

**DPCC Executive Board
December 14th 2023
Meeting Minutes**

I. In attendance:

Shenique Davis.	LaDonna Long
Christine Barrow	Joshua Ruffin
Narissa Haakmat	Ericka Adams
Miltonette Craig	Frank Rodriguez

II. Meeting called to order at 3:03 pm

III. Executive Board introductions

- Approval of Minutes (November 16th) DPCC Business Meeting

IV. Future Meeting Dates and Frequency

- Possibly 2-3 times a semester and we can have discussions via email.

V. Budget:

- The division is in good standing, \$XXX balance remains after ASC expenses.
- Divisions are sent quarterly reports.
- DPCC cannot legally sign contracts without approval from ASC.

VI. Committee updates

- DPCC voted on the book committee at the ASC business meeting.
- Reach out to people interested in leading ad hoc book committee to make sure they are still interested.
- Considering putting together a constitution committee
- LaDonna was the past chair of the awards committee.
 - Be sure to update the new deadline dates for voting.
 - LaDonna will continue to head it. With assistance from Frank, Miltonette will also assist.

Summary: DPCC can nominate DPCC members for ASC awards.

VII. ASC Requests

- Develop a handbook: list of duties for the Division Chairperson
- Ericka began working on creating the manual.
- Make sure the constitution and by-laws are up to date on the website.
- Mid-year ASC Board Meeting Report: Highlight key components for the division, such as mission, officers, membership figures, financial update, committee activities, division award update, journal update, and plans for upcoming ASC meetings.
 - **Due no later than April 15, 2024.**

VIII. Website update

- Shenique has access to the website.
- Will update the website with award winners.
- LaDonna will email winners for photos and brief bios from each.
- Reach out to Deena's husband for updating the website.

Summary: Consider reaching out to a professional to manage the website.

IX. Annual Meeting Specific Requests

- Nominating ASC officers; identify people we want on the ASC board.
- Do we need a committee or can we as a collective just identify names of people to share?
- In the past; sent an announcement out via newsletter about positions available.

Summary: We can nominate someone as a division for the position for the larger positions.

X. Looking Ahead: Establishing Priority Areas for the Upcoming Term (Feedback from Business Meeting).

- ASC Planning: local arrangement committee for members interested in finding restaurants, speakers, etc.
- Organize our own panels.
- Do we reach out to the division to get people involved in committees?
- Open committee interest to full division membership, send out Google sheet.
- Members can feel more involved in the process and events being planned or interested in running for the position.
- Get more members involved in webinars, workshops, and professional development.
- Highlight membership achievements.
- Anniversary of DPCC; plan a big celebration.
- Organize a session or roundtable featuring Katherine Russell Brown on being a Black criminologist.
- Put in newsletter: due dates for award submissions and papers.
- Designate a social media person on "X", to promote division.
- Having a professional to update the website, the potential cost.
- In the past, Jacob Reed charged \$300 to update the website, however, it was very inconsistent.
- How much can we afford to spend per year to update the website?
- Mi'chael has been responsible for the newsletter and for updating the listserve so everyone receives it.
- Possibly have someone redesign the newsletter.
- Suggestion: send out a newsletter to the membership list, as opposed to Mi'chael just updating the listserve.

- Create a Google form to send member publications and achievements by the deadline if they want it featured in the newsletter.
 - Link can be made available at the bottom of the newsletter: click *here* to share in the next newsletter.
- Create an Ad hoc committee on publications/achievements.
- Create more opportunities throughout the year to connect.
- Reach out to the division to help facilitate conversation about upcoming webinars.
 - What topics would they like to see?

Summary: Create more opportunities to promote the achievements of DPCC members. Facilitate maybe one or 2 webinars a year after receiving input from members.

I. Other business

- 30th Anniversary: Looking to highlight the founding members and their vision for the DPCC.
- Next meeting: tentatively Early February
- Create a template to share for the newsletter.

Meeting adjourned at 4:00 pm.