



PNWPSA Executive Council Meeting Minutes

Walla Walla, Washington State
The Marcus Whitman Hotel – Walla Walla Boardroom
August 11, 2022

Present:

In person: Robert Harbaugh (President); Season Hoard (Executive Council Member); Leif Hoffmann (Executive Council Member); Erika Wolters (Executive Council Member); Richard Elgar (Executive Director)

Via Zoom: Priscilla Southwell (President-elect); Kevin Pirch (Ex-officio); Kylee Britzman (Executive Council Member); Travis Rideout (Executive Council Member); Note: Priscilla Southwell and Travis Rideout had to leave approximately halfway through the meeting

I. Call to order:

Meeting called to order by the PNWPSA President Robert Harbaugh at 10:50am.

II. Approval of Executive Council Minutes

Motion to approve the minutes from April 16, 2022 made by Priscilla Southwell; 2nd by Erika Wolters; unanimously passed.

III. Agenda:

III.a.: Finding Future Conference Locations:

2023: Vancouver, British Columbia, Canada

- Executive Director Richard Elgar provided the Executive Council with an update of his negotiations with the Hyatt Regency Vancouver, sending out a revised proposal in advance of this meeting; among other things, the total food & beverage costs are estimated at 6,620 CAD and the room rental fee for breakout rooms at 4,000CAD.
- A brief discussion followed in regards to moving forward with holding the 2023 conference in Vancouver, BC, and to make sure to remind attendees to check the validity of their passports and, if necessary, update them in advance of the conference; ideas to promote awareness of having valid passports included, adding information to our website, when sending out calls for papers, asking section chairs to add in their messaging some language of reminding attendees to check their passports, to create a check box on brown paper tickets, etc.

Motion to authorize Executive Director Richard Elgar to sign a contract with the Hyatt Regency Vancouver was made by Kevin Pirch, 2nd by Season Hoard; unanimously passed.



2024: Tacoma, Washington State

- Following an earlier suggestion via email by Travis Rideout, Executive Director Richard Elgar contacted the Hotel Murano – Provenance, in downtown Tacoma - <https://www.provenancehotels.com/hotel-murano-tacoma/meetings-events/meetings>
- A response to the inquiry was not yet received, however, general prices listed on the website appear promising at this point in time
- A consensus was reached by the Executive Council to hold off making a decision on Tacoma until more information has been provided by the hotel and to revisit making a decision via email in the weeks ahead, but before this year’s annual conference in November; the hope is to be able to announce the conference sites for 2023, 2024, and 2025 together

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR and EXECUTIVE COUNCIL:

- ⇒ Seek out and share additional information with the Executive Council
- ⇒ Discuss and vote via email on Tacoma as conference site for 2024 based on additional information before November 2022 annual conference

2025: Portland, Oregon

- Executive Director Richard Elgar shared with the Executive Council that the same conditions originally negotiated with the Royal Sonesta Hotel in downtown Portland for 2024 have been transferred for a conference there in 2025

Motion to hold the 2025 conference at the Royal Sonesta Hotel in downtown Portland was made by Erika Wolters, 2nd by Season Hoard; unanimously passed.

III.b.: 2022 Conference in Walla Walla and 75th Anniversary Celebration

- President Harbaugh expressed the value of having two executive council meetings throughout the year, with one in spring allowing to take care of action items during the summer before a follow-up meeting.
- President Harbaugh express the need for the Executive Council to discuss to make the 75th anniversary event a bit bigger, i.e. “to make a splash”
 - Report by Executive Director Richard Elgar on a **3-course dinner**
 - Anniversary dinner would be priced at 150USD at take place on Thursday evening at the Marcus Whitman Hotel
 - Dinner costs for the association would be around 82 to 83USD with a corkage fee of 10USD for bringing our own wine; encouraging members to bring their own wine



- This dinner is supposed to be a social event with members being encouraged to share their stories with the association
- Set some place aside to allow members to share their stories / record their stories or anecdotes (2 -3 minutes) that evening; encourage members to also email stories and anecdotes in advance or right after the conference; Leif Hoffmann has indicated the willingness to collect and/or record these stories
- Dinner also seen as an opportunity for the association president to make a call to the association members to donate money to the organization and/or put the organization into their wills
- Any money made from the dinner would go to the organization

Motion made by Leif Hoffmann to set the price for the 3-course dinner at 150USD with any money earned from the dinner going to fund the professionalization of the organization; 2nd by Priscilla Southwell; passed unanimously.

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR and EXECUTIVE COUNCIL MEMBER LEIF HOFFMANN
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| <ul style="list-style-type: none">⇒ Leif Hoffmann has been tasked to collect stories/do recordings at the anniversary dinner⇒ Richard Elgar is asked to add to the messaging to conference attendees to have stories/anecdotes to celebrate the organization being shared with Leif Hoffmann at the dinner or in advance via email |
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- Discussion about guest speakers at the 2022 conference
 - Three names were brought forward
 - Jaime Herrera Beutler, Congresswoman for the 3rd District of Washington State; one of ten Republicans to vote to impeach Donald Trump after the 2021 United States Capitol attack
 - Richard Clucas, Professor of Political Science and Executive Director of the Western Political Science Association
 - Ryan Crocker, former career ambassador, serving as ambassador in Afghanistan, Iraq, Pakistan, Syria, etc.
 - Executive Director Richard Elgar informed the Executive Council that Richard Clucas is already planning to attend the conference's 75th anniversary dinner
 - A decision was reached to contact all three to see whether they are available, particularly for the luncheon on Friday; if all three are available, then a decision could be made who is going to talk at the luncheon on Friday and who at the dinner on Friday; should neither Beutler nor Crocker be available for this year conference, a decision was reached to ask Clucas to be luncheon speaker at this year's annual conference; also should, indeed, all three people be available, the possibility was brought up to have one of the three to be an additional guest speaker on Saturday with the on-going efforts of creating a full two-day conference



ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR and EXECUTIVE COUNCIL MEMBER PRISCILLA SOUTHWELL:

- ⇒ Richard Elgar will reach out to Richard Clucas and Ryan Crocker
- ⇒ Priscilla Southwell will reach out to House Rep. Beutler

- Discussion about wine tasting event as part of the reception on Friday

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR

- ⇒ Richard Elgar has been tasked to look into this to make this possible

- Discussion about swag/association merchandise
 - Two swag items were suggested by Richard Elgar
 - Wine glass
 - Commemorative wine bottle with our own anniversary label; the cost of a bottle is around 15USD plus costs for labels; these could then be sold at an up marked price to conference attendees; maybe even sold as a combined set of glass and bottle; people would be asked to reserve bottles in advance

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR

- ⇒ Richard Elgar has been tasked to look into the costs for these two swag items to report back accordingly to the Executive Council for final decision making.

- Discussion about where funds earned from the anniversary celebration and other donations should go
 - Priscilla Southwell highlighted the importance of creating some kind of scholarships for graduate students and assistant professors
 - Overall, agreement was reached that any funds should be advertised as and go to the overall “professionalization, expansion, and development of the organization”
 - Important issue of how to process donations was raised, i.e. what kind of paperwork is needed to give to donors regarding tax deduction

ACTION ITEM – FOR PRESIDENT ROBERT HARBAUGH

- ⇒ Robert Harbaugh committed to finding out what needs to be done to take care of processing donations and issuing the correct tax deduction paperwork to donors

- President Harbaugh suggested the creation of a poster that lists the schools and other donors to the organization that would be prominently displayed at the conference so that everyone



attending the conference can see the poster and be potentially inspired to have their school or themselves added to it.

- The Executive Council agreed that it would be great to have a cake provided at the general membership meeting on Friday, such as a slice for each member attending

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR

⇒ Richard Elgar has been tasked to explore the costs of having a cake provided at the membership meeting

- Showing of conference rooms, etc., by Marcus Whitman Sales Manager Chris Coates
 - At 1pm Sales Manager Chris Coates took the executive council on a tour of the hotel’s facilities
 - Manager confirmed that the corkage fee is 10USD
 - Manager made it clear that we are allowed to our own cake or cupcakes without any fees
 - Manager suggests to have us look at a banquet permit for non-profits for the wine tasting
 - Manager noted that she will hold the rooms for 30-days out of the conference dates
 - Following a question about the paintings depicting the Whitman massacre, the manager replied that tribal community members from the Nez Perce and Umatilla tribes have been up on that floor several times and “consider them historical accurate, even if the picture are unpleasant” and the hotel is not going to cover up or move the paintings

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR and PRESIDENT ROBERT HARBAUGH

⇒ Richard Elgar and Robert Harbaugh are tasked to explore the possibility of having a banquet permit for the wine tasting

III.c.: Cascadia Award Update

- Season Hoard and Erika Wolters provided an update on the Cascadia Award. They got together and evaluated all submissions as tasked. As winners were identified the following:
 - Graduate Paper - Furkan Cakmak and Travis Ridout “When Losing Matters: Emotional Response to Political Loss and News Media Choice”
 - Faculty Paper - Testa et al. “Does the messenger shape the message’s effect? Race, Black Lives Matter, and the efficacy of social movement messages”

Motion made by Erika Wolters to approve the winners; 2nd by Robert Harbaugh; unanimously passed.



III.d.: New Website Update

- Season Hoard and Leif Hoffmann provided an update on the new website created on “godaddy.com” as part of the organization’s professionalization; they shared the website with the Executive Council for additional suggestions
 - Robert Harbaugh asked to add “Raise 750USD for 75 years” as part of the anniversary section on the draft website as well as a note on the executive council member webpage that clearly indicated that the terms of the executive council members had been extended by one year due to the pandemic and that this was approved by the general membership.
 - Add a 75th anniversary events schedule to the website
 - Discussion about the association’s logo; it is currently unclear who and when the logo was created and whether the person who created it was appropriately compensated; concern of misappropriation of indigenous art / symbol; consensus reached to add the logo to the website right now and to do some more exploration regarding the origins of the logo and to have a discussion with the general membership
 - Agreements was reached that the responsibility for taking care of the website rests with the organization’s executive director to be assisted by / delegated to an executive council member as needed and/or volunteered; Season Hoard has volunteered to update and maintain the new website for right now

Motion made by Erika Wolters to authorize Executive Director Richard Elgar to spend up to 700USD for a total of a 5-year period on the publication costs for the new website; 2nd by Season Hoard; unanimously passed.

Series of Action Items:

ACTION ITEM – FOR EXECUTIVE DIRECTOR RICHARD ELGAR and PRESIDENT ROBERT HARBAUGH

⇒ Richard Elgar and Robert Harbaugh are tasked to explore a bit more the origins of the logo and to add a discussion of the origins and future of the logo to the agenda for the general membership meeting at this year’s annual conference in Walla Walla

ACTION ITEM – FOR EXECUTIVE COUNCIL MEMBER LEIF HOFFMANN

⇒ Leif Hoffmann is asked to send a copy of the photo of Mt. Rainier on the new draft homepage to Richard Elgar for some adjustments
⇒ Take a photo of Reed College for potential use on the page of the organization’s history



ACTION ITEM – FOR PRESIDENT ROBERT HARBAUGH

⇒ Robert Harbaugh is tasked to look into what needs to be done to add a donate button to the website

ACTION ITEM – FOR EXECUTIVE COUNCIL MEMBER SEASON HOARD

⇒ Season Hoard has agreed to update and maintain the new website for right now

- III.e.: Discussion about Upcoming Elections / Voting, the Treasurer Position & Updating the Bylaws
 - The organization’s bylaws need to be updated and voted on by the general membership to reflect the splitting up of the secretary/treasurer position into two separate positions
 - With the splitting up of the position a vote for both positions – treasurer AND secretary – will become necessary
 - Other necessary elections will be the choosing of two members of the executive council (the terms of Leif Hoffmann and Erika Wolters are expiring at the end of the conference) and a president-elect
 - Adding of a phrase along the lines of “additional duties as necessary to serve as chief financial officer” to be added to the job description of the treasurer position as well aligning the election process of the treasurer to the general bylaws, such as eliminating the inclusion of a coin flip
 - Discussion of adding, in addition to the treasurer position, a representative position for graduate students to the executive council; thus, the bylaws would need to reflect this as well;
 - Consensus that a graduate member of the executive council would only serve for one year, non-renewable
 - Consensus that a graduate student member would, depending on circumstances, receive a bit more than other executive council members for gas costs or other expenses in regards to attending executive council meetings

ACTION ITEM – FOR PRESIDENT ROBERT HARBAUGH

⇒ Robert Harbaugh is tasked to create an amendment proposal to the organization’s bylaws that reflects the desire of the executive council to split up the secretary/treasurer position and to create an executive council position for a graduate student

⇒ Robert Harbaugh is tasked to revise the proposed treasurer position description to be conform with the organization’s bylaws and any other items discussed at this meeting



III.f.: Executive Council Meetings at the Beginning and End of the Conference

- Discussion and agreement of having an executive council meeting at the beginning of this year's annual conference, the latest before the general membership meeting, to discuss any open positions and candidacies so far, as well as an official executive meeting right after the end of the conference for a debrief
- It has been noted that it is important to take minutes for this debrief executive council meeting

• III.g.: Update on Professional Conduct and Anti-Harassment Policy

- Kylee Britzman and Season Hoard provided an update on the revised professional conduct and anti-harassment policy
- Some questions were raised in regard to procedure, such as having a three-step process and the possibility of some form of appeal; suggestion was made to have the president and executive director to make initial decisions and then have the possibility for an appeal to the executive council
- Agreed has been reached of having a separate email – “neutral” email name - for concerns/complaints that would be forwarded automatically to the executive director and president
- Idea was brought forward to have two different Excel files, one that records accusations and one that records sanctions
- Consensus that the revised policy only needs to be voted on by the executive council and not the full general membership

ACTION ITEM – FOR EXECUTIVE COUNCIL MEMBERS KYLEE BRITZMAN and SEASON HOARD
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⇒ Kylee Britzman and Season Hoard have been tasked to revise the policy further reflecting the discussions at this executive council's meeting, to come up with some email address name, and to have all this shared and then to be voted on by the executive council by October 15, 2022.
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IV. Good for the order:

- Leif Hoffmann suggests to take a group photo of everyone attending the 75th anniversary dinner

Adjourned:

The executive council meeting was adjourned at 2:42pm.

Motion to adjourn made by Erika Wolters; 2nd by Season Hoard; unanimously passed.

Submitted by Executive Council Member
Leif Hoffmann, Lewis-Clark State College