

**FINAL**

**Minutes**  
National Communication Association  
Executive Committee of the Legislative Assembly  
Virtual Meeting  
June 26, 2023

Participating in the meeting:

Executive Committee Members: Walid Afifi, President; Marnel Niles Goins, First Vice President; Jeanetta Sims, Second Vice President; Roseann Mandziuk, Immediate Past President; Rich West, Finance Committee Chair/Treasurer; Jimmie Manning, Finance Committee Director; Candice Thomas-Maddox, Finance Committee Director; James Cherney, IDEA Council Chair; Shaunak Sastry, Research Council Chair; Shari Miles-Cohen, Executive Director/Secretary (non-voting).

Not-Present: Vinita Agarwal, Teaching and Learning Council Chair; Devika Chawla, Publications Council Chair; and Kimberly Osborne, Mentorship and Leadership Council Chair.

1. Call to Order

President Afifi called the meeting to order at 1:05 PM Eastern.

2. Action Items

a. National Office Staff Exit Interviews

i. President Afifi provided an overview of the proposal regarding exit interviews. Discussion ensued.

ii. *A motion was made to amend the policy statement. Seconded.*

1. *Amended language*

a. *The HR firm with which NCA contracts shall share a summary of the results of staff exit interviews with a subcommittee of the EC consisting of the President, the 1st VP, and the IDEA Council Chair within seven days of delivering exit interview results to the ED. Shortly after receipt, the subcommittee will meet to discuss the summary, including whether there is information that meets the criteria for sharing with the EC (see below for criteria). A meeting between the President and the ED to discuss the content of the exit interview shall occur within 14 days of the subcommittee meeting.*

b. *The President will only share information from exit interviews and the subcommittee's deliberations with the EC if the majority of the subcommittee determines that (a) it includes reference to a violation of law, (b) they believe that the information has clear and immediate material consequences for the association, and/or (c) if it includes information that, when combined with prior exit interviews, reflects a pattern that impacts the effective management of the organization. The ED must be informed in*

*advance (as part of the meeting with the President) of information that will be shared with the EC and the ED may write a response for consideration by the EC. All deliberations will remain confidential.*

*c. Information shared with the EC may be used as part of the ED's annual evaluation or in other ways to assess the ED's performance, as relevant.*

*iii. Motion Carried.*

*iv. A motion was made to adopt the revised policy statement. Seconded. Motion Carried.*

3. Discussion Items

a. National Office Staff Exit Interviews (Next Steps)

i. West suggested President Afifi consult other policies for models with specific examples.

b. Finalizing dates and topics for Conversation with NCA Officers

i. Afifi recommended schedule for Conversations be finalized early in the next calendar year.

c. EC Role and Responsibilities

i. West inquired about EC member participation.

4. Double Executive Session

a. How far back in seeking summaries of past exit interviews?

With no further business, the meeting adjourned.

Respectfully submitted,  
Dr. Shari Miles-Cohen  
Executive Director