**Attendees:**

Jennifer Agiesta

Rene Bautista

Josh DeLa Rosa

Dave Dutwin

Emily Geisen

Tim Johnson

Courtney Kennedy

Kylee McGeeney

Jordan Peugh

Lydia Saad

Nora Cate Schaeffer

Tamara Terry

David Wilson

G. Evans Witt

Adam Thocher

Crystal Stone

Eric Bailey

Yvonne Janvrin

Guest: Diane Rucinski

Absent: Stephanie Eckman, Mandy Sha

**Call to Order, Review and Approval of Minutes**

Dutwin called the meeting to order and reviewed the June 5-6, 2018 Meeting Minutes.

Approval of the June 5-6, 2018 minutes was deferred until August meeting pending changes submitted by members of the EC..

**Secretary/Treasurer Report**

Peugh reported that AAPOR currently has $1.3 million in revenue. 99% of conference revenues have been realized; however, only 33% of conference expenses have been paid out. Peugh reported that she is continuing to look at places where costs are increasing or decreasing.

Peugh reported that there were no issues or concerns outlined in the 2017 Management Letter Audit Report.

***Motion: Peugh motioned, Wilson seconded to accept the audit letter. The motion was approved unanimously.***

**CONSENT AGENDA**

1. *Conference Committee Consent Report*
2. *Consent Report Education Committee*
3. *Consent Count on Stats Quarterly Meeting Updates*
4. *Appointments to Standards Committee*
5. *Communications Consent Report*

Kennedy reported that the site visit has been scheduled for August, and plenary speakers and topics are being scheduled. Kennedy reported that she is coordinating with the 75th Anniversary Committee and the Communications Committee. The Council discussed the possibility of live streaming at the Conference. Kennedy will report more details at the August meeting.

McGeeney reported that the SurveyFest committee is reluctant to reduce the prize amount. She reported that the Google news lab is being relaunched, and the 2019 Webinar schedule and Short Courses are being developed.

Geisen reported that there is a lower response rate this year on the membership survey. MCR continues to work on the results of the survey. Geisen estimated that the results would possibly be ready by September or October.

Agiesta reported that the Communications Committee continues to focus on making AAPOR a better advocate for survey science, the 2018 elections, and the website redesign for 2020. She reported that the committee is focused on streamlining how communications works with other AAPOR committees. Agiesta reported that the committee will establish a new subcommittee to focus on Dutwin’s survey science initiative.

***Motion: Wilson moved, Evans seconded, to approve the consent reports and materials as presented. Motion passed unanimously.***

**Appointments**

Standards Committee

Education Committee

MCR Committee

Standards Committee requested that Peter Miller be reinstated on the committee.

***Motion: Johnson moved, Peugh seconded to approve the reinstatement of Peter Miller. Motion passed unanimously.***

Education Committee proposed 2 appointments.

***Motion: Agiesta moved, Saad seconded to approve the appointments. Motion passed unanimously.***

Membership and Chapter Relations Committee proposed Stephanie Terry and Marty Martinez to be nominated for the committee.

***Motion: McGeeney moved, Peugh seconded to approve the appointments. Motion passed unanimously***

**Council Document Sharing and Collaboration**

Thocher reviewed three options for document sharing with a range of pricing and capabilities. Thocher reported that there are other software programs available. The council discussed focusing on identifying the council’s needs for a software package. Dutwin requested that discussion regarding the document sharing solution be tabled until August or September and requested Thocher secure additional information on Box as a potential solution.

**SurveyFest Proposal**

McGeeney outlined budget and workings of SurveyFest. The proposed budget for SurveyFest is $3,780, which covers any expenses that the SurveyFest would incur, including the venue fee, lunch, and other expenses. The council discussed the proposed dates for the event and tracking measures to assess the success of SurveyFest. McGeeney proposed that the council offer a 1 year membership at no cost to any attendees of SurveyFest in order to engage students and early career. The Council discussed tracking the attendees to assess their engagement in other AAPOR events.

***Motion:*** ***Kennedy moved, Johnson seconded to approve the survey fest proposal, with the budget estimate of $4,000 as presented by the education committee.***

**Diversity Coordinating Committee (DCC) – Future Engagement**

Rucinski reported that the DCC is reassessing how AAPOR measures diversity after three years of the committee’s founding. The focus for the committee has been on better protocols and various coordinating efforts with each of the committees. Rucinski reported that the DCC has been planning SurveyFest along with other committees and that they are developing a mechanism to promote student travel opportunities.

Rucinski reported that the missing data in the membership database is a barrier to documenting the impact of the Diversity Coordinating Committee. The Council discussed actionable items, including a campaign to update information in the database in order to get voluntary reporting of demographics such as affiliation, race, gender, and ethnicity. The Council agreed to discuss this issue at a future council meeting.

**Updated Meeting Place Proposal from Tom Smith**

Dutwin reported that the Meeting Place proposal has been amended to reflect that NORC will contribute half of the amount needed to fund the Meeting Place. Dutwin reminded the Council that the Meeting Place, a written history of AAPOR, is not multi-media, not interactive, and not a published book, and is only electronically available. Dutwin reported that the bulk of the funding needed is to cover honorariums for the contributing authors. The Council discussed the use of the funds and its usefulness to AAPOR’s membership or the industry as a whole.

***Motion: Johnson motioned, Witt seconded the motion to accept NORC’s proposal for the Meeting Place. One abstained; one opposed. The motion passed.***

**Progress report – Future Conference Locations**

Thocher reported that he has had responses ffrom many cities regarding hosting the 2021, 2022, and 2023 AAPOR Conferences.

2021: Seattle and Portland are viable, as well as downtown Los Angeles.

2022: Miami, Boston, and Chicago are viable locations

2023: Minneapolis, Miami, Chicago, Boston, and Philadelphia are viable options

**Adjourn**

***Motion: Wilson motioned to adjourn the meeting, Peugh seconded the motion. The motion passed and the meeting was adjourned.***