

Communication Administration Interest Group Business Meeting
Minutes
Thursday, April 24, 2014
2:30 – 3:45 p.m.

1. Call to order
Attendance: Mark Hickson, Kristen Eichhorn, Tim Mottet, Don Stacks, Sally Vogl-Bauer
(there were lots of members that had been double-booked during this time slot)
2. The minutes from the 2013 meeting were approved (Eichhorn/Vogl-Bauer motion)
3. Chair's Report: Summary of Submissions
There were three slots given to our interest group. Two were used for the two panel submissions received. The third was used for the business meeting.
4. Vice Chair Elect Report (this information was shared by guest Kristin English from Georgia College)
 - Once again, the interest group will be given three programming slots.
 - At the 2015 convention, a mobile AP for the conferences will also be piloted. The Executive Council approved \$10,000 to produce and develop this AP.
 - Specific information about the 2015 convention included:
 - Location: Philadelphia
 - Site Information: Sheraton, Society Hill
 - Cost: \$178 per double bed room
 - Additional information:
 - 2016 location is Baltimore, MD
 - 2017 tentative location is Boston
 - 2018 location is Pittsburgh
 - 2019 tentative location is Providence

**ECA is looking into negotiating a contract with Omni hotels, so that we could potentially rotate across their chain of hotels as we vary future locations for holding our conventions.
5. Election of the Officers: Vice Chair Elect-Select
Sally Vogl-Bauer was voted by acclamation to serve as the next vice chair of the interest group.
6. New Business
The remainder of the meeting was spent brainstorming possible ways that the Communication Administration Interest Group could offer programming opportunities for individuals interested in administrative positions. Ideas included: developing a department chair handbook, providing mentoring for future administrators, offering leadership training, assessing the statue of your department, examining the dynamics between administrators versus educators, programming geared toward individuals contemplating being a department chairperson, and examining how to help and address the needs of adjunct faculty. This then led to ideas about future short courses addressing one of these ideas in greater depth.
7. The meeting adjourned at approximately 3:40 p.m.

Respectfully submitted,
Sally Vogl-Bauer