

**Southern States Communication Association Breakfast Business Meeting**  
**Friday, March 30, 2007; 8:00 – 10:15 a.m.,**  
**2007 SSCA Annual Convention; Louisville, KY**  
**Charles H. Tardy, SSCA President, presiding**

**AGENDA**

- 1. Call to Order**
- 2. Welcome**
- 3. Approval of Minutes of 2006 SSCA Breakfast Business Meeting, Addison, TX (published on the SSCA Web Page at <http://www.sscanet.com/about/minutes/2006/index.php>)**
- 4. Approval of Agenda**
  
- 5.0 Officers' Reports:**
  - 5.1 President – Charles H. Tardy**
  - 5.2 Vice President – Craig Allen Smith**
  - 5.3 Immediate Past President & Nominating Committee – Ken Cissna**
  - 5.4 Vice President Elect – Jerold R. Hale**
  - 5.5 Executive Director – J. Emmett Winn**
  - 5.6 Advertising Manager – Jean DeHart**
  - 5.7 SCJ Editor – John Meyer**
  - 5.8 NCA Legislative Assembly Representatives – David Sutton, Deborah Hefferin, Monette Callaway-Ezell**
  - 5.9 NCA Nominating Committee Representative: Kim Golombisky**
  
- 6. Standing Committee Reports**
  - 6.1 Committee on Committees – Charles H. Tardy**
  - 6.2 Constitution – Norma Cook**
  - 6.3 Finance – Patricia Amason**
  - 6.4 Local Arrangements – William Thompson**
  - 6.5 Minority Recruitment and Retention – Michael Eaves**
  - 6.6 Publications – David Cratis Williams**
  - 6.7 Resolutions – Karyn Brown**
  - 6.8 Resource Development – Frances Brandau-Brown**
  - 6.9 Time and Place – Katherine Hendrix**
  
- 7. Unfinished Business**
- 8. New Business**
- 9. Introduction of SSCA President Charles H. Tardy – Craig Allen Smith**
- 10. Presidential Address: Why SSCA? – Charles H. Tardy**
- 11. Announcements**
- 12. Adjournment**

1. Call to Order: President Tardy called the meeting to order at 8:18 a.m.
2. Welcome: Tardy welcomed all present.
3. Approval of Minutes of 2006 SSCA Breakfast Business Meeting, Addison, TX (published on the SSCA Web Page at <http://www.sscanet.net/about/minutes/2006/index.php>)
4. Approval of Agenda: The agenda was approved.
5. Officers' Reports:
  - 5.1 President – Charles H. Tardy

Since assuming the role of SSCA President, I have performed two primary functions. First, I have tended to the structure of the association. The Committee on Committees met on the last day of the spring convention, discussed appointments to all our committees, and charged me with securing the appointments to these positions. Over the summer I carried out this responsibility, appointing 17 individuals to standing committees. Subsequently I launched each committee by giving its chair a detailed charge. For many, I included a request that the committee prepare a set of guidelines for performing their normal duties. Additionally, I appointed 12 individuals to 4 ad-hoc committees. I have monitored the work of these committees over the year, and we will hear the results of their deliberations in subsequent reports.

The second function I've performed has been to guide our strategic planning activities. After discussions with other officers, I called a strategic planning meeting for the weekend of June 23-25. Invited were the members of the executive committee and all members of the finance committee, though not everyone could attend. Ken Cissna suggested we hold these meeting in the north Georgia town of Ellijay, and subsequently was a gracious host and local arrangements chair. We met for about 3 hours on a Friday evening at his cabin on the Cartecay River, and then spent all day Saturday and Sunday morning meeting at a local motel. A detailed report of these discussions is or will soon be available on the SSCA website. But to summarize as briefly as I can, we evaluated our association's efforts in 5 areas identified in the previous strategic plan (professional development of members, relational development of members, organizational development, organizational identity, and services) and formulated more than 30 specific recommendations. Perhaps more importantly, the meeting enabled the officers to orient themselves to the problems and opportunities of our association and to reinforce their commitment to working together to enhance our association. Immediately after that meeting I recruited members to share our vision of the association and serve on ad hoc committees to carry out some of these recommendations.

The executive committee met in San Antonio to review these recommendations and continue our work on them. Some of these recommendations related to the functions of the executive director and have been successfully implemented by Emmett Winn. His hard work to bring these ideas to fruition is much appreciated. We had many ideas and suggestions for improving our conventions and these have been considered, modified, and where appropriate implemented by Craig Smith and Jerry Hale. I appreciate their efforts in this regard. Some ideas and issues were referred to committees, ad hoc and regular. Reports of their findings will be made at this convention. I have addressed as many of the items designated to the president as I could.

I am pleased that we implemented as many of these as we have. No doubt our reach exceeded our grasp so there will still be items for Craig to deal with when he takes the helm. I think the planning session was vital to developing ideas and directions for improving our association and applaud the efforts of the many people who have worked to bring them to fruition.

One item that emerged from these discussions deserves special notice. The executive committee decided at the NCA meeting that we should have a conference call of officers, the finance committee, and the accountants who performed our financial review. The purpose of this would be twofold: 1) to ensure that everyone understood the review and had a chance to ask any questions about it; and, 2) to ask the accountants if they had any suggestions for improving our financial or business practices. In February I contacted the accountants and SSCA officers, and then arranged a meeting time that would accommodate as many of these people as possible. We subsequently had a 45 minute teleconference. This session affirmed our understanding of the financial status of our association, which is solid, and also generated ideas for the officers and finance committee to consider. Some were immediately accepted, some immediately rejected, and others are being acted upon or considered by appropriate bodies. I think this was a prudent and useful meeting that will help us strengthen the financial practices of our association. Again, I appreciate the involvement and cooperation of the elected officers, the finance committee, and the executive director. It is imperative that we work together in these matters.

I'd like to conclude by thanking the many individuals who are carrying out our association's business. Securing the

committee appointments brought to my awareness how many people are actively involved in the operation of our association. Counting standing and ad-hoc committee members, division officers, etc., there are more than a hundred individuals performing some part of our business. That's about 1 out of every 5 members. This seems to me an extraordinary ratio and testament to the breadth of commitment by our members. I appreciate your help. The SSCA couldn't exist without it.

**Addendum to the President's Report: A motion to amend the constitution (Article IV; Section 4; A) by: 6. Facilitate the performance of the constitutional duties of all other officers and committees.**

The motion was moved, seconded and passed with no dissent.

**5.2 Vice President – Craig Allen Smith:** Welcomed all present and thanked them for attending the breakfast. Smith presented the program for the convention and thanked all involved with its work. Smith remarked that the plans for his presidency include appointing some ad hoc committees to provide information on issues such as resource development, sponsoring a second journal and guidelines for naming wards for developmental purposes. Dr. Smith commented on the good work of the officers and Finance Committee members on issues related to the Association's finances, accounting, and reporting and announced that it is time to close the door on that period and move ahead with the other business of the association. In closing, Smith remarked that his term as SSCA president would be marked by his commitment to being the person responsible for the leadership of the association.

**5.3 Immediate Past President & Nominating Committee – Ken Cissna:** Cissna was unable to attend so VP Smith reported the results of the election.

**5.4 Vice President Elect – Jerold R. Hale**

The main responsibility of the Vice President Elect is to program the Theodore Clevenger Undergraduate Honors Conference (UHC). There are several important changes to the format of the conference this year. The changes were made after lengthy discussions with the SSCA officers at the annual meeting last year and the summer retreat. Let me briefly report on four changes to the UHC.

First, there has been a problem in previous years of student papers being accepted for presentation but not being presented. Some students claimed they had not submitted their papers and so they did not feel obligated to present them. The submission process was changed for the 2007 UHC so that students had to request their papers be reviewed for possible inclusion into the program. Prior to the conference, only two students had withdrawn from participation. At least one of the students had made arrangements for a colleague to make the presentation. I will have complete data at the end of the conference regarding the number of papers that were not presented. My sense is that progress is being made related to this issue but that it will need to be revisited.

Second, a major concern voiced by past participants is that the UHC spanned the entire weekend of the SSCA conference. There is an expectation that students will be present for the entire UHC. The problem is that expectation places a financial hardship on students because most of them do not receive significant institutional support for participating. This year two UHC panels are scheduled for some time slots. That allowed us to make the UHC a Thursday, Friday, and Saturday event. The downside to this strategy is that students will attend some panels and not others. We will be seeking feedback from participants related to the new format and I will communicate that feedback to the Vice President Elect-Elect.

Third, a kickoff breakfast was substituted for the Awards Luncheon for UHC participants. The Franklin Shirley Awards for the top UHC papers will be presented at the breakfast. Feedback we had received was that the overwhelming majority of UHC participants did not attend the luncheon and those who did found attending not terribly useful or interesting.

Fourth, this year two Franklin Shirley Awards will be presented instead of one. My thought was the papers were so diverse as to make comparing papers with radically different methods and underlying epistemologies like comparing apples to oranges. One of awards will be presented to the top rhetorical/critical paper and another will be presented to the top social scientific paper. I understand that in other years that dichotomy may lack utility but it did appear to capture the range of possibilities this year.

Ninety-four papers were submitted for review and possible presentation at the UHC for 2007. Over those, 77 papers authored or co-authored by 103 students, were paneled. The authors and co-authors are students at 30 different colleges and universities. Each paper was read by two reviewers. The reviewers rated each paper on a scale from 0 to 100 where higher scores represented better work and each reviewer made a yes/no judgment about whether a

paper should be programmed. The ratings were converted to z-scores. To be programmed a paper had to receive at least one “yes” vote and have a z-score of -1.25 Decisions regarding whether a paper was programmed were based or higher.

Finally, I would like to thank the following persons for reviewing papers and/or agreeing to serve as program Chairs or Respondents:

Patricia Amason, University of Arkansas  
Jarrod Atchison, University of Georgia,  
Wendy Atkins-Sayre, Agnes Scott College  
J. Kevin Barge, University of Georgia  
Vanessa Beasley, University of Georgia  
Jennifer L. Beaven, University of Nevada, Las Vegas  
Richard Bello, Sam Houston State University  
Sally Blomstrom, Chadron State University  
Kristen Davis, University of Central Florida  
Megan Dillow, University of West Virginia  
Kellt Dorgan, East Tennessee State University  
Tasha Dubrwin, University of South Florida  
Kelli Lynn Fellows, Appalachian State University  
Sonja Brown Givens, University of Alabama, Huntsville  
Robert E. Frank, Morehead State University  
Victoria Gallagher, North Carolina State University  
Todd Goen, University of Georgia  
John Haas, University of Tennessee  
Tina M. Harris, University of Georgia  
Brian Householder, University of North Dakota  
Thomas Lessl, University of Georgia  
Kenneth Levine, University of Tennessee  
Kristy Maddux, University of Georgia  
Roseann Mandziuk, Texas State University  
Edward M. Panetta, University of Georgia  
John M. Murphy, University of Georgia  
Rhonda Parker, Samford University  
Ashli Stokes, University of North Carolina, Charlotte  
Mary Stuckey, Georgia State University  
David Sutton, Auburn University  
M. Rachel Tighe, University of Virginia, Wise  
Kandi Walker, University of Louisville  
Michael Waltmann, University of North Carolina, Chapel Hill  
Patrick Wheaton, Georgia Southern University  
Caitlyn Wills-Toker, Gainesville State College  
Dylan Wolfe, Clemson University  
Melissa J. Young, Texas Christian University

**5.5 Executive Director – J. Emmett Winn: Winn expressed his thanks:**

To the officers for outstanding service and reminded all present that each officer will be honored at the Awards Banquet on Saturday.

to Amason, Webb, and Hawkins for their hard work on the finance committee;

to Marriott for sponsoring a continental breakfast for the Breakfast Business meeting;

to the Executive Director staff, Jennifer McCullars Johnson, Martha Isom, and Nicole McDavid;

to Frances Brandau-Brown, Todd Goen, and Marilyn Young for their work on the Resource Development Committee;

and to Mary Helen Brown, Chair of the Department of Communication and Journalism for her support of SSCA.

Winn finished his by making a formal report on membership figures, the budget, and the annual Financial Review.

**5.6 Advertising Manager – Jean DeHart: DeHart reported the total sales in Ads and exhibits for the convention. She encouraged everyone to read the program ads and to visit the vendors. She thanked Allyn and Bacon for their support of the Osborn reception and Florida State University for their sponsoring a coffee break during the UHC. She closed by encouraging anyone who would like to provide support for the UHC to please contact her.**

5.7 SCJ Editor - John Meyer

## ***Southern Communication Journal***

Published by the Southern States Communication Association

John Meyer, Editor

The University of Southern Mississippi

Speech Communication

118 College Drive # 5131

Hattiesburg, MS 39406

PHONE: 601.266.4280

FAX: 601.266.4275

To: Southern States Communication Association

From: John Meyer, Editor, *SCJ*

Re: Journal Report

Date: **March 26, 2007**

1. This school year the editorial assistant for *SCJ* is Janey Mattina, whose help I greatly appreciate. The two who preceded her (Matt Ramsey and Emily Cain) I am also grateful to for helping get the manuscript processing system running smoothly.
2. *SCJ* Vol. 72, Number 1 is currently being mailed out. It included a special section on the history of the Association written by members "who were there." These manuscripts came out of a panel last year in Dallas marking the 75<sup>th</sup> anniversary of the association, and I thought we needed some documentation of our history—especially in such informative and entertaining form—in our journal.
3. Manuscripts for *SCJ* Vol. 72, Number 2 have been sent to the publisher, Taylor and Francis.
4. For later this year, a special issue is being finalized on Communication and Commitment in Close, Personal Relationships, guest edited by Lynne Webb. The next year should see a special issue guest edited by Rob Ulmer and John Patton focusing on Communication Issues Related to Hurricane Crises. They report 28 submissions received for the special issue; a dramatic response.
5. Submission numbers are definitely up, but I continue to be excited by the variety of research areas and methods represented by submissions, and very grateful for the expert help of our very able and hard-working editorial board.
6. So far, I have received 299 manuscripts, including several forwarded from my predecessor Joy Hart that I counted as new manuscripts. That number does not include any manuscripts submitted for special issues or sections (67 so far, 24 of which have been accepted), or manuscripts submitted a second or third time as revised and resubmitted to me.

Manuscript disposition at this point may be classified as follows:

<u>Received</u>	<u>Not Accepted</u>	<u>Under Review/Possible Revision</u>	<u>Accepted</u>	<u>% Accepted</u>
299	229	40	30	10

**John C. Meyer**  
Editor  
John.Meyer@usm.edu

**Charles Howard**  
Book Review Editor  
choward@tarleton.edu

**5.8 NCA Legislative Assembly Representatives – David Sutton, Deborah Hefferin, Monette Callaway-Ezell: No report.**

**5.9 NCA Nominating Committee Representative - Kim Golombisky: No report**

**6. Standing Committee Reports**

**6.1 Committee on Committees – Charles Tardy: Tardy reported that he had formed several ad hoc committees this year to investigate certain issues of importance to SSCA. He began with his Ad hoc committee charged with searching for a new Advertising Manager. The committee had recommended Dr. Kelli Fellows at the Executive Council meeting at NCA and Tardy asked that the membership now ratify her appointment. The membership did so without dissent. Dr. Tardy remarked that his Ad hoc committee on the electronic submission of convention paper and panels had found that 85% of the surveyed membership were in favor of SSCA moving to some form of electronic submission. His Ad hoc committee on sponsoring research had suggested a one time \$3,000 investment into funding a research project. Finally his Ad hoc committee on fundraising had done excellent preliminary work that Dr. Smith could follow up on as the new SSCA president.**

**6.2 Constitution – Norma Cook: Cook thanked her committee. She began by putting forward a motion to amend the Constitution to change the Advertising Manager to the Marketing Director and to clarify the duties of this position as: The Marketing Director is responsible for development, implementation, and evaluation of association marketing activities. These include, but are not limited to: strategic planning, preparing and implementing various marketing activities, membership development and maintenance, organizational branding, securing advertising, and expansion of state, regional, and national organizational awareness. The motion passed without dissention.**

**Cook then presented the following Constitutional Amendments. All were passed except the first amendment concerning Article IX, Section 1, Subsection C. This amendment was not put forward by the Executive Council.**

## **Report of the 2007 SSCA**

### **Constitution Committee**

Norma Cook (Chair), Rick Bello, Rachel Holloway

#### Article IX, Section 1, Subsection C concerning appointment to the Resource Development Committee

At the end of Subsection C, add

- “5. Members of the Resource Development Committee shall be appointed on an ad hoc basis.”

In paragraph 3, delete “and” before “the Rose B. Johnson Award Committee,”

and insert following it “and the Resource Development Committee,” so that the paragraph reads:

- “3. Members of the Standing Committees and Awards Committees, except the Nominating Committee, the Committee on Committees, the Rose B. Johnson Award Committee, and the Resource Development Committee, shall be appointed for a term of three years, with staggered terms, shall be eligible for reappointment, and have the retiring member serve as chair.”

#### Article IV, Section 4, Subsection H concerning Executive Committee membership

Delete “and” before “the Immediate Past President”

and insert following it “, and the Chairperson of the Finance Committee” so that the Subsection reads:

- “H. The Executive Committee includes the President, the Vice President, the Vice President-Elect, the Executive Director, the Journal Editor, the Advertising Manager, the Immediate Past President, and the Chairperson of the Finance Committee.”

Article V, Section 1, Subsection A concerning Executive Council membership

Delete "and" before "Chairperson"

and insert "and members" after "Chairperson" and before "of the Finance Committee" so that the

Subsection reads:

- "A. President, Vice President, Vice President-Elect, Executive Director, Journal Editor, Advertising Manager, Chairperson and members of the Finance Committee."

Article IX, Section 1, Subsection A, Paragraph 3 concerning purposes of the Finance Committee

In the first sentence, insert after "present it to the Council for approval," the words "maintain a balanced budget," so that the sentence reads:

- "3. Finance Committee, whose purpose shall be to prepare an annual budget, present it to the Council for approval, maintain a balanced budget, and supervise its use."

Following the second sentence, insert "The Finance Committee must approve payment for non-budgeted items in excess of \$1000." so that sentences after the first read:

"The Executive Director shall be an ex-officio member of the Finance Committee. The Finance Committee must approve payment for non-budgeted items in excess of \$1000. The Finance Committee shall make recommendations on the investment of money raised through the payment of Life Membership dues."

Article IX, Section 1, Subsection B, Paragraph 5 concerning the SSCA Outstanding New Teacher Award

Delete "SSCA" and insert in its place "Dwight Freshley" so that the paragraph reads:

- "5. Dwight Freshley Outstanding New Teacher Award, whose purpose shall be to solicit nominees for the award, evaluate them based on the criteria established in the 'Guidelines for Awards,' and designate a recipient or recipients, unless none of the nominees meets the criteria."



Article VII, Section 1, Subsection A concerning selection of the Nominating Committee

In Subsection A, delete "A Nominating Committee shall be chosen in the following manner:" so that the Subsection reads:

"A. Method of Selection."

In Paragraph 1, delete "Each Division of the Association shall select one member to serve a two year term on the committee. The member selected may not have served on the Nominating Committee in the last two years. This selection may be done at the Division's convention business meeting or by mail ballot to members."

and insert in its place

"The Nominating Committee shall consist of the Immediate Past President of the Association, as chair, and the Immediate Past Chairs of all Divisions."

In Paragraph 2, delete "Terms shall be staggered so that half of the members are elected each year. In odd numbered years, members shall be selected from those divisions listed in Article X, Section 2, A, C, E, G, I, K, M, O, et cetera. In even numbered years, members shall be selected from those divisions listed in Article X, Section B, D, F, H, J, L, N, P, et cetera. The service of the two-year term shall begin in the year following election."

and insert in its place

"All members shall serve for one year."

In Paragraph 3, delete "The Immediate Past President shall chair the Nominating Committee. The Chair shall coordinate the committee's work."

In the remaining sentence in Paragraph 3, insert "Committee" after "The" and before "Chair"

and delete "must" and insert "shall" in its place

and delete "an update" and insert "a report" in its place so that the sentence (paragraph) reads:

"The Committee Chair or designee shall give a report to the Executive Council at its annual meeting during the National Communication Association convention."

**6.3 Finance – Patricia Amason:** Amason presented the budget and described the conference call that took place between the officers, the finance committee and the accountants that performed the annual review. Amason explained that Webb is looking into brokerage firm investments for some of the SSCA monies and will make recommendations to the Executive Council in November at the annual NCA meeting. Dr. Amason explained that the royalties from T&F exceeded the base amount this year, that the Awards accounts were the largest that they have ever been, that the Executive Council has established a line item for Caring Connections in the budget, that the FC will set aside \$3,000 for a one time research support award, and that \$5,000 has been transferred to the Reserves account.

**6.4 Local Arrangements –William Thompson:** No report

**6.5 Minority Recruitment and Retention – Michael Eaves:** The SSCA Minority Recruitment and Retention committee submits the following to the executive council as an FYI and possible endorsement, and/or modification, if the committee wishes to add or amend any of the items. While brief, I would like the report to be given at the meeting and put on the record. In terms of selection criteria, here are a few ideas:

(a) SSCA University that has provided funding, beyond the general funds, for students/faculty of color to attend conferences

(b) SSCA University that has faculty members of color in leadership positions in SSCA (might assume that they are supported by way of release time or "professional" service credit)

(c) SSCA University that has supported research on topics of special interest to people of color (and/or that has resulted in a SSCA conference presentation)

(d) SSCA University that has highest number in attendance at SSCA conferences by faculty and students of color

**6.6 Publications – David Cratis Williams:** Williams thanked his committee and reported that his committee had recommended Mary Stuckey as the SCJ Editor-Elect and since the Executive Committee formally approved that recommendation he put her forward for membership ratification. His motion was approved.

**6.7 Resolutions – Karyn Brown:** Brown presented the following resolutions, all were passed.

**Recognition of Charles Tardy, Craig Allen Smith, Jerold Hale, Jean DeHart, John Meyer and Emmett Winn for their Outstanding Service to SSCA.**

Whereas, we value their service to SSCA; and Whereas, they have been a great help to SSCA as officers this year; therefore be it

Resolved, SSCA formally thanks Charles Tardy, Craig Allen Smith, Jerold Hale, Jean DeHart, John Meyer and Emmett Winn for their service and recognizes their efforts as outstanding.

**Recognition of Drs. Michael and Suzanne Osborn for their continued support of SSCA's Osborn Reception.**

Whereas, We value the financial support that our generous members provide; and Whereas, We benefit from the opportunity to honor our Award winners at the Osborn Reception; therefore be it

Resolved, SSCA formally thanks Drs. Michael and Suzanne Osborn for financial support of the Osborn Reception.

**Recognition of Allyn & Bacon/Longman Publishers for their continued support of SSCA's Osborn Reception.**

Whereas, We value the financial support that our generous members provide; and Whereas, We benefit from the opportunity to honor our Award winners at the Osborn Reception; therefore be it

Resolved, SSCA formally thanks Allyn & Bacon/Longman Publishers for financial support of the Osborn Reception.

**Recognition of William Thompson's Outstanding Service to SSCA.**

Whereas, we value our member's service to SSCA; and Whereas, SSCA in Louisville has been greatly assisted by William Thompson and the University of Louisville; therefore be it

Resolved, SSCA formally thanks William Thompson for his service and recognizes his efforts as outstanding.

**Recognition of Dr. Elliott Pood—for the life he lived and for his Outstanding Leadership and Service to SSCA.**

Whereas, we value his service to SSCA: as a national scholar, educator, and academic leader. His scholarly contributions to speech and mass communication advanced the knowledge base of both disciplines, which subsequently touched the lives of numerous learners. As an academic Dean he is remembered as measured, thoughtful, and resourceful; therefore be it

Resolved, SSCA formally thanks Dr. Elliott Pood for the life he led, the leadership he exhibited, and his legacy of scholarship.

**Recognition of Dr. Bert Bradley—for the life he lived and for his Outstanding Leadership and Service to SSCA. Whereas, we value his service to SSCA: as one of our past presidents, editorship of the Southern Journal of Communication, national scholar, educator, and academic leader.**

**Whereas, Bert Bradley has been a great help to SSCA; therefore be it**

**Resolved, SSCA formally thanks Dr. Bert Bradley for the life he led, and recognizes and remembers his service as outstanding.**

**Recognition of Dr. Wayne C. Minnick—for the life he lived and for his Outstanding Leadership and Service to SSCA.**

**Whereas, we value his service to SSCA: as a national scholar, educator, and academic leader. As professor emeritus at Florida State University, former NCA President, and the author of the popular text The Art of Persuasion, he is remembered for his contributions to the discipline.**

**Whereas, Wayne C. Minnick has been a great help to SSCA; therefore be it**

**Resolved, SSCA formally thanks Dr. Wayne C. Minnick for the life he led, and recognizes and remembers his service as outstanding.**

**Recognition of Danielle Williams—Staff member of SSCA as she mourns the passing of her mother.**

**Whereas, we extend our sympathy to Danielle and her family and wish to let her know that our thoughts were with her; therefore be it**

**Resolved, SSCA offers condolences to Danielle Williams and her family in the passing of her mother.**

**6.8 Resource Development – Frances Brandau-Brown: Dr. Brandau-Brown was unable to attend the meeting but sent word that via Caring Connections and a generous gift by Norma Cook the Franklin Shirley Award was funded to the \$5,000 level. Committee member Young also reported on her work with seeking external funding for the Undergraduate Honors Conference by working with the Clevenger children to offset the expenses of the UHC participants in hopes of making it possible for more students to attend. Young characterized the project as long term and ongoing.**

#### **6.9 Time and Place – Katherine Hendrix:**

**At the request of SSCA President, Dr. Charles Tardy, the members of the 2006-2007 SSCA Time & Place (T&P) Committee have chronicled our progress during the current academic year in order to develop a timeline that can function as a set of procedural guidelines for future use by members of this committee. The schedule we followed has worked quite effectively and we recommend the following:**

#### **August**

**Incoming T&P Chair is contacted by the SSCA President**

**--expectations reviewed, e.g., creating guidelines for future use**

**--committee members are identified and contact information is provided**

**The Executive Director provides examples of**

**--previous hotel breakouts and conference site needs**

**--4 year plan for convention cities**

**--contact information for the Conference Direct representative**

**The Executive Director also sets a deadline date for suggesting cities of interest to the Conference Direct representative**

#### **Typical Needs:**

**Late March - April conference dates**

**Guest Rooms: Tues 19-27; Wed 88-95; Thu 153-180; Fri 168-175; Sat 133-140; Sun Checkout**

**12-14 breakout rooms 2 presidential suites, 1 executive suite, and 1 banquet room**

**Negotiate food/beverage commitment**

**A/V equipment - coordinated with local events (local colleges and universities) - duty of the Executive Director**

#### **September**

**Time and Place committee members deliberate regarding cities of interest**

**3-4 cities are identified by each member**

**City Criteria:**

**Consult Convene Magazine**

**Consider current 4 year rotation**

**Avoid returning to the same region several years in a row**

**Ease of access**

**--central airport**

**--non and one-stop flights for members**

**Crime statistics**

**Past frequency of visits to the city**

**--strive for some new locations**

**Avoid invading the space of another region, e.g., Central**

**Narrow to Top 5 city choices**

**Contact Conference Direct rep for comparisons**

**Inform Exec Director and SSCA President of cities of interest**

**October**

**Committee Deliberations - Round 2**

**Hotel Selection:**

**Local Attractions and ease of access**

**--walking, trolley**

**Hotel meets guestroom and breakout room needs**

**--review the classroom, theater, boardroom, and banquet room formats**

**--we do NOT want to be in cramped session rooms; most rooms must seat at least 30**

**Determine if we will be the large conference at the hotel or only one of several (problematic)**

**Hotel is comfortable & reasonably priced**

**Hotel is in a safe location**

**Keep in mind 1-2 years ahead of assigned schedule for the next committee's consideration**

**Issues: It's difficult to find two hotels in the same city that meet our specifications; thereby, making negotiating prices a challenge**

**It's difficult finding facilities with the right # of COMFORTABLE breakout rooms that are not too small or far too large**

**Can disregard hotel costs (within reason) as this is negotiated by the Exec. Director**

**--if it's a large hotel (500+ guestrooms), it's doubtful that we will have negotiating power to lower room costs**

**Late October**

**Report top city selection and recommended hotels to the Executive Director and SSCA President**

**Overview handouts forwarded to the Executive Director for inclusion with Executive Committee Documents to be distributed at the National Communication Conference**

**November**

**Chair of Time & Place - presents report to SSCA Executive Committee during the NCA Conference**

**February or Early March**

**Site visit of hotels in the top ranked city recommended by members of the T&P Committee during the NCA convention**

**The Executive Director, Time & Place Chair, and one member of the T&P committee perform the site visit along with the Conference Direct representative**

**--airfare is provided by the SSCA organization; room and board is provided by the hotels under consideration**

**The Executive Director also confers with colleges and universities in the designated city to determine the level of participation in regards to local arrangements and events**

**April**

**The Chair of T & P presents the final results of any other project assigned by the SSCA President the previous August at Executive Council during the SSCA Conference. (The Chair is then presented with a free trip to Hawaii effective March 2007!)**

**The Executive Director reports on the selection of the city/hotel for the future conference site.**

**The position of Chair passes to the next member of the Time & Place Committee who then initiates planning the committee's work for the upcoming year.**

**--the SSCA President appoints a new committee member to replace the out-going Chair**

**Note: My thanks to Bob Denton and Susan Siltanen for their diligence and cooperative spirit as members of this year's Time & Place Committee.**

**Dr. Art Bochner added that he has planned a meeting at NCA for all regional officers to meet formally and discuss ways to better plan future conventions so that there is no overlap.**

**7. There was no unfinished business**

**8. There was no new business.**

**9. Dr. Smith introduced Dr. Tardy**

**10. Dr. Tardy presented his Presidential Address: *Why SSCA?* (note: this is available on the SSCA website).**

**11. Smith reminded the membership of the Roundtable discussions on Saturday morning. Dr. Bud Goodall announced that Dr. Wayne Barnett had passed away.**

**12. The meeting was adjourned at 10:24 a.m.**