

**NASPSPA Fall Executive Committee Meeting**  
**Denver, Colorado**  
**September 22, 2017**  
**Fri 8:00am - 5:00 p.m.**

The following Executive Members (EC) were present: President Steven Bray, Past-President Daniela Corbetta, President-Elect David Anderson, Secretary-Treasurer Leah Robinson, Communication Director Sarah Ullrich-French, Past-Presidents' Liaison Jill Whitall, and Student Representative Taylor Buchanan. NASPSPA Conference Coordinator Penny McCullagh was present to provide conference information related to past and future NASPSPA meetings.

- A. President Bray called the meeting to order at 7:45 AM.
- B. Approval of the agenda (Corbetta and Anderson; 1<sup>st</sup> and 2<sup>nd</sup> the motion, respectively).
- C. Approval of Minutes from the NASPSPA Pre-/Post – Executive Committee Conference Meeting (San Diego, CA; Corbetta and Anderson; 1<sup>st</sup> and 2<sup>nd</sup> the motion, respectively).
- D. Roles and Responsibilities / San Diego 2017 Conference Review (McCullagh)
  1. Provided a general overview of her roles as Site Director for new EC members.
  2. San Diego 2017 Conference Review
    - a. Discussion issues of presenting authors not registering with the conference.
    - b. San Diego 2017 was more of an experience for the 50<sup>th</sup> anniversary (e.g., live band, videotaping of lectures, location, and more expensive accommodations). There was a loss taken for the overall conference costs of \$24,207.45.
    - c. Concern from attendees was that the NASPSPA Program was not posted online before conference.
    - d. Discussion on other possible revenue generation other than Exhibits since NASPSPA is not a big attraction to vendors due to size.
      - i. Considered lowering the current cost (i.e., \$500.00 for Name/Logo in Program name/logo in program to \$1800.00 actual presence at meeting).
      - ii. Possibility of approaching Foundations for named lectures (Anderson)
      - iii. EC to review current list of Exhibitors and provide feedback and suggestions for potential Exhibitors to Site Director
- E. Post-conference Survey Results (Ullrich-French)
  1. Reasons for attending NASPSPA: *Strong program, high-quality keynotes, senior researchers.*
  2. Desires: *Would like to have more: senior researchers to present lectures, student-oriented sessions for students (e.g., 3-minute thesis for students, posters, etc.), interdisciplinary topics, applied workshops/resources on statistical methods, desires the inclusion of roundtables, and liked the beachside chats.*
  3. Issues/Concerns: *how do individuals become part of NASPSPA leadership?, the presence of children in session and should NASPSPA provide childcare, mobile conference app, spacing/size in poster session, how program area and committees are formed?.*
    - i. Regarding the concerns of: a) childcare the EC committee decided that NASPSPA could not be in the business of providing childcare because of issues related to liability and insurance. Information will be added to the Spring newsletter so members could independently explore various childcare services that are available for professional conferences in the area b) NASPSPA has an open process about how leadership/program area and committees are formed (specifically allowing people to “apply”) as it is stated in the NASPSPA policy manual and newsletter. As it relates to

*students serving on various committee, there is a student representative on the EC, but this will be discussed further at the next EC meeting and with NASPSPA Past-Presidents.*

4. Suggestions and special events: *more multidisciplinary symposium (motor learning across the lifespan, social influences on motor development), pre-conference workshop, website improvement, send conference survey to attendees immediately after conference.*
  5. Workshop suggestions: *grant writing, research methods, statistics.*
  6. Executive Committee discussed the survey and felt that it is too long and some questions are redundant. The survey will be recirculated to the committee to make the questions more specific.
    - i. Will add a question to the end of conference survey on how the membership would like to receive information and how often.
  7. Need to seek out the best way to communicate with the membership regarding membership renewals and abstract submissions with new online platforms.
  8. The Twitter account will be re-activated. Robinson will forward the Communication Director with the Twitter username and password.
- F. Update on 2018 Conference (McCullagh)
1. Executive Board went on a walkthrough of the Embassy Suite rooms and visited the site for the Banquet dinner.
  2. The proposed budget for NASPSPA 2018 – Denver was discussed.
  3. Past-President (Corbetta) will provide four (4) student helpers to assist with the conference and one (1) student helper will be a local student.
  4. The abstract submission needs to be set-up through PayPal with Joel Barnes. The priority is to get the membership registration set-up. The old log-in with Human Kinetics no longer works. NASPSPA members will have to set-up a new log-in and password.
    - i. Submission dates: the system will open on Dec 1<sup>st</sup> and close (abstracts are due) Jan 15<sup>th</sup>.
- G. Student Events (Buchanan)
1. Toured the Wynkoop Brew Pub which has been selected as the venue for the student social event That included a billiard table for pool and food option. A Scavenger Hunt was also proposed. .
  2. Students requested that the faculty-student luncheon/speed-dating event return.
    - i. In the past students sign-up and only half would attend the event; this was a concern from the Executive Board.
    - ii. Maybe a student-forum on professional development with faculty.
- H. Update on payment procedures (Robinson & McCullagh)
1. PayPal account for conference payment is set-up (McCullagh).
  2. Paypal account for membership payment is not set-up completely (Robinson).
    - i. Robinson and McCullagh have a conference call scheduled with Joel Barnes to finish setting up the membership PayPal account.
- I. Future NASPSPA Conferences
1. NASPSPA 2019 will be in Baltimore, MD June 6 – 9 (McCullagh)
    - i. The hotel will be the Hyatt Inner Harbor Hotel and the Science Center venue for the Banquet.
  2. NASPSPA 2020 potential sites (McCullagh & Anderson)
    - i. Corbetta encouraged the consideration of an international location (Estoril, Portugal).
    - ii. Anderson and McCullagh noted that Berlin, Budapest, Montpellier (South of France) are great places with hotels under \$200.00.
    - iii. Concerns from the Executive Board regarding an international meeting:
      1. will have to accept the chances that the meeting will be smaller in attendance but it will be memorable (Anderson).
      2. difficulty in running a conference in a location where you do not have any support (Anderson)
      3. concern if travel cost to Europe in the Summer would affect student registration (Corbetta).
    - iv. A slate of potential locations for 2020 and 2021 were proposed and discussed: Estoril, Portugal (2021), San Francisco, CA (2020) & Montpellier, France (2021), Hawaii (2020),

Vancouver (2020), Alaska or Alaska cruise (2020), Cancun, Mexico (2020). Site Coordinator to follow up with hotel/conference planning consultants and potential site visits. Survey of the NASPSPA body was recommended.

- v. Possible co-hosting with another international conference to offset the cost and assist with planning.

J. Secretary Treasurer's Report (Robinson)

1. Financial Report

a. Provided a recap of the Sept 1, 2015 – Aug. 31, 2016 budget.

i. Income: Membership \$46,845.00, Student Grant Reimbursement \$14.09

Total Income: \$46,499.09

ii. Expenses: EC meeting \$3,623.74, Honors & Awards, \$15,368.00, Administration \$4308.46, Misc \$706.20.

Total Expenses: \$24,006.40

iii. Balance at August 31, 2016: **Checking = \$54,185.13; Money Market \$24,763.50 (Total = \$78,948.63)**

b. Current Fiscal Year Sept 1, 2016 – Aug. 31, 2017 budget.

**Beginning Balance: Checking Account \$54,185.13; Money Market: \$24,763.50**

i. Income: Membership \$50,020.35, Conference Profit (Carryover from Montreal; deposited December 2016: \$64,858.99), Student Grant Reimbursement \$1770.94.

**Total Income: \$116,650.28**

ii. Expenses: Fall 2016 EC meeting expenses & advances for Fall 2017 EC meeting (\$13,082.98); San Diego 2017 Conference Deficit (\$24,207.45); Denver 2018 Conference Advance (\$5200); Honors & Awards \$12,577.65; Administration \$5031.46; Misc \$857.32.

**Total Expenses: \$ \$61,362.73**

iii. Balance at 31 August, 2017: **Checking = \$109,913.93; Money Market \$24,766.61 (Total \$130,624.14)**

2. Set up a NASPSPA Gmail account: [NASPSPAST@gmail.com](mailto:NASPSPAST@gmail.com) for the PayPal account

that will be passed to next Secretary-Treasurer and the password will be updated.

3. Multiple year memberships.

a. Confirmed that multiple year memberships will transfer over with the change in the NASPSPA payment system.

b. The number of multi-year memberships. 3-year membership = 28 and 2-year membership = 19

4. Membership Report 2016 – 2017

Membership Type	2016	2015	2014	2013	2012	2011	2010
Professional	385 (53.2%)	281	250	277	317	214	296
Student	310 (45.3%)	263	212	228	265	206	279
Retired	10 (1.5%)	4	7	2	2	1	3
<b>Total</b>	<b>685</b>	<b>548</b>	<b>469</b>	<b>507</b>	<b>584</b>	<b>421</b>	<b>578</b>

**Country of Residence**

Asia/Pacific (n = 48)	Europe (n = 93)	North/South America (n=515)
Australia (21)	Germany (26)	United States (360)
Japan (10)	United Kingdom (23)	Canada (128)
Taiwan (7)	Belgium (18)	Brazil (20)
Korea (5)	Switzerland (7)	Costa Rica (4)
New Zealand (3)	Netherlands (6), Italy (3)	Mexico (3)
Other (2)	Portugal (3), France (3)	

	Other Countries (6)	
<i>Overall, NASPSPA's membership represents 25 countries</i>		

*\*No country affiliation reported on membership for 27 members*

**K. Website Relocation/Reconstruction**

1. Update on the website transfer and work completed by Joel Barnes (Corbetta)
  - a. Joel Barnes is in the process of merging the two NASPSPA websites (NASPSPA.com and NASPSPA.org) into one (1) site.
  - b. Discussed Joel's job and responsibilities. Items that need to be stated in his contracts. His fee is \$5,000.00 for the membership and conference abstracts submission/review updates
  - c. All NASPSPA Contracts / Agreements need to be housed and stored to have continuity as the Executive Committee changes (Anderson and Corbetta).
2. Abstract Submission/Book: Corbetta is working with Human Kinetics to make sure that conference abstract book will continue to be published through a supplemental issue of JSEP.
3. Job postings for the NASPSPA Website will be a 2-step process: Reviewed by the Communication Director and President. CD will post to the site.

**L. Past-President's Report (Corbetta)**

1. Situation with HK and JSEP conference abstracts publication were discussed.
2. Remaining fees with HK for Newsletter and program preparation were to be reconciled.
3. Carry-over items from Spring Meeting were deferred to Other Business.

**M. Past-President's Liaison's Report (Whitall)**

1. Will check with the Past-Presidents and gather their thoughts on two issues: a) adding students to program committees and b) at the NASPSPA 2018 meeting she will inquiry about how much funds (\$\$\$) the society should keep in reserve?

**N. President-Elect's Report (Anderson)**

1. Policy Manual Updates
  - a. Discussed the dates as it relates to the NASPSPA newsletter. The dates are inconsistent in different parts of the policy manual and have been revised.

**Dates for NASPSPA newsletter**

	<b>CD Requests Newsletter Material</b>	<b>Deadline to Receive Newsletter Material from EC</b>	<b>Deadline to Send Newsletter Material to Editors</b>	<b>Release of Newsletter to Membership</b>
Fall – Issue 3	July 15	August 15	Sept 15	Oct 15
Winter – Issue 1	Nov 1	Dec 1	Dec 15	Jan 15
Spring – Issue 2	Feb 1	March 1	March 15	April 15

**O. President's Report (Bray)**

1. Financial Status and Budget Surplus Strategies
  - a. With the current surplus of funds, should we increase our student awards (papers, travel, grants)? Either the amount given for each or the number given.
  - b. What to do with the surplus of money?
2. Possible means to increase our engagement with the NASPSPA Members?
  - a. Expanding Website Content
  - b. Email Notifications

**P. Other Business**

1. Creation of new registration fee structure were proposed (Bray & Corbetta). Discussion of a new "intermediate" rate for post-doctoral fellows and retirees for the conference and revision of the prior \$30 membership fee for retirees to \$40 to align with the fee for student members. The new fee structure was

voted on and approved by the EC.

<b>Membership</b>			
Student/Retires	40		
Postdoc	60		
Professional	85		
<b>Conference</b>	<b>Early</b>	<b>Late</b>	<b>Onsite</b>
Student	180	220	280
Post-doc/ Retires	250	280	320
Professional	320	350	380

2. Whitall will inquire with the Past-Presidents about an Endowment Fund.
3. Robinson will check with accountant as to how much money could be transferred from the Checking Account to Saving Account as a non-profit.

#### Q. Adjournment

President Bray adjourned the meeting at 4:45 PM.

The following Agenda items were not covered due time. They will be discussed through email and/or deferred until the Spring Executive Committee Meeting at the NASPSPA 2018 Meeting (Denver):

1. Consideration of a Policy for IP/code of conduct (Bray)
  - taking pictures during sessions
  - recording session content
  - taking pictures of posters

Moderator of each session will comment before each session and have a statement in the Spring newsletter. If you agree to present at NASPSPA, this is the public domain.

#### 2. Awards (Bray)

Professional Awards: Change the date of the appointments for members of the Award committees from December 1 to September 1. (Revise PM)

Student Awards: Revise to require submission of an "unofficial transcript" in the applications as proof they are enrolled in a "degree-seeking situation" (i.e., not already graduated) Note: this may disadvantage a lot of Canadian Students who complete their PhDs in the Fall. (Revise PM)

Presentations from student awards featured in special, devoted session

#### 3. Conference Program Notices (Bray)

Revise PM to clarify instructions to poster presenters and penalties for not being at posters during the session (these should also be posted in the conference program).

#### 4. Creating a new procedure to allow for late submissions (Bray)

e.g., "Late-breaking research" for poster presentation only

The prospect of creating a new category of submissions "late-breaking research" was proposed. Pros (opportunities for greater attendance) and cons (additional workload for program committees, Past-President, and Site Coordinator) were discussed. The item was tabled for discussion at the Spring EC meeting in Denver.

5. Registration strategies (Bray & McCullagh). Discussion of recent conferences having a high representation of on-site registrants. This issue causes difficulties for the Site Coordinator as attendance numbers for social events and meals have been established and need to be revised last-minute. Practical realities of early registration are that student registration fees currently do not cover their costs. While prompting or reinforcing early registration has advantages for organizing, the additional revenue generated from late/on-site registration helps cover cost-overruns.