

Minute Meetings July 6, 2021

Present: Bobbie Ticknor, Jessica Warner, Carlos Rojas, Arelys Madero, Daniel Lytle

Absent: None

Recording Secretary: Arelys Madero

Meeting called to order at 9:30 a.m.

Review and Approval of Meeting Minutes

On a Lytle/Rojas motion, the minutes from the meeting on June 22, 2021, were unanimously approved, without changes.

Structure of the Conference

Discussion ensued regarding the specific format planned for each day/subject area of the conference. Each board member facilitating a day/subject area will have the discretion to decide on the specific format, which may feature back-to-back panels, guest speakers, roundtables, or a combination thereof, as pertinent. Warner does not plan on featuring a guest speaker for the Courts and Corrections area for this year's conference. A roundtable may be included if one is submitted in such format. Lytle will plan the format with an eye towards accommodating the diverse content that falls under the Policing area. Madero will determine the format for the Victimology area based on the volume and contents of the abstracts received and may include a guest speaker if a common theme cuts across a number of presentations, for example.

Each board member confirmed the areas of the conference that they will lead as facilitators, as follows:

- Monday, October 18
 - Area: Policing
 - Facilitator/Lead: Daniel Lytle
 - Welcome Address
- Tuesday, October 19
 - Area: Courts & Corrections
 - Facilitator/Lead: Jessica J. Warner
- Wednesday, October 20
 - Area: Intersectionality in Criminal Justice
 - Facilitator/Lead: Carlos Rojas

- Thursday, October 21
 - Area: Victimology
 - Facilitator/Lead: Arelys Madero
- Friday, October 22
 - Area: Innovations in Criminal Justice
 - Facilitator/Lead: Bobbie Ticknor
 - Presidential Address

Also addressed was the title for this year's conference. Ticknor made a motion for a suggested title to be adopted; the motion was seconded by Lytle. The motion passed unanimously. The title of this year's conference will be: "Innovations in Criminal Justice and Criminology: Moving Forward from a Pandemic."

Regarding the content of the Welcome Address that will be featured on Day 1 of the conference, the board came agreed to create short video featuring each one of the board members with their welcome messages. This video will be played at the start of Day 1 of the conference. Ticknor will compile/edit the video. Board members are to send her their short videos (30-45 seconds) in mp4 or .mov format, no later than September 17, 2021.

Additional discussion ensued concerning the need for volunteers to assist in running the various streams. The actual number of streams will depend on the abstracts submitted and accepted, therefore that aspect is to be determined. Last year, there were 4 streams per day. Ticknor has some volunteers; she encouraged other members to seek out qualified graduate students to assist. The website will compile information from individuals seeking to assist as well.

A training is being planned for October 8, 2021 at 9:30 am. Ticknor will send out a Zoom invite for this. This training will target volunteers and board members who will run the streams. It will cover the technical aspects of running the streams, as well as troubleshooting problems. Ticknor suggested reviewing the YouTube channel to see recordings from last year's conference, to observe the format of the sessions as a guide.

Regarding the compilation of presentations into sessions, the consensus was that it is best to have individual meetings between Ticknor and the board member leading each session, to go over the presentations received and putting together the presentations into cohesive sessions. These meetings are planned for September 17, 2021, following the deadline for abstracts of September 3. A follow-up meeting with the entire board will be held on October 1, 2021, to discuss any remaining program-related issues.

Call for Papers

Ticknor asked for suggestions regarding the language on the website for the call for papers. She will take suggestions via email by Thursday, July 8, 2021, at noon.

Changes to Certificate of Participation

The board reviewed a draft of the certificate of participation and suggestions were made as a collective, regarding the language to use and the style. On a Madero/Lytle motion, the draft was unanimously approved.

Open Discussion Items

Work will continue among sub-committees from this point forward; reports will be made to the board at large as soon as possible on the following:

- *Fundraising Sub-Committee* (Process and mechanisms of soliciting donations for this year's conference): Warner & Rojas.
- *Procedures Sub-Committee* (Changes to the Bylaws, Privacy Policy, and development of a Code of Ethics): Lytle and Madero.

Next Meeting

A date for the next meeting was set—***Tuesday, August 3, 2021 at 9:30 am***

Meeting was adjourned on a Lytle/Rojas motion at 10:29 a.m.
