



MINUTES

International Chinese Society for Physical Activities and Health

Friday, February 3, 2023 (9:30–11:32 PM ET)

In Attendance: Weidong Li, Bo Shen, Chen Weiyun, Jiling Liu, Yang Bai, Xiaoxia Zhang, Yong Gao, Yuanlong Liu

1. Greetings and Thanks to Yuanlong and Yong by Weidong

2. Journal Operation, Strategic Planning, and Budget Information

- 1) All information was reported in previous emails.
- 2) 1st year budget was transferred timely to WSU.
- 3) RA/TA works up to 20 hours, being paid \$11 per hour previously. This year the minimum payment has been raised to \$15 according to Michigan regulations, totaling up to about \$7,000 per RA/TA.
- 4) Copy editor was paid about \$2,000 per year.
- 5) \$60 per month compensation to editor.
- 6) WSU dean agreed to sponsor the journal for \$900; may continue sponsorship depending on the dean's hire.
- 7) Today account was closed due to insufficient budget. All work has to be started over.

3. Responses by Weidong

- 1) EC members asked about budget information.
- 2) EC has received your rough budget plan but will need more specifics on expenses.
- 3) EC agree that student worker needs at least minimum pay but suggesting cutting total hours per week.

4. Yuanlong

- 1) First year was a learning curve to familiarize the new system.
- 2) Student worker may cut work to 10 hours per week, with \$15 per hour payment.
- 3) Copy editor may keep the same amount of payment (\$2,000), although it's budgeted \$2,000–\$4,000.
- 4) No travel expenses or incentive for the editor are needed, except \$60 compensation per month.



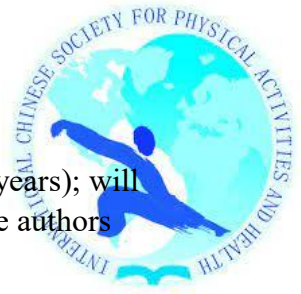
- 5) Will send the updated budget plan to EC members.

5. Q&A

- 1) **Yong:** Student worker's time planned for the 1st year was an inaccurate estimate. It's cut to 10 hours this time; but may try even less hours.
–**Yuanglong:** Contract has been sent; not possible to change.
- 2) **Weidong:** EC wants a report of what specifically was performed by the student worker.
–**Yuanlong:** Not practical.
- 3) **Weiyun:** Last year \$7,000 was given to the student worker; limited amount of manuscripts received; abstracts edited. It's reasonable to ask if the student worker must work that long and earn that much?
–**Yuanlong:** The student worker was paid \$11 for 15 hours per week. New system setup needs time. It's hard to find a person to work.
- 4) **Yong:** New system consumed much time for the 1st year. Hard to find a student worker. As the first year no one could predict how much time the student worker would commit, 15 hours per week was just a rough estimate. This year the student work may work less hours and save money for paying the copy editor.
–**Yuanlong:** First year much work had to be done on logistics. This year it's improved. The student worker will take care of advertisement in the journal.
- 5) **Yong:** Run the original plan for two months. If 10 hours is needed, keep it; if not, may further cut down.
- 6) **Weiyun:** Weekly report about student work. If less than 10 hours, save payment for copy editor.
- 7) **Bo:** Not necessary to be too specific on reporting student work. It's better to make the budget flexible on what to be done and how many hours to work.
- 8) **Yong:** It's reasonable to ask justification for budget. As long as work is performed, it's no problem to give more freedom. The purpose of discussion is to optimize work for promoting the journal.
- 9) **Weidong:** We need to understand each other's standing, especially during our difficult financial time. EC wants the last year's expenses to budget for the future of the journal, and also prepare for possible questions from all members.

6. Strategic Plan

- 1) **Yuanlong:** It's time consuming to run the journal. First goal for this year is to have a section editor; needs a hard worker. Second, ensure quality of manuscripts; will invite established scholars for more submissions. Also, editorial board members are required to submit a manuscript a year.



- 2) **Weidong:** Need to have a specific timeframe to gain impact factor (e.g., 3 years); will draft a goal paper. Yuanlong will need to create a strategic plan. May locate authors who published in the SUS journal during its first few years of operation.
- 3) **Yong:** 3 years is not possible; only 5 years of operation can be qualified to enter SCI or SSCI. Quantity of manuscripts and turn around rate must be prioritized. The former can be addressed through inviting manuscripts; the latter must be increased. Equally important is fund raising. Once budget is run out, the journal may need find a publisher as an alternative way of survival. During editorial board, ask each member to suggest at least one author to invite.
- 4) **Weiyun:** Less turnaround time is critical to attract authors. More special issues can also be beneficial to the visibility of the journal.

7. Bylaws

- 1) EC members can edit and send it back to Weiyun.
- 2) After, one more review will be done before sending out to all members.
- 3) Constitution will be kept intact.

8. Meeting adjourned at 11:32 PM ET.