EXECUTIVE COMMITTEE BUSINESS MEETING AGENDA
SUNDAY, MARCH 13, 2011 (INTERNATIONAL B ROOM)
WESTIN PEACHTREE PLAZA
ATLANTA, GEORGIA

Sunday, March 13, 2011 Business Meeting

I. Call To Order

The meeting was called to order at 8:49 by Curt Marcott, SAS President who welcomed everyone.

II. Roll Call

President- Curtis Marcott present
President-Elect – Mary Kate Donais present
Past President - Fred LaPlant present
Secretary - Katherine Bakeev present
Treasurer - Paul Bourassa present
Membership Coordinator - Gloria Story present
Web Editor - Ron Williams present
Local/Technical Section Affairs Coordinator - David Heaps present
Parliamentarian - Diane Parry present
Journal Editor-In-Chief - Peter Griffiths present
Managing Editor of Journal: Rebecca Airmet
Journal Editor - Michael Blades present
Newsletter Editor - David Butcher present
Student Representative - John David McElderry present
SAS Executive Director - Bonnie Saylor present
SAS Office – Stephanie Iocco
SAS Office- Victor Hutcherson
Allen Press - Ed MacMillan present
Guests: Mark Hayes, Jim Rydzak and Ian Lewis – FACSS (part of meeting)

III. Approval of Minutes from October 16, 2010 Executive Committee meeting

Revised minutes were distributed with minor corrections**.** Additional revisions were made to the Emergency EC meeting minutes to correct an error on the focus of the journal to **photonic (written as atomic in minutes).** Paul Bourassa moved to accept the minutes as revised, with a second by Fred LaPlant. The revised minutes were accepted unanimously.

IV. Reports

Fred LaPlant moved to accept all attached reports and the move was seconded by Paul Bourassa. The following attached reports were accepted unanimously.

A. President	Report Attached
B. Secretary	Report Attached
C. Treasurer	Presented by Paul Bourassa

Paul Bourassa presented and discussed the summary treasurer's report (unaudited figures). There had been additional funds approved for the website development (line

6332, at the price of $26,240). So with this in mind the budget is within expected range. Fred LaPlant moved to accept the report, with a second by Katherine Bakeev. The treasurer's report was accepted unanimously.

D. Executive Director Report Attached
E. Journal Editor Report Attached
F. Newsletter Editor Report Attached

David Butcher thanked LeNelle McInturff & MaryAnn Orhlhoff for help on getting the newsletter on the Society's website. He now has additional people on the Newsletter committee working with him to provide content.

G. Membership Coordinator Presented by Gloria Story

The member event of go-kart racing was a success at FACSS 2010 in Raleigh. NC. At the FACSS opening mixer 60 new student members joined SAS. Mike & Mary Carrabba subsidized many of the new memberships.

For FACSS in Reno the members-only event will be a trip on the Tahoe Queen on Sunday Oct 2nd, 2011.

The student ambassador program proposed by John David McElderry is under review.

The LinkedIn discussion board has been growing as a networking tool. Rebecca Airmet, managing editor of the journal has been using this to great effect to provide updates on journal publications.

Discussion followed on the members-only event, and whether this is now to be an annual event. It was discussed that it should not be taken for granted, and there may be times when budgetary constraints may preclude the Society from hosting such an event every year.

Fred LaPlant motioned to accept the report, with a second by Paul Bourassa. The membership report was accepted unanimously.

H. Web Editor Presented by Ron Williams

The web editor report summarized what has already been added to the Society website covering a number of the functions needed for smooth functioning of the Society office. Current projects include distribution of passwords, searching of member information, and geographic allocation of members. There are also items listed for the next phase of development including the automatic on-line credit card processing, activity reports from Google Analytics, automatic update of website with regional section contact info, and creating a repository for committee reports and forms. The web store can come into existence when the credit card processing is implemented. What will we sell in the web store? We need to have an estimate from the web developer on what additional work remains to be done on the website. Thus far in 2011 $700 have been spent for the website development.

Peter Griffiths asked how AllenTrac gets information on membership, as they have a database for article reviewers, and this includes data on whether that person is an SAS member. This database does not have any tie-in to SAS membership (and SAS has not provided them any info for this, nor been asked to date to do so).

Mike Blades asked if we can have the Focal point articles on our website. Peter Griffiths requested that we can also add abstracts on our website. Currently the What's New, and editorial are being posted on the website, which carries only the current issue. There would be value in having the previous content also accessible from the Society website. In general having archival information available is something the group would like.

Paul Bourassa motioned to accept the web editor's report, and Fred LaPlant. seconded. The web editor's report was accepted unanimously.

I. Student Representative Report Attached

John David McElderry updated the Executive committee on the SAS student events, which have been well attended at recent FACSS and Pittcon conferences. At the current Pittcon meeting in Atlanta, the event will be a game night at Stats Restaurant, near the convention center on Monday March 14th from 8-11PM. At the student nights John David has had discussions with the attendees about creating student sections (they need eight students to start one). John David encourages all committee members to also encourage students to organize sections at their schools.

He has sent a proposal to Fred LaPlant, past president, on the student ambassador program which needs to be reviewed by the EC. Curt Marcott thanked him for all his efforts and the value it brings to the Society. John David's term finishes at the end of 2011. Bonnie Saylor will send out an e-mail to encourage student members to inform them of the opening for this position.

J. Regional/Technical Section Affairs Presented by Dave Heaps

One new student chapter was added: Iowa State University. David's upcoming activities include defining the borders for the different regional sections so that this can be used with the membership database. A motion to accept his verbal report was made by Katherine Bakeev, and seconded by Mary Kate Donais. The report was unanimously accepted.

V. National SAS Committee Reports

A Awards	Report Attached
B Constitution and Bylaws	Report Attached
C. Nominating	Report Attached
D. Publications	Report Attached
E. Publicity	No Report
F. Tour Speaker	Report Attached
G. Meggers Award	Report Attached

Peter Griffiths commented on the excellent field of candidates for the 2011 Meggers award. He would like to post the name of the top five papers on the Society website to acknowledge this work. The question is whether this is an incentive or disincentive for others to publish. The committee is in support of recognizing the top 5 papers in addition to the Meggers award winner on our website. Rebecca Airmet can provide content so that Bonnie Saylor can make this addition to the website. Paul

Bourassa moves to accept, and Diane Parry seconds to accept the Meggers Award report. The Meggers Award report was accepted unanimously.

H. Strock Award Report Attached

The 2011 Lester Strock Award will be presented to Prof. David W. Hahn of the University of Florida based on his research contributions in the field of laser-induced breakdown spectroscopy for nanoparticle analysis. The award will be given at the 2011 FACSS meeting.

I. Fellows Committee Report Attached

J. Lippincott Award Report Attached

The 2011 Lippincott Award will be presented to Isao Noda of the Proctor and Gamble Company.

K. Tellers No Report

There is a need to maintain a teller report, as there are still some paper votes used even though most of our elections are run electronically.

Katherine Bakeev motions to accept the national reports, and Paul Bourassa seconds. The national reports were unanimously accepted.

VI. Delegate Reports

A. FACSS Report Attached

B. Chemical Heritage Report Report Attached

All delegate reports attached. Diane Parry moves to accept all delegate reports, and was seconded by Fred LaPlant. Fred LaPlant does mention that there are surplus funds for SAS to spend at FACSS. The Delegate reports were accepted unanimously.

VII. Unfinished Business

A. Applied Spec Ad Updates Ed MacMillan

The advertising sponsorship for 2011 is looking good. Some of our major sponsors are willing to support other types of activities through the Society. We should consider this as a way to increase membership. Allen Press can also offer 2-D tags to be included with ads, which allows one to use a SmartPhone to read the tags that then links to a defined website associated with the ads. The urls are controlled by Allen Press.

There was some discussion about whether all ads should be at the front of the journal, or if we can add them to other areas in the journal. There is still a desire to keep them outside of the section with articles. This topic of ad placements in the journal pages will be further discussed at the Publications Committee meeting on Monday March 14th. Additional discussion followed around electronic content and electronic formats of content.

B. Journal Aims and Scopes Mike Blades

Mike Blades discussed the necessity of defining the journal aims and scopes as a guidance to potential authors, and also providing guidance on why a submission can be declined for publication in the journal. The idea is to focus the content of the journal to be

photonic spectroscopy. There was discussion on the level of detail in the proposed aims & scopes, as it was interpreted by some to be exclusive of some fields and may alienate some SAS members. The EC will take a vote on the journal aims & scopes, following the Publications meeting.

C. Journal Updates/Changes Rebecca Airmet/Peter Griffiths

Most of the attached Journal report entails updates on the production process that has been revamped with Allen Press with the efforts of Rebecca Airmet, and will provide monthly savings of ~$4500. This includes an almost exclusive electronic workflow, change in paper, and change in printing to a web press from a sheet-fed system. There will be additional cost savings based on changes in alterations charges, and electronic proof checking.

Currently we charge authors $600/color page, but with the new system our costs for this will be very much decreased. There is discussion on whether we can make this at no charge for SAS members, and maintain a color-page charge for nonmember authors. This is meant to apply to corresponding authors who are full members, and not student members. An action is that Rebecca Airmet will prepare a written proposal on page charges for color figures including hard numbers for approval by EC.

Peter Griffiths recognized the efforts by Rebecca Airmet to implement many of the changes agreed upon for the journal at FACSS 2010, and her interactions with Ingenta and Allen Press.

The draft contract with Allen Press detailing these changes was provided and will be added to the minutes (appendix A). This includes a 3-year contract wherein their labor costs are frozen, in addition to the use of 2-D tags, and production costs as given in the managing editor's report. A motion was made by Curt Marcott to accept the draft contract with Allen Press in terms of production changes, web printing and a 3-year contract. Fred LaPlant seconded the motion. The motion passed unanimously.

Peter Griffiths updated the EC on the fact that the lineup for focal point articles for 2011 is defined, and some have been received on time. Some of these articles provide the Society the potential to make press releases on topics that have a wider audience of interest. We could look to leverage with our affiliations with OSA and AIP through these offerings.

The draft Memorandum of Understanding (MOU) with the Spectroscopical Society of Japan (SSJ) has been prepared and is awaiting acceptance by both parties. This MOU is an agreement to have certain of the Japanese language review papers published by the SSJ, translated into English, and then published as Focal Point Review articles in Applied Spectroscopy.

Rebecca Airmet discussed that the production changes being made provide the Society an opportunity to make changes to the look & feel of the journal. One option is to add the SAS logo to all pages (or title pages) of each article. The proposals to changes to journal appearance and format can be agreed with the Publications Committee.

There is an option to make prepublication copies of articles available on the website. This will be discussed within the Publications committee.

Curt Marcott publically thanks Rebecca Airmet and Peter Griffiths for their efforts for the journal, including all the cost savings they have achieved.

D. 2012 PittCon Symposia Curt Marcott

Curt Marcott has drafted Bruce Chase to organize a symposium (Pulsed Lasers, Non-linear Spectroscopies, and Vibrations: From a Laboratory Curiosity to Practical Applications); Jim Holcombe will organize a session on LIBS. John Jackovitz of Pittcon has reacted very positively on this proposal.

E. ICAVS Curt Marcott

ICAVS VI is being held in Sonoma, CA in June 2011. Curt Marcott is on the organizing committee and others from SAS are on the scientific committee: Peter Griffiths, Ian Lewis, Katherine Bakeev. Jim deHaseth has provided a proposal for SAS sponsorship of $5000 for the poster stands needed to exhibit the posters. In addition there will be poster awards, which SAS could sponsor – perhaps in terms of membership as an award. There are other sponsorship options that are available at a range of prices. Curt Marcott recused himself from further discussion. A motion to support at $5000 was made by Paul Bourassa and seconded by Mary Kate Donais. Discussion ensued on this and the fact that this is a costly support. Other options are of using funds in support of student ambassadors ($1000 for 2 students), for a booth ($3000 which includes 2 registrations), or to use this as a promotional opportunity in terms of giving a free journal issue in registration bags, along with membership forms. A friendly amendment was made by Katherine Bakeev to support the poster session for $2500. The amendment was accepted by Paul Bourassa and Mary Kate Donais. Discussion followed on asking for the table display even at this sponsorship level. The $2500 sponsorship by SAS for ICAVS VI was unanimously approved.

F. FACSS Updates Jim Rydzak/Ian Lewis/Mark Hayes

Ian Lewis reported on FACSS updates. Several positions are up for vote at the FACSS general meeting. For governing board chair in 2014 the proposed candidate is Greg Klunder. For program chair Rohit Bhargava and Mike George have been nominated, and for general chair, Brian Marquardt and Fred LaPlant, The nominee for long-range planning is Becky Dittmar. The nominees for distinguished service to FACSS are David Coleman and Jon Carnahan.

The financial standing of FACSS looks good at this time. From society-assigned funds based on FACSS surplus, the balance for SAS is $12821.58. None of this was used in 2010, and is available for use at any of the future FACSS mtgs. There is no time limit of these funds. There is a form SAS needs to be complete and return to FACSS, defining who can authorize expenditures and what they can be used for.

The 2013 FACSS meeting will be in Milwaukee, as presented by Jim Rydzak, site selection committee chair. Jim has requested contact information for the SAS rep in the

Chicago area, so that person can serve as a local liaison for the Milwaukee 2013 FACSS conference. Bonnie Saylor will provide this info to Ian Lewis. Jim Rydzak would like suggestions for potential sites on East Coast for the 2015 conference.

The 2011 program chair is Pavel Matousek, who has revised the program to have both long and short sessions. Short sessions will run in the morning with 6 talks, and long sessions with 9 talks and a break, will run in the afternoons. There are also some new innovation awards that will be given for work that is debuted at FACSS.

One major initiative for FACSS is marketing & rebranding, which is being led by Mark Hayes. There is some interest in expanding and evolving FACSS to a broader analytical meeting, without losing its flavor. Efforts in the past have not been very successful, so FACSS has now hired some outside help in this area from the firm Ignite(Chris Wheeler & Augusto Cruzalegui) FACSS has lost 42% attendance since 1996, which is less than the losses suffered by EAS and PittCon. The demographics of meeting attendance have shifted to have a very good representation of younger scientists. The efforts by SAS to have student events have been noted as a contributor to the greater attendance of students and young scientists. The outlook is to increase attendance from about 900-2100 over the next six years (numbers based on consultant's study).

FACSS can take advantage of providing some soft content for Applied Spectroscopy, which can serve to promote the meeting more. Diane Parry is organizing a session on *Chemistry fighting world poverty* which is getting good support from the Royal Society of Chemistry, and would be a very good session to promote.

G. William Fateley Student Award Ian Lewis

The Fateley Student Award was initiated by the Coblentz Society in 2010 as a tribute to the late Bill Fateley, with the first award being given at FACSS in Oct 2010. Donations have been received from numerous individuals and the Coblentz Society. The Pittsburgh Conference is considering making a donation to the endowment for this award. Any student applying for the Coblentz Society Student Award is then considered for this award, with the winner chosen by the Coblentz Student Award committee and representatives from the Fateley family. The proposed contribution amount is $2500 from the FACSS surplus disbursement (drawn down at $500/yr over 5 years) and an additional $1000 from SAS to the Bill Fately Award endowment. Curt Marcott makes a motion that we allocate $1000 from SAS funds to the endowment and $2500 from the FACSS surplus over 5 years to the Fateley Student Award. Paul Bourassa seconded the motion. The motion was approved unanimously. Ian Lewis thanked SAS for sponsoring the award.

H. Presidential Terms Fred LaPlant

A proposed change to the constitution is that the presidential term covers four full years, with one as president-elect, two as president, and one year as past-president. One impact of this change is that there would need to be another voting member of the EC as there will be past-president and president-elect only in alternating years. The extension of the presidential term to two years may not be needed if there is more engagement of the president-elect and the past-president, which will provide better continuity of the leadership. The proposal has been tabled for this time.

VIII. New Business

A. Chemical Heritage Foundation Bonnie Saylor

Bonnie Saylor presented the report submitted by David Trimble, SAS rep to the CHF. The SAS is an affiliate to the CHF, paying $1000 annual fee. Our SAS presidents have always attended the annual CHF award event in Philadelphia and Curt Marcott will continue by attending this meeting on April 7th, 2011. The CHF would like more involvement by SAS, but has not given any specifics on what this may be.

B. Membership and Subscription Fees for 2012 Bonnie Saylor

The membership fees to SAS have been at the same level of $75 for about 5 years. Bonnie Saylor recommends that we do not increase the dues at this time. Paul Bourassa makes a motion to accept the recommendation, and is seconded by Fred LaPlant. The motion passes unanimously to maintain membership dues at $75.

For institutional subscription fees the proposal is to increase them by 4% for 2012 for the print & online access. Curt Marcott makes a motion to accept the proposed 4% increase; seconded by Fred LaPlant. The motion passes unanimously.

We do not currently offer an online-only subscription. There is a proposal to offer this option at 90% of the print price. The complication of this is the question of perpetual access to online content. Ingenta can provide access to the years during which an institution has been a subscriber, or to all past issues. Fred LaPlant motioned that on-line only institutional subscriptions be offered at $740 for Class C access, and $930 for Class B access, with a second by Paul Bourassa. The motion passes unanimously.

C. Voting on Awards All

The distinguished service award nominee is Mike Carrabba. Katherine Bakeev motions to approve, and Fred LaPlant seconds this. Mike Carrabba is approved unanimously as the SAS Distinguished Service Award winner for 2011

Karl Norris is nominated for the SAS Honorary Membership. Curt Marcott moves to accept his nomination and Katherine Bakeev seconds this. Karl Norris is approved unanimously for SAS Honorary Membership.

Thirteen nominees have been recommended by Mike Morris on behalf of the Fellows Committee. The by-laws set the limit to be 12. Fred LaPlant moves to approve 12 candidates as Fellows of the Society. This is seconded by Mary Kate.

The following twelve people have been accepted as Fellows of The Society:

E. Neil Lewis
Michael Pelletier
Ian Lewis
Patrick Treado
Fran Adar
John Reffner
Don Pivonka
David Haaland
Isao Noda
Heinz Siesler
Bernhard Lendl (University of Vienna)

D. Voting on Officer Nominations All

Diane Parry has agreed to also run as president. This is in addition to the recommendations of the nominating committee of Katherine Bakeev as president, and Gloria Story and Michelle Meighan as secretary. Curt Marcott moves to accept the nominees, seconded by Paul B. Nominations for SAS executive committee are accepted unanimously.

E. Voting on Constitutional Changes All

The constitutional change has been tabled for the present time.

F. SAS Poster session at Pittcon Bonnie Saylor

The poster session sponsored by Pittcon is not very well attended, with only 8 posters now in 2011. The Society may want to reconsider hosting this event at Pittcon in future years.

G. Use of FACSS surplus funds Diane Parry

Diane is organizing session on chemistry fighting world poverty and requests funding for registration for 2 speakers. Katherine Bakeev is requesting 2 registrations as well for two sessions she is organizing on chemometrics. This amounts to $1900 for the 4 registrations. Curt Marcott motions use of $1900 from the FACSS surplus to support 3 symposia with 4 registrations, and seconded by Paul Bourassa. Motion passed unanimously

H. Constitutional issue on Managing Editor Peter Griffiths

We now have a position of Managing editor of the journal. Peter Griffiths suggests that this position be added as nonvoting member of the EC. This needs to be investigated in terms of constitution and by-laws, and will be revised later.

I. Salary review information Curt Marcott

The salary review committee consisting of Fred, Curt, Diane & Paul contracted with an outside firm to give salary comparisons based on positions, geography and job tenure for all five SAS employees. Further discussion of the committee and additional EC voting members (Mary Kate Donais and Katherine Bakeev) was made on the survey results, without consideration of personal performance. The recommendation is to give the Executive director a 5% salary increase per year for 2 years, retroactive to January 2011. Recommendations for the Managing Editors's pay to be increased by 20% retroactive to January 2011 were agreed during an emergency meeting of the EC on March 14th. The committee also recommends a salary review in 2-years time. The committee further recommends that a uniform performance review process be implemented for Society employees. Curt Marcott makes a motion to approve the above. Mary Kate Donais seconds. The motion carried with a majority vote.

Adjourn

Curt Marcott makes motion to adjourn at 3:19PM. Paul Bourassa seconds, with unanimous agreement by all.