

NCA Organizational Communication Division
Business Meeting Minutes

November 11, 2000

Seattle, Washington

Officers:

Pamela Shockley-Zalabak, **Chair**

Ted Zorn, **Vice Chair**

Teresa Harrison, **Vice Chair Elect**

Michael Kramer, **Awards Chair**

Brenda J. Allen, **Secretary**

Meeting was called to order at 2:00 pm by the Chair, Pamela Shockley-Zalabak.

Legislative Council Report and Discussion

- Report on the fire at NCA's national offices: insurance covered the monetary impact of the fire. The move into the new building was successful.
- The Council approved a Viet Nam Commission as well as a committee on doctoral education.
- A three-year budget was approved.
- The constitutional revision task force needs members' feedback on their recommendations.

Approval of the 1999 minutes

- Minutes were approved by acclamation.

Report on Seattle Conference Planning

- Ted Zorn reported that the preconference was a success, and he acknowledged Renee Houston, Steve May, and Pamela Shockley-Zalabak for their assistance.
- For the conference 72 papers, 23 panels were submitted; 65% of the papers were programmed; all panels were accepted.
- Electronic submissions went well.
- Based on discussion at the 1999 business meeting, Ted tried an experimental procedure to identify the top papers. Specifically, the 5-10 papers based on z-scores were to be read by a separate group of three paper readers independently and ranked to identify the top 3 (or 4). For the 2000 conference, five papers were selected based on z-scores and ranked by a group of three paper readers (Kathy Krone, Renee Houston, and Michelle Violanti). Ted recommended (based on discussion with the executive committee) that the procedure be tried for one more year and discussed at the 2001 business meeting, in order to determine if the by-laws should be changed to reflect this procedure.

Report from Division Secretary

- Brenda J. Allen reported that the membership totals approximately 950, according to the national office.
- Due to temporary loss of membership information because of the fire, Brenda J. consulted with the exec committee for permission to email the Division Newsletter. She emailed the newsletter to members who listed email addresses; later she mailed a hard copy to remaining members.