

APPROVED

Minutes

National Communication Association
Executive Committee of the Legislative Assembly
The Darcy Hotel - Washington, DC
August 6, 2021

Participating in the meeting:

David McMahan, President; Roseann Mandziuk First Vice President (Virtual); Walid Afifi, Second Vice President; Kent Ono, Immediate Past President; J. Kevin Barge, Publications Council Chair; Charles Morris III, Research Council Chair; Rachel Alicia Griffin, IDEA Council Chair (Virtual); Lisa Flores, Finance Committee Chair; Jeanetta Sims, Finance Committee Director; Rich West, Finance Committee Director; Vinita Agarwal, Teaching and Learning Council Chair; Linda Taliaferro, Interim Executive Director (non-voting); *National Office Staff: LaKesha Anderson, Director of Academic and Professional Affairs; Justin Danowski, Assistant Director of Governance and Membership; Wendy Fernando, Director of External Affairs and Publications; Joseph Ritchie, Chief Financial Officer; Kristin Yednock, Director of Convention and Meetings.*

1. Call to Order

President McMahan called the meeting to order at 9:20 a.m. Eastern time.

2. Executive Session- entered at 9:22 am.

- a. The EC entered executive session to discuss:
 - i. Executive Director Transition/Search
 - ii. Bylaws and Policy Review
 - iii. Convention
 - iv. IDEA Strategic Plan
- b. The EC ended executive session at 12:50 p.m.

The Executive Committee convened for lunch at 12:50 p.m. and reconvened at 1:20 p.m.

3. Business Items

- a. Consent Agenda
 - i. McMahan asked the Executive Committee if anybody wanted to pull an item for discussion. *With no discussion, a motion was made by West to accept the consent agenda. Seconded by Ono. Motion carried.*
- b. Independent Auditor's Report
 - i. Sims provided an update on the Independent Auditor's Report. Ritchie provided additional information on the report. Discussion ensued. *The Finance Committee forwarded the report to the Executive Committee for endorsement of the independent auditor's report. A second is not required. Motion carried. Report will be forwarded to the Legislative Assembly for final approval.*
- c. Proposed Budget for 2022
 - i. Sims provided an update on the proposed 2022 budget.
 1. *Ono made a motion to add a budget line to the proposed agenda. The Executive Committee recommended increasing the travel budget by \$20,000 for a possible in-person meeting of the Leadership Development Committee in conjunction with a review of the committee's operations. Seconded by West. Motion carried.*
 - ii. Discussion continued

5. Executive Session

- a. The Executive Committee returned to executive session at 4:30pm to discuss:
 - i. IDEA Strategic Plan
 - ii. Presidential Updates

With no further business, the meeting was adjourned at 4:57pm.

Respectfully submitted,
Linda Taliaferro, CAE
Interim Executive Director