestions, and report back to Council.

- Short Course Registrations
Sha asked a question regarding the difficulties attendees had in 2019 registering for short courses after registering for the conference. Thocher reported that the difficulties were due to the WAPOR conference registration. Thocher will confirm with Tonya Cabrera that the short course registrations will not have the same issues in 2020. Sha will add this as a topic to the Conference Committee call to discuss.

IIII. APPOINTMENTS - ALL

- Ad Hoc Committee on the Future of AAPOR's Journals - Jen Dykema
- Nominations Committee - Jennifer Dineen, Ned English, Missy Mosher, Joe Lenski, Scott Clement, Don Dillman, Bianca DiJulio.
- Policy Impact Award Committee: Ana Gonzales, Bella Struminskaya, Tresa Udem, Stas Kolenikov, Heather Ridolfo, Ashley Amaya.
- Sudman Award – Frances Barlas, Jason Brinkley, Liz Hamel, Daniel Herda, Kristen Jozkowski, Lisa Lin-Freeman, Erica Yu
- Working Group on 2020 Election Messaging – Jon Cohen, Ariel Edwards, Janet Streicher, Evans Witt. Committee will be liaison to media for questions around polling. Need to integrate this group with the work of Stanton Communications.
- Working Group to Improve the Membership Database – Morgan Earp, Adam Safir, Tom Smith.

Motion: Tamara Terry moved, seconded by Ipek Bilgen, to approve the committee appointments as presented. The motion carried unanimously.

IIII. Member Survey Results (I/O) - Terry

- Terry reported on the member survey results. There was a higher response rate on the survey for 2019. Bilgen recommended updating the questions on the survey for next year in order to gain a better understanding of the survey results.

IVII. Student Travel Award Eligibility Update (A/R) - Terry

Terry recommended that Council make changes to the Student Travel Award and Roper Fellow Award eligibility descriptions, in order to broaden the pool of applicants and to include students who would not ordinarily attend due to financial restrictions.

- Change Roper Award description to say “...those participating in the conference by taking a short course, presenting a paper or poster, co-authoring a paper, chairing a session or volunteering at the conference.”
- Add language to the Student Travel Award description saying: “Student Travel Awards are offered to students so that they may attend the annual conference and experience this important educational and networking event,” and “...previous award winners of the Student Travel Award are not eligible for this award.”

Schaeffer suggested an additional change to the Roper Award reading: “...students would need to be working in any sector of survey research or public opinion.” Olson recommended not referring to post-docs as students, but rather as post doctorate scholars, researchers or fellows, and to move this group to the Roper Award. Terry will use “post-doctorate scholars” in place of “students” and include them in the Roper Award instead of the Student Travel Award.

Motion: Evans Witt moved, Gretchen McHenry seconded to accept the changes in eligibility for the Student Travel Award and the Roper Award. The motion passed unanimously.

VII. Task Force – Falsification Update (I/O) - Losch

Losch reported that she and Triplett drafted a message to the authors of the Data Falsification report and sent it for review to Schaeffer. Schaeffer requested feedback from the Councilors on the timing of the response outlined in the message to the authors. The Councilors discussed the aggressive two-month deadline and the importance of adhering to the original charge.

Motion: Rachel Caspar moved, and Evans Witt seconded to accept the changes to the message to the authors as outlined by Schaeffer. The motion passed unanimously.

VIII. Task Force – Transition to Mixed Modes (A/R) – Schaeffer

- Councilors discussed the high quality of the report and agreed it is ready to be finalized and distributed. Olson noted that one of the AAPOR journals will print a high-level summary of the report, with the decision for which journal to be made by the task force. The entire document will live on the AAPOR website.

Motion: Dan Merkle moved, and Mary Losch seconded to accept the report by the Task Force on Transition to Mixed Modes. Olson abstained. The motion passed.

Action: Olson will contact DeLaRosa, Holzberg, and Bailey regarding the dissemination of the report.
Action: DeLaRosa will lead the social media communication activities for the report.

VIII. Policy – Forming and Managing Ad-Hoc Committees (A/R) – Schaeffer

- Schaeffer reported that she had been asked to expand the part of the document about balancing goals and assembling committee nominations. Schaeffer reported that she also added some information about the procedure to make changes to a charge. Schaeffer recommended that the document be amended to state that the Committee chair and the President can make minor changes and update the document, but if the changes are more than minor, Executive Council would need to get involved.

Motion: Tamara Terry moved, and Ipek Bilgen seconded to accept the procedure with the revisions. The motion passed unanimously.

VIII. Multichannel Publication Requirements (I/O)

- DeLaRosa reported on a Communications Committee procedure document that requires AAPOR content developers to provide text that can be used for public announcements on any of AAPOR’s communication platforms. DeLaRosa added that the policy would include a template that can be filled out by a committee or Council member for an announcement. The Councilors discussed the need for additional clarification of the implementation process, providing good examples of what each of the different communications platforms requires, and for the Communications Committee to try out the processes first to work out any issues. Terry noted that the issue of creating continuity across transitioning council teams is a discussion item that needs to be addressed on a broader level with the Council. Schaeffer noted we would have to see where in an upcoming meeting we could discuss this item. Bautista noted that converting this document to policy will take a while to determine the right standards and scope to follow.

Action: The Communications Committee will conduct a usability test for the media report using the report from the Task Force for Mixed Modes. They will produce a recommended guidance document to be used later for policy and procedures development.

IX. Membership Database Working Group (A/R) – Schaeffer

- Schaeffer reported that Morgan Earp and Adam Safir have been working on this for use in in one of the chapters in the timeline, and would like to continue the work. This is being structured as a subcommittee of MCR, and Terry and Bilgen will be the liaisons to Council as they do their work. Once approved, Terry will add Morgan Earp and Adam Safir to the monthly subcommittee meeting invitations and give Terry the opportunity to get updates from them and add that information to the MCR consent agenda.

Motion: G. Evans Witt moved, and Ipek Bilgen seconded to accept the charge for the Membership Database Working Group subcommittee to MCR. The motion passed unanimously.

XII. Kellen Feedback Spreadsheet (I/O) - Merkle

- Merkle reported on the spreadsheet created by Thocher, Schaeffer and himself, which will be kept on Dropbox, to improve processes with Kellen. The purpose of the document is not to be punitive, but to address issues as they come up, keep track of concerns, and improve the process going forward.

XIII. DCC Award and Council Award Involvement – Losch/Schaeffer

- Losch reported that as AAPOR has more awards for which review and selection is in the hands of committees rather than Council, clarification is needed on the role of Council regarding the awards and how they are organized. Losch noted that a structure and framework needs to be created so that it is clear to the committees and the Executive Council about how that works. Losch requested input from the Councilors on the kind of relationship that the committees responsible for the awards will have with the Executive Council. The topic was tabled for further discussion at another Council meeting.

XIII. Appointment process and form (I/O) – Schaeffer

- Schaeffer noted she would like the Councilors to look at the form and see if this simplifies the process, or complicates it. Schaeffer requested the Councilors' input.

XIII. Adjournment

Motion: Mary Losch moved, and Tim Triplett seconded to adjourn the meeting. The meeting was adjourned at 2:04 pm CT/3:04 pm ET.