**Adjunct & Temporary Faculty Caucus Business Meeting**

**Central States Communication Association**

**Thursday, April 4, 2019 12:30 PM**

**Wyoming Room, Double Tree Hilton, Omaha, NE**

**Officers**

Chair: Heather Nesemeier, Minnesota State University - Moorhead

Vice-Chair: Shawna Blake, Carl Albert State College

Secretary: Ali Gattoni, University of Wisconsin-Milwaukee

1. Call to order (Heather Nesemeier)
2. Approval of Minutes 2018
3. Tammie Wiebers moved to approve
4. Shawna Blake seconded
5. 2018 minutes were approved
6. Introduction of officers and members
7. Discussion of officer responsibilities
8. Secretary responsibilities (Ali Gattoni)
9. Vice-Chair responsibilities (Shawna Blake)
10. Chair responsibilities (Heather Nesemeier)
11. Election of Officers
12. Vacant Position for Secretary
    1. Motion to Nominate Jeremy Omori as Secretary by Tammie Wiebers
    2. Shawna Blake seconded
    3. Jeremy Omori approved as secretary
13. Shawna Blake, Chair
14. Ali Gattoni, Vice-Chair
15. Thank you, Heather, for your service as Chair!
16. Old Business
17. Submissions
18. 4 submissions (including Shawna Blake’s vice chair panel)
19. 3 submissions accepted (1 submission not accepted because not relevant to our caucus; able to recommend to a different interest group)-2 panels Friday (including top panel) and 1 panel on Saturday
20. Reviewers
21. 5 reviewers this year—thank you to the reviewers!
22. Need more reviewers for CSCA 2020
23. New Business
24. Vice-Chair Panel-This year our vice-chair (Shawna Blake) recruited and slated a panel for the caucus. Heather discussed the idea of having this as a reoccurring role for the vice-chair.
25. Andy Bradley made the motion that the vice-chair role include recruiting and slotting panels for the convention
26. Motion seconded by Tammie Wiebers
27. Motion amended (Shawna Blake) to have one panel slot recruited and slated for the convention
28. Motion seconded by Andy Bradley
29. Motion to have the vice-chair recruit and slot one position for the annual convention was approved
30. Will need to have future discussion about caucus bylaws
31. Adjourned (Heather Nesemeier)