

Meeting Minutes - JSSS Board Meeting February 25, 2022

Agenda

1. Approval of previous minutes and matters arising.
2. Updates on the 2022 Conference.
3. Proposal to the Board regarding an expansion of the role of the Design and Layout Editor.
4. Descriptions of the key JSSS roles and corresponding tasks.
5. Introduction and election of the Board member at large Sharon Pelton.
6. Resignation of Alexandra from the position of Public Relations Coordinator.
7. Any other business previously notified—Diversity statement and actions.

In attendance: Luke, Inez, Elizabeth, Matthew, Greg, Lisa, Heather, Sukey, Kate, Petra, Evi.

Absent: Alexandra, Susan R., Susan W., Cynthia, Robert, Peter, Sharon, Khrystine, Hessen.

1. Approval of previous minutes and matters arising.

Approved.

2. Updates on the 2022 Conference:
 - a. Venue. The conference will likely proceed as planned at the Highline College, WA. The contract is expected to be issued by the college the week of February 28, 2022. The venue is beautifully located with closeness to nature. The COVID-induced limitations include the need of JSSS to contract an outside caterer, which we have secured at this time. Another limitation is the need by JSSS to provide bed linens for the accommodations at the college. An added inconvenience is the road work around the college, which will require those staying on campus to walk on a highway for about $\frac{1}{4}$ of a mile.
Another location that is being explored now is Four Point Sheraton Hotel in Seattle. The limitation is a potential higher cost to JSSS and a lack of some rooms on July 9. While we plan to go ahead with the Highline location, the draft contracts for the two venues will be compared.
 - b. Participants. There are 57 presenters accepted in 2020 who plan to present in 2022. As of February 25, 2022, thirteen additional submissions have been received and will need to be reviewed. Currently, there are 70 submissions. The submission deadline is February 28, 2022.
 - c. Costs. It is estimated that there will be \$1500-2000 surplus from the conference this year depending on the number of participants and the situation with food/beverages. This amount is not sufficient for the next year's conference down payment expected to

be about \$5000. An additional question that needs to be addressed is a diversity fund that is currently not available. There have been multiple requests for funding of the conference attendance by diverse speakers who lack funds to attend.

3. Proposal to the Board regarding an expand the role of the Design and Layout Editor (DLE):
 - a. The proposal was presented as described in the proposal document. It was emphasized that the need for technical skills to perform the tasks has grown, therefore creating a need for a DLE role. The proposal for an honorarium to the DLE was made as part of the proposal. Previously, an honorarium of \$2500 was given in support of the technical tasks and ought to be reinstated. The key reasons for the increase in number of tasks and the time it takes to perform them were listed: DOIs for approximately 27 journal entries; formatting of documents (currently only 6-7); and publication of the journal. The increased number of entries will allow publishing of art and poetry as individual research items, which JSSS welcomes and promotes.
 - b. The individual who will take on the technical tasks is still to be identified. He/she is expected to advise on the sum of the next year's honorarium. Finding of such skills is not expected to be easy.
 - c. A list of qualifications to perform the role is needed and will be created. They will include expertise with Word and tech aspects of posting to a website.
 - d. The questions were raised regarding (1) the timing of identifying the individual and the work to be carried out; (2) options for raising the needed funds; (3) professionalism of the organization and affordability of support tasks; (4) potential support from the University of Alberta and comparison with Routledge publishing; (5) JSSS membership fees outside conferences and JSSS offerings to members:
 - i. There needs to be an immediate search for the individual who will carry out the tasks starting mid-April, to prepare the 2022 journal volume to be published in June, 2022 as well as to continue the tasks the subsequent years. Additionally, support may be requested with the past issues (to assign individual DOIs and format the publication items).
 - ii. The funding is expected to come from the only currently available source—the conference fees. A suggestion was voiced to allow for selected advertisements in the journal.
 - iii. There is a need to find a balance between a highly professional presence of the organization and the cost of achieving that given the volunteer status of the organization.
 - iv. The library staff members at the University of Alberta are always helpful, but their job does not include the technical support needed for JSSS journal publishing; Routledge has a separate production module that JSSS cannot use because JSSS offers a free journal (currently the only free, peer-reviewed Jungian psychology journal).
 - v. JSSS receives membership payments outside the conference fees and does not provide any benefits in return (the payments are not subtracted from the conference fees). Expanded offerings by JSSS and the fee structure ought to be revisited.

- e. A motion to establish the role of the Design and Layout Editor with \$2500 annual honorarium was made, seconded, and accepted with a unanimous vote.

Proposal to the JSSS Board of Directors January 2022

The editorial team of the Journal of Jungian Scholarly Studies has met and agreed upon the following course of action, which we now want to describe.

1) Publish the 2022 volume of the journal as we have done in the past: The only works created as individual files on the University of Alberta webpage will be the volume as a whole, the long essays and the book reviews. These will be assigned Digital Object Identifiers (DOIs).

2) Continue to “curate” not “peer review” poetry and art.

3) Expand the role of the Design and Layout Editor to include publication coordination, the technical aspects of creating the journal on the University of Alberta site. The new title will be Design, Layout and Publication Editor (DLP).

4) Professionalize the role of Design, Layout and Publication Editor by offering a stipend of \$2,500 for the volume.

5) Use the production of this year’s volume (2022) to more closely tabulate the amount of work required of the DLP Editor and the \$2,500 stipend.

6) After gathering this information, propose an expansion of publication work to upload all individual works in the 2023 volume if the organization is willing to fund the expanded responsibilities. As the editorial board of the journal, we formally voted to elect Lisa and Elizabeth to be copyeditors going forward.

Respectfully submitted,

Elizabeth Nelson, Co-Editor, JSSS

4. Descriptions of the key JSSS roles and corresponding tasks:
- a. A listing of JSSS key roles and associated tasks was created (with input of the individuals currently carrying out the tasks) and shared.
 - b. The aim of the descriptions is to facilitate the current JSSS processes and to help with recruitment of future volunteers.
 - c. The roles included all those listed in the Bylaws, plus those performed by the JSSS journal team, the JSSS website and communications expert, and conference site coordinators.
 - d. The tasks included those listed in the Bylaws. In addition, procedures (how to use JSSS email accounts, shared drive, etc.) were added, and new (previously unavailable) task lists included those for multiple roles on the journal team, Conference Site Coordinator, and Information Technology Coordinator.
 - e. The following question was raised: should the IT Coordinator be one of the Board Directors or a Board member at large? The discussion covered the following:
 - i. Any Board position must be filled upon becoming vacant.
 - ii. The tasks performed according to the role of any Board director may not be supported by a stipend.
 - iii. The IT Coordinator identifies and guides the technical tasks of any individual engaged in support of the Society’s online presence unless the IT Coordinator undertakes the task himself/herself.

- iv. IT Coordinator's role ought to include management of mass media and marketing.
 - f. A motion to add the Information Technology Coordinator position as a Board Director position was made, seconded, and accepted with a unanimous vote.
 - g. A motion to consider the "JSSS Posts, Corresponding Roles & Key Tasks" document an internal Board document to facilitate the internal processes and volunteer recruitment was made, seconded, and accepted with a unanimous vote.
- 5. Introduction and election of the Board member at large Sharon Pelton:
 - a. A motion to have Sharon as a Board member at large was proposed, seconded, and accepted with a unanimous vote.
- 6. Resignation of Alexandra Fidyk from the position of PR Coordinator:
 - a. An email of resignation from the PR role has been received.
 - b. Alexandra remains a Board member at large.
 - c. Luke offered an official "thank you" to Alexandra on behalf of the organization for working with JSSS as a past president, for finding a home for JSSS's journal, for encouraging her students to take part in JSSS events and activities, and for contributing to a Jungian understanding of body-based research among other contributions. A hope was expressed that she will continue play a full role on the JSSS Board.
- 7. Any other business previously notified—Diversity Statement and actions:
 - a. An email was read detailing proposed diversity-related activities: (1) preparing and posting a diversity statement to the JSSS website; (2) discussing a potential Diversity webpage and its dynamic contents with the diversity team formed after the JSSS Board meeting of September 2021; and (3) including World Café events at the JSSS 2022 conference.
 - b. It was agreed that the JSSS diversity team will prepare a JSSS Diversity Statement for review by the Board (via email exchanges) and approval at the 2022 conference. The statement will be placed on the JSSS website after review by the Board.