GOVERNING BOARD MEETING MINUTES
TUESDAY, OCTOBER 1, 2013 4PM
HYATT REGENCY EXECUTIVE BALLROOM C/D – MILWAUKEE, WI

I. Call to Order – Katherine Bakeev

II. Roll Call – Robert Lascola

Executive Committee (voting members)
President: Katherine Bakeev - present
President-Elect: Ian Lewis - present
Past President: Mary Kate Donais - present
Treasurer: Paul Bourassa - present
Secretary: Robert Lascola - present

At-Large Governing Board Members
Richard Crocombe - present
Rina Dukor - present
Nancy Jestel - present
Linda Kidder - not present
Mary Miller - present
Geoffrey Coleman - present
Robert Lascola - present (not voting as GB member)
Karla McCain - present
Michael Morris - present
Brandye Smith-Goettler - not present

Regional Section Delegates
Chicago: Fred Swiecinski - present
Detroit: Mary Lewis – not present
Indiana: Kevin Pfeuffer - present
Intermountain: Paul Farnsworth - present
New England: Mark Druy – present
Northern California: Steve Barnett - present
Pittsburgh: John Jackovitz - present
New York: David Tuschel - present
United Kingdom: John Chalmers - present

Technical Section Delegates
Atmoic: Deborah Bradshaw - present
CNIRS: Igor Kovalenko - present
Coblentz: Francis Esmonde-White - present

Student Section Delegates
Iowa State: Aleem Syed - not present
U. Wisconsin: Ryan Schmeling - present

Executive Committee (non-voting members)
Membership Coordinator: Karla McCain - present
Newsletter Editor: David Butcher - present
Regional and Technical Section Affairs (RTSA) Coordinator: David Heaps – present
Web Editor: Francis Esmonde-White - present
Student Representative: Ryan Schmeling - present

Journal Editor-in-Chief: Michael Blades - present
Journal Editor: Peter Griffiths - present
Parliamentarian: John Wasylyk - present
Executive Director: Bonnie Saylor - present

others present
Diane Perry, 2014 Chair-Elect
Bruce Chase, 2014 Treasurer-elect
Gloria Story, 2014 Secretary-elect
Chad Atkins, 2014 Student Representative
Kristin MacDonald, Journal Managing Editor
Stephanie Iocco, SAS Office Manager
Bill Cunningham, TPM
Laurence Nafie
Don Pivonka
Doug Schrader

John Wasylyk confirmed that there was a quorum present.

III. Introductions – Katherine Bakeev

Katherine Bakeev welcomed the new at-large members of the GB and newly elected members of the EC, as well as new student rep. She also thanked: Mary Kate Donais, David Butcher, David Heaps, Ryan Schmeling, Robert Lascola, and Paul Bourassa for their recent service to the Society.

IV. Meeting Rules of Order – John Wasylyk

John Wasylyk confirmed that the meeting would follow Robert's Rules of Order.

V. Approval of Minutes from October 2, 2012 Governing Board Meeting

David Butcher moved to accept the minutes as presented. John Jackowitz seconded. The motion passed 16-0 with 8 abstentions.

VI. Reports

Acceptance of Executive Committee reports (President, Secretary, Treasurer, Executive Director, Journal, Newsletter Editor, Web Editor, Membership, Student, RTSA): Ian Lewis moved to accept the reports as provided. John Chalmers seconded. The motion passed 21 -0 with 1 abstaining. There was no further discussion on these reports.

VII. National SAS Committee Reports

Acceptance of National Committee reports (Awards, Constitution and By-laws, Nominating, Tour Speaker, Meggers Award, Strock Award, Lippincott Award, Tellers, Fellows): Michael Morris moved to accept the reports as provided. Rina Dukor seconded. The motion passed 23-0. There was no further discussion.

VIII. Delegate Reports

Acceptance of Delegate reports (FACSS, Chemical Heritage): Francis Esmonde-White moved to accept the reports as provided. John Chalmers seconded. The motion passed 23-0.

IX. Unfinished Business

B. Journal updates - Michael Blades

(Discussed before Applied Spec Ad Updates, e.g. out of order from agenda) Michael Blades described office personnel changes and provided operations status. There will be a new manuscript submission system (Peer Track). Impact factor is up, mainly due to increased review papers. Review time is faster and there are more manuscripts being submitted.

There were two points with extended discussion. First, the journal will start accepting open access (OA) papers in January, and is working with PubMed to meet their requirements for OA, indexing, etc.. The charge will be $200/page, which is intended to cover lost royalties from future article requests. Second, the Journal has taken a financial hit due to subscriptions going down (which is an industry-wide trend). In addition to new products being developed (discussed later), we may reconsider our relationship with the Optical Society of America (OSA), which has positive and negative aspects. While we get a boost in subscription numbers, we have lost some direct subscriptions to OSA (and they are taking a larger cut of those fees), OSA is not promoting us heavily, and we are not part of a bundle. Options include joining the group with Wiley & Elsevier, or joining a publisher. We could also create a trickle-down journal. We also do not yet know the reasons why non-renewing direct subscribers have chosen not to renew.

A. Applied Spec Ad Updates - Bill Cunningham, TPM

Bill Cunningham reported that 2013 ad income will come close to 2012 values. New products (HTML newsletter, e-book, etc.) intended to start in 2013 did not start. However, pending EC approval, the newsletter will start in December 2013. He hopes to start the e-book in 2014. TPM will also start an electronic buyer's guide, which has received interest from sponsors, and which could serve as a boost to revenues in 2014.

Bill also described new increases for sponsor levels, with enhancements of benefits for the sponsors including the buyer's guide. He has seen interest in all levels of sponsorship during the conference. Specific benefits to sponsors include getting named in the journal, access to the SAS mailing list, use of promotion material, an assigned web link on home page, an inferred partnership with the Society, and reinforcement that Society involvement is a good investment.

Bonnie Saylor noted that we currently have 21 corporate sponsors (highest level in years), with 12 at Platinum (highest current level). Stephanie Iocco and Bill have been working successfully to increase the number of highest level sponsors.

C. Lippincott Award Update – Mary Kate Donais

There is a signed agreement between the OSA, Coblentz Society, and SAS, whereby the funds have been moved to the OSA Foundation (OSAF) for management in the hopes they would work to maintain and grow the fund to make it self-sustaining. Mary Kate noted that the OSAF does this for a number of award funds. SAS and Coblentz can still do fundraising on their own. The procedures and decisions on the award have not changed - it's still a jointly decided award.

Francis Esmonde-White discussed several funding proposals/opportunities. A fundraising lunch this week for the Lippincott and Fateley awards generated $3000 (with matching). An anonymous donor was willing to donate $5000 if $5000 can be raised during this meeting. Further discussion ended up with our needing to find more information about the donor conditions. Also, Francis stated that the Coblentz Society is inviting SAS and OSA to contribute about $5000 each to recapitalize fully the Lippincott Award in the coming year.

D. SAS Day at SciX - Karla McCain

Karla McCain noted that SAS members went to the Pabst Brewery on Sunday Septemeber 29th and the event was a success.

E. Constitution and Bylaws – Mary Kate Donais

Mary Kate Donais distributed the latest versions of these documents, including changes generated during the EC meeting earlier in the week. She proposed a deadline of November 15 to receive feedback from the Governing Board. She also noted that the vote to approve these changes will come from the Governing Board, and not the general membership.

F. Audit Updates - Paul Bourassa

Paul Bourassa summarized the audit findings, which were distributed to the GB at the meeting. Between '10 and '11 the assets of the Society decreased from 680k to 614k, consistent with a budget deficit during that year. The auditors noted six deficiencies. The Office is already making adjustments to most of them and will present to the EC a report describing their actions.

There was further discussion about discounted memberships, which was mentioned by the auditors. Bonnie Saylor clarified that sometimes, if the office is trying to get someone to sign up, they may offer deals to retain/recover people (e.g. 20% off one year if they renew for 3 years at once). The audit proposed that her approval (as Executive Director) would be required if more than 50% of the cost is to be discounted. Bonnie stated that substantially discounted memberships are noted in the comments section of the member database. She did not know what proportion of the membership had discounted memberships but could look it up. Paul Bourassa moved that any discount over 50% of the regular membership fee be approved by the Executive Director. Rina Dukor seconded. The motion was approved unanimously.

There was a question about the relevance of the audit, since it was for 2011. It was pointed out that this audit was just completed, and the 2012 audit is underway. Ian Lewis noted that there were issues at the auditing company that generated the delay, and it was not a problem of the society. Bonnie noted that the delay in the audit does not affect our ability to submit tax reports.

Paul Bourassa moved that the Governing Board accept receipt of the audit. Rina Dukor amended the motion to emphasize not only acceptance but also review, with the further recommendation that the EC and the ED address the audit issues. Doug Schrader seconded. The motion passed with one opposed, no abstentions.

G. Web Committee updates - Francis Esmonde-White

Francis Esmonde-White - at the last Governing Board meeting, concerns were raised about web costs. The ad-hoc Web Committee formed in late 2012 was tasked to provide a plan to move forward, which was received at the last Executive Committee meeting in March and vigorously discussed. More plans and details were put forth and discussed at the Executive Committee meeting this week. There is a plan for moving forward which is to have two linked web sites, one for society and one for journal. There are details for who would administer each web site. We would move away from the current web site. The membership site would have a graphical redesign using Google sites, and be a subdomain of s-a-s.org. The back end would be one of several options of commercially available membership management services. The journal side would have a seamless link to Ingenta. Costs would go from ~50k/yr to ~25k/yr, with some one-time costs for making the transfer.

Estimated transition is 8-12 weeks to implement, plus review and approval. Details to support a decision will be obtained by Nov 15. Current budget has numbers associated with the current contract. These are the minimum costs associated with that contract.

There was a question about the financial costs associated with maintaining two separate web sites rather than one. Francis responded that the maintenance of separate domain names is financially inconsequential, and that the likelihood of capturing new members would be better with the split format. Mike Blades noted that the journal had been involved with discussions and that, since the summer, they had taken over journal updates on the current website. Both Francis and Kristin MacDonald added that journal administration and protected access to journal content would be better with the split format.

Several Governing Board members expressed concern that the Board did not see information on the audit or the web site until just before the meeting, which did not leave enough time for evaluation. These comments were noted by the Executive Committee and Office, and efforts for earlier circulation of reports in the future will be made.

X. New Business

A. Office Proposal - Ian Lewis

Ian Lewis related the history of the proposal. It was discussed over several meetings, leading to in which the Executive Committee agreed (by a 4-1 vote) to ask him to put together a request for proposal (RFP) to determine if the function of the Office could be provided more cheaply by an outside entity. Subsequently, the Executive Committee looked at the RFP and decided to bring it to the Governing Board (again on a 4-1 vote). As it stands at the moment, there is a document which has not been sent out. It is hereby presented to the Governing Board for discussion. The RFP is being pursued in response to the decreased financial state and outlook of the Society.

A number of Governing Board members expressed the importance of looking at the entire financial picture in deciding how to address the challenges the Society faces, and thought that the RFP was a way to obtain the information needed to make an informed decision. Diane Perry noted that FACSS used a similar holistic approach when addressing their financial problems 8 years ago. Diane suggested further discussion during Pittcon.

It was further emphasized by several Governing Board and Executive Committee members that no specific actions were being planned apart from the possible issuance of the RFP. Ian stated that it is his interpretation that the Executive Committee is tasked to governance. In an effort for transparency, the RFP is being brought to the Governing Board for approval. Katherine Bakeev added that if the RFP does go out, it hasn't been determined if subsequent decisions would be done by the Executive Committee alone or involving the Governing Board. However, the comments about taking a holistic approach are noted, and rash decisions are not in the interest of the Society.

There was extended discussion about office service providers who might respond to the proposal. As an example, Ian mentioned Scientific Association Management, who services ASMS, FACSS, and ACS Div. of Analytical Chemistry. He emphasized that the request for proposal was not tailored to any one provider. Ian also mentioned other companies and stated that some "individuals who are members of the Society" may be recipients of the request for proposal. He did not feel it was appropriate to state who those individuals were, as they may not choose to submit a response to the request.

Paul Farnsworth noted that while the RFP may be necessary, it is a radical step. He asked if there had been discussion of intermediate steps, such as reducing the size of the office. Bonnie Saylor noted that the office has offered to cut the size of the staff, or even move to a new location such as a home office.

After some discussion and refinement, Paul Bourassa made a two-part motion. First, he moved that consideration of the proposal be set aside until all aspects of the SAS assets can be considered as a whole. Second, he moved that Diane Perry be appointed to lead the effort considering the office proposal, that that effort be an open process, and that there be a special meeting of the Governing Board at Pittcon to discuss this issue. The motion was seconded by Debbie Bradshaw. Discussion of the

motion generally expressed that to postpone considering the proposal would delay collection of the necessary information to make a decision about future actions. As the Society is currently running a deficit, delays will only allow the deficit to grow. Diane Parry agreed fully that we need to get the bids, and that we need to evaluate all options, and those two are not mutually exclusive. Paul withdrew his motion.

After accepting a friendly amendment, Ian Lewis moved that the RFP be sent out to potential bidders and that no action be taken on the responses to the RFP until there is a single issue GB meeting at Pittcon, which could include a teleconference. Rina Dukor seconded the motion. Ian clarified that the RFP will be an open call for proposal. The motion passed with 19 positive votes and 2 abstentions.

B. Appointed Officer Expiration (Newsletter Editor & Regional Affairs) – Katherine Bakeev

Katherine Bakeev noted that the terms for these appointed officers are ending, and that the positions need to be filled by the end of the year.

C. Kowalski Award – Katherine Bakeev

Katherine Bakeev announced that SAS is administering a new award in the field of chemometrics. The winner will be decided and funded by the Kowalski Foundation.

D. Budget - Paul Bourassa

Paul Bourassa introduced this topic by noting that in the bylaws, the Executive Director is tasked with making the initial budget, which was done with the treasurer. She was originally tasked with trying to create a balanced budget and accomplished that task. During the Executive Committee meeting, it was decided to present to the Governing Board a worst-case budget to emphasize the difficult situation in front of us. Paul highlighted a few areas which illustrate the flux in the budget (in both favorable and unfavorable directions).

Under income:

- Web income is kept at the current level, rather than increasing by $10k, since we are not quite ready to accept the new Diamond sponsorship level.
- $40k was subtracted from journal subscriptions to be consistent with recent trends.
- Potential revenue from a buyer's guide is not included as there is no contract in place.

Under expenses:

- There is a proposition to cut Office personnel time, saving $11k plus $3k in benefits and payroll taxes. Reduced staff travel is also included.
- The Executive Committee budget is cut in half and support is reduced for meeting attendance.
- There are minor adjustments to Governing Board and Publications committee funding.
- Current web services spending and commitment are included until the path forward is actually in place. Up to $25k could be saved when that happens.
- Increased ad revenues do generate increased commission fees.

The bottom line is thus negative and potentially as large as $78k.

Rina Dukor asked if the EC considered cutting the Members Event, and what new revenues is the EC considering? Karla McCain replied that it was discussed but it was decided to leave it at current levels for budgetary purposes. However, sponsorship and cost-savings options are being considered for the next event. Paul added that there are a number of encouraging revenue raising ideas, but they are preliminary and not suitable for a budget at this stage.

Bruce Chase noted that this is the first loss budget he has seen presented as proposed budget. He added that there needs to be an entry to have a transfer of funds to make up the deficit, as a point of accounting.

Diane Perry noted that it is not possible to cost save everything, with an expectation that we won't have to do it next time. We really need to find a way to invest the time to figure out the direction of the society.

Other discussion points:

- Francis Esmonde-White noted that web site changes could be implemented in a few months once approvals are given. Also, we have current contractual obligations that need to be reflected in the budget until they no longer exist.
- Several people noted that the principal problem with income is not member dues, but journal subscriptions.
- Michael Blades and Kristin MacDonald described the journal-related expenditures, including those going to Allen Press. Michael asked that journal staff salaries be broken out in subsequent budgets.
- Paul Bourassa suggested than an interim budget be prepared in March.

Rob Lascola moved to approve the budget as presented by Paul, with the amendment to add a line item reflecting income from the treasury to make up the projected deficit. Dave Tuschel seconded the motion. In discussion, Bruce Chase noted that in this vote, one is really approving the expenses, as that is what we control. Michael Blades noted that the biggest uncertainty is in journal income; better estimates should be available in coming months. The motion passed with 18 for, 2 against, and 1 abstention.

E. Other business.

Karla McCain announced that for next year's member event, the Membership Committee is working on an event to maximize interaction between members.

Francis Esmonde-White returned to the topic of the anonymous matching donation offer for the Lippincott Award. Rina Dukor moved that we agree to donate $800 towards the Lippincott fund. The motion was amended by Francis to make it is clear that the donation will be matched by the anonymous donor. The motion was seconded by Rob Lascola. The motion passed with 11 in favor and 8 against.

XI. Adjourn

David Heaps moved to adjourn. Rob Lascola seconded. The motion passed unanimously.

President's Report to SAS Executive Committee
SciX
Milwaukee, WI September 28 2013

August 27 2013, Katherine A. Bakeev

Serving as President of the SAS has been a busy role with many activities undertaken in an effort to improve our operational efficiencies and continue to promote the goals of the Society: serving our members in providing information and education relating to spectroscopy. The Executive Committee has met several times via teleconference to review business. I am grateful to the Society office staff and all the elected and appointed officers and volunteers for all their dedication to the Society.

I would like to thank Mary Anne Orhloff for her work as our web liaison and database manager, a post from which she resigned effective May 1. We are grateful for her efforts and glad that she continues to work as the SAS bookkeeper. In this capacity she continues to provide monthly financial updates to the EC, and assistance to our office for the SAS audits.

In late 2012 an ad hoc committee to review the SAS website was created by then President Mary Kate Donais, following concerns from many members over our expenditures on the website, and the length of time the development has been taking. The committee's report was presented at the Executive Committee meeting held in conjunction with Pittcon in Philadelphia.

Thanks to the committee's work improvements in the security of the website have been made. The overall website has not progressed much in this year, as much of the development work has been on back-end office capabilities making our website very customized to cover all aspects of office accounting as well as membership. Numerous website goals set in 2011 have not yet been met necessitating more proactive approach to the SAS website design and management. Some of the very good items planned for completion by 2013 include:

- Migrating the subscriber database for a Microsoft Access database to a cloud-based database on the website
- establishment of a schedule to increase home page and feature page information turnover to at least monthly
- creation of a "Tour Speaker Highlights" page
- addition of a "Featured Member of the Month" page
- addition of a restricted access content area to facilitate information sharing within and among committees
- addition of a "What's Hot? - Upcoming Scientific Challenges or Opportunities"
- creation of an online store offering spectroscopist spirit merchandise
- conversion of the newsletter pages from isolated items into a searchable database

Proposals on cost-effective options for the SAS website with off the shelf solutions are under study, as are alternative groups who can do the custom programming that the current website is based on (in Django). As the SAS website is a key communication tool and information source for our members, it is important that this continue to develop to meet our continuing needs. It has been a costly development and has caused the SAS to operate in deficit budget overruns for a few years. Though spending for the future with our cash reserves has always been approved by the Governing Board, it has also raised concerns, and therefore steps are being taken to try to contain our website costs. In May Francis Esmonde-White, chair of the ad hoc committee, was appointed interim Web Site editor.

Mary Kate's leadership has also continued in working with the Coblentz Society and OSA to update and finalize our agreement with them for the Lippincott Award, and the management of the endowment of this award. The agreement to have OSA administer the Lippincott Award and manage the funds has now been signed.

The SAS national meeting is SciX, and is the place where we sponsor student poster awards, and hold our annual Governing Board meeting, member reception, and also members-only event. We are proud to be able to sponsor numerous sessions at this year's conference, in addition to the funding provided for early career scientists. SAS is also providing support for a session on Women in Science, chemometrics sessions, and LIBS sessions. There will also be a session around one of the Focal Point articles published in Applied Spectroscopy this year. This session will feature the author of the March focal point "Bioanalysis and Bioimaging with Quantum Dots". SAS must continue to engage and show leadership in the technical organization of our National meeting, as well as in our Society business meeting, and in our social and networking events.

Our journal has been at the University of British Columbia, home of our Editor in Chief Professor Michael Blades, for over a year now. The staff has been increased to have Joanne Jablowski as full-time Editorial Assistant. The journal continues to thrive, and we look forward to initiatives they are proposing on open access options for our authors, keeping pace with current trends in scientific publishing.

Though my term as president continues to the end of 2013, I would like to take this time to thank all those who have served on the executive committee, especially those for whom this is their in person EC meeting. This includes Paul Bourrasa who has served as our treasurer for 6 years, and has been an active and avid supporter of SAS over his many years of membership. Thanks to Mary Kate Donais who will be finishing her term as past president in December, and has worked tirelessly on numerous initiatives during her years including creation of the ad hoc Web committee, and the transitioning of the Lippincott Awards fund management to OSA, which with the Coblentz Society is a co-sponsor of this award.

Thanks also to Dave Butcher who has brought us without fail a monthly newsletter over the past 6 years. Thanks to David Heaps for his great work as chair of the Regional, Technical and Student Sections in getting interest in SAS sections in other parts of the world, and helping the

UK section get launched. Under his leadership there has also been an increase in student sections.

Thanks to everyone who is working so hard for the SAS. It has been my pleasure and honor to serve the Society as president these eight months, and I look forward to continuing in this capacity through the end of 2013.

Respectfully submitted,

Katherine A. Bakeev

Appendix A.2 – Secretary's Report (2012 GB Meeting Minutes)

SAS Governing Board Meeting Oct 2, 2012

I. Call to Order
The meeting was called to order at 4:35 pm.

II. Roll Call:

Executive Committee

PRESIDENT: Mary Kate Donais-PRESENT
PRESIDENT-ELECT: Katherine Bakeev- late—PRESENT as of 4:50 pm
PAST PRESIDENT: Curt Marcott: PRESENT
SECRETARY: Michelle Meighan: PRESENT
TREASURER: Paul Bourassa: PRESENT
NEWSLETTER EDITOR: David Butcher: PRESENT
MEMBERSHIP COORDINATOR: Gloria Story: PRESENT
WEB EDITOR: Ron Williams- PRESENT
REGIONAL/TECHNICAL SECTION AFFAIRS COORDINATOR: David Heaps- Not Present
PARLIAMENTARIAN: John Wasylyk- PRESENT
STUDENT REPRESENTATIVE: Ryan Schmeling- PRESENT
EDITOR-IN-CHIEF: Michael Blades: PRESENT
EDITOR: Peter Griffiths: PRESENT
EXECUTIVE DIRECTOR: Bonnie Saylor: PRESENT

Governing Board Delegates

2012-2013 members:
Geoffrey Coleman: PRESENT
Robert Lascola: PRESENT
Karla McCain: PRESENT
Michael Morris: NOT PRESENT
Brandye Smith-Goettler: PRESENT

2011-2012 members:
Greg Klunder: PRESENT
Heather Brooke: NOT PRESENT
Luisa Profeta: NOT PRESENT
Giriprasath Gururajan: PRESENT
Junxin Chen: PRESENT

Regional Section Members 2012:
Joel Harris: PRESENT
Rina Dukow: PRESENT
Larry Nafie: PRESENT
Paul Farnsworth: PRESENT
Alexander Scheeline: PRESENT

Regional Section Delegates
Baltimore Washington: NOT PRESENT
Chicago: Douglas Shrader: PRESENT
Cincinnati: NOT PRESENT
Cleveland: NOT PRESENT
Delaware Valley: NOT PRESENT
Detroit: NOT PRESENT
Houston: NOT PRESENT
Indiana: NOT PRESENT
Intermountain: NOT PRESENT
Mid-Michigan: NO PRESENT
Minnesota: Fred LaPlant: PRESENT
New England: Richard Crocrombe: PRESENT
New York: NOT PRESENT
Niagara Frontier: NOT PRESENT
Northern California: NOT PRESENT
Ohio Valley: NOT PRESENT
Pacific Northwest: NOT PRESENT
Penn York: NOT PRESENT
Piedmont: NOT PRESENT
Pittsburgh: John Jackovitz: PRESENT
Rio Grande: NOT PRESENT
Rocky Mountain: NOT PRESENT
Snake River: NOT PRESENT
St. Louis: NOT PRESENT
Toledo: NOT PRESENT
United Kingdom: John Chalmers: PRESENT

Technical Section Delegates
Process: NOT PRESENT
Forensics: NOT PRESENT
Atomic: Deborah Bradshaw: PRESENT
Coblentz: Michael Myrick: NOT PRESENT
CNIRS: Dave Ryan: PRESENT

Student Section Delegates
Arizona State University: NOT PRESENT
Brigham Young University: NOT PRESENT
Iowa State University: Matthew Meyer: PRESENT
Truman State University: NOT PRESENT
University of Delaware: NOT PRESENT
University of Idaho: NOT PRESENT
University of Utah: NOT PRESENT
University of Wisconsin- Milwaukee: Steve Kopitzke: PRESENT

A quorum was present.

III. Introductions

Mary Kate Donais acknowledged and welcomed the new 2012-2013 delegates and Ian Lewis as the President-elect. She then acknowledged Rebecca Airmet for her service as managing editor of *Applied Spec* and introduced the new managing editor, Kristin McDonald.

In addition, she thanked Curt Marcott for his service as President, Past President, and President-elect. Additional acknowledgement was given to Mike Blades and Peter Griffiths, as they switched roles of Editor-in-Chief and Editor.

Ed MacMillan was introduced from Allen Press.

IV. Meeting Rules of Order

Robert's Rules of Order were briefly addressed by John Wasylyk

V. Approval of Minutes from October 4, 2011 Governing Board Meeting

Alex Scheeline moved for approval of the minutes from the October 4, 2011 Governing Board Meeting. Joel Harris seconded. The motion was passed unanimously.

VI. Executive Committee Reports

The following reports were reviewed for acceptance: President, Secretary, Treasurer, Executive Director, Journal Editor, Newsletter Editor, Web Editor, Membership Coordinator, and Student Representative.

John Jackovitz moved to accept the reports. Paul Farnsworth seconded. The motion was passed unanimously.

VII. National SAS Committee Reports

The following committee reports were reviewed for acceptance: Awards, Constitution and Bylaws, Regional and Technical Section Affairs, Nominating, Publications, Publicity, Tour Speaker, Meggers Award, Strock Award, Lippincott Award, Tellers, Fellows, and Long Range Planning.

Alex Scheeline moved to accept the National SAS Committee Reports. Fred LaPlant seconded. The motion was passed unanimously.

VIII. Delegate Reports

FACSS and Chemical Heritage Foundation.

A discussion was brought up questioning the cost of SciX branding. Ian Lewis states $50,000 a year was budgeted for SciX marketing for 2011, 2012, and 2013. He reinforced that the "branding" was not simply a name change, but the associated changed in improved marketing, updated website, etc. Peter Griffiths questioned the current registration numbers at Kansas City, and Brandye Smith-Goettler stated that as of Tuesday afternoon, there were 902 registered conferees.

Katherine Bakeev moved to accept the delegate reports, seconded by Greg Klunder. The motion was passed unanimously.

IX. Unfinished business

A) Applied Spec ad updates: Ed MacMillan.
Ed MacMillan confirms that 2012 is a good year in ad revenue around $270,000, with a net of $200,000. He is excited by the new proposed initiatives, such as the new email newsletter format and eBook (Zenio or NextBook).

Ed MacMillan was asked if he heard any feedback that the Governing Board could use, and he replied that he has only heard some positive feedback, but hasn't heard anything else.

B) Journal updates: Mike Blades
Mike Blades states that although there have been a few changes, everything continues to operate smoothly. He acknowledged the work of Rebecca Airmet. He noted the Journal is working on a strategy for Open Access, and they are currently looking at having an Open Access arm of *Applied Spec*.

C) Undergraduate Travel Grant: Mary Kate Donais
The undergraduate travel grant was awarded for the first time through the use of the FACSS Surplus funds. There were four awardees, and money used came in under budget. The hope is that the program will grow and become competitive.

D) SAS Day at SciX: Gloria Story
For the 2013 SciX, the Executive Committee recommended the Pabst Brewery Tour. In addition, Gloria Story addressed the SAS group on LinkedIn, and she supported the utilization of the social network.

Fred LaPlant asked about the attendance in 2012 as well as the budget for 2013. The attendance for 2012 was reported to be around 70 people, while the 2013 budget was set at approximately $5000.

E) Constitution and ByLaws: Katherine Bakeev
Because the constitution and bylaws documents are slightly older, revisions are being made. In particular, student sections and regional section terminology are being added to the constitution. The bylaws revisions will take slightly more time and effort to revise. Katherine encouraged the Governing Board members to read the constitution and contact her with any comments or edits.

F) Publicity Committee: David Joyce
The Publicity Committee is looking at gaining new members and retaining members. Dave Joyce thinks that content exposure is key. He recommended utilizing LinkedIn to highlight some of the good content from the SAS website. He also recommends reaching out to other organizations to provide content (for example, ACS Spectroscopy podcasts or RSC Spectral School.)

Fred LaPlant commends the Publicity Committee report.

X. New Business

A) Appointed Officers Expiration: Mary Kate Donais

The terms of the Membership Coordinator and Web Editor are expiring, and we need new appointments by January. Mary Kate Donais acknowledged Gloria Story (membership) and Ron Williams (web editor) for their service. The Executive Committee will update the Governing Board when more information is known regarding the next appointments.

B) Governance Structure: Bonnie Saylor

Bonnie Saylor acknowledged the difficulty in attaining five Regional Section Delegates in attendance at the Governing Board meetings. She recommended having more At-Large Section Delegates rather than Regional Section delegates. Rather than having ten elected At-Large, she suggests fifteen elected At-Large delegates, while still encouraging the Regional Sections to attend.

A fairly large discussion ensued on the topic. One concern was whether it would be difficult to get an extra five volunteers, while another concern was that regional issues might be neglected. Alex Scheeline made the point that it is an increasingly online world, so geographic locations may become irrelevant. Bonnie Saylor also assured that regional sections would have representation and be encouraged to voice their opinions are Governing Board meetings.

Several options were discussed, such as having backups for the delegates that cannot attend, or having the current elected delegates find substitutions for themselves to attend the meeting. It was also noted that a recent Governing Board delegate would be preferable so that they are familiar with current issues.

A new discussion was initiated discussing inactive sections. Francis Esmond-White inquired whether inactive sections could be noted on the signup forms. It was noted that there is an ongoing attempt to revitalize inactive sections. There was a suggestion to also restructure the geographic sections. The discussion then moved to whether the regional sections are relevant. The conclusion was yes. Pittsburgh, for example, has a very active section, while for the international sections, there is a real need for the structure.

Mary Kate Donais asked Bonnie Saylor to formulate a plan to address the governance structure to take to the Executive Committee. Bonnie agreed and will propose a plan to the Executive Committee.

Francis Esmonde-White then addressed the last election and notes an official objection to the results. He suggests that if there is an election for a certain number of positions (x), that the number of candidates should at a minimum be x + 2.

A discussion then ensued regarding election candidates. A concern is what if only a minimum number of people volunteer for the open position? It was established that the nominating committee normally sends out two emails asking for nominations for an open position. When asked if there are ever write-in names during the election, Bonnie Saylor confirmed that there were. It was also brought up that some people are hesitant to self-nominate, but would probably

gladly help out if asked.

A motion was proposed by Katherine Bakeev recommending that the nominating committee take on the responsibility to solicit nominations for the delegates. Rina Dukor seconded.

Before a vote could be taken there was a discussion surrounding what would happen if the requisite number of people could not be ascertained. The discussion also emphasized that the nominating committee should solicit AND DELIVER the nominations in order to meet the minimum requisite number of candidates. It was also addressed that self-nominations should be encouraged.

The motion was rescinded.
Rina Dukor then made the following motion: **Recommend to the constitution and bylaws committee to ask nominating committee to add to their duties to nominate seven candidates for the governing board election.** It was seconded by Alex Scheeline.

Motion to vote on call for question by Peter Griffiths. Seconded by Paul Bourassa.

Vote:
Aye: 18
Nay: 4
Abstained: 4
Motion passes.

It was then asked if specific language was needed, but it was determined that the motion was only a recommendation, so specific and detailed language was not necessary at the present time.

C) Budget Review and Approval: Paul Bourassa
Paul Bourassa had two major points when looking at the budget: there was some housekeeping and the overall bottom line.
Line 6205, journal advertising, now reflects commissions and production costs. As a result, $50,000 was added to both income and expenses.

Due to the change in managing editor responsibilities, there was also a change in the salaries. The salaried position is now paid to the university, which is then paid to the employee. $100,000 in line 6000 was transferred to line 6220.

It is important to note that the 2012 budget deficit is $10,000 lower than projected. Many components, including the front office, ads, and journal office, worked hard to reduce the deficit. The deficit is due to two major areas: journal operating costs and internet services.

Paul Bourassa noted that there is a significant increase in line item 6220 journal operating. Part of the increase was due to the transfer of funds noted above. The remaining cost is the additional

personnel resources to the new journal teams and the Allen Press copyediting services. He noted that although it is an expense, that it is an investment in the journal.

It was questioned whether or not that it is an ongoing expense. Paul confirmed that an ongoing expense, but reaffirmed that it is an investment. Paul also noted that Rebecca was good at reducing journal costs and reduced the net expenses by $50,000. Although it was questioned whether it was able to reduce the expenses any further, it is believed that new initiatives (such as the eBook) could increase revenue.

Paul continued on to line 6330 internet services. He pointed out that $20,400 is for ongoing maintenance, while an additional $40,000 is for other services utilized to add capabilities to the website and database. This includes automating credit card services while would allow the office to do more marketing. In additional, the subscriber database was being moved to the cloud. More features, such as webinars, are also being added to the website. He asserted that these are one-time costs.

It was questioned whether or not we could be more prudent in where we obtain the technical services. Francis Esmonde-White believes that we could get commercially available services for nonprofits for less than $10,000. It was argued that we have been trying to be frugal in the past, while the end result was a subpar website and that it is worth it to invest in the higher quality website and database. It was also argued that changing companies now would waste all of the money already invested. A recommendation was put forth that an ad hoc committee be formed to review and provide a proposal to the Executive Committee that examines other options for the website cost.

It was also asked if there was a more granular report of the budget available, and Paul Bourassa asserted that a complete, more detailed report is available for anyone interested.

Rina Dukor put forth a motion to approve the budget. Doug Shraded seconded.

Vote:
Aye: 15
Nay: 3
Abstained: 8
The motion passed.

Other new business items: Mary Kate Donais

During the meeting on Saturday, the Executive Committee examined the corporate sponsor levels. Below are the new proposed monetary levels, with the current levels in parenthesis. A name change for the sponsor levels was also proposed.

Bronze: $750 (from $500)
Silver: $1500 (from 1000)

Gold: $2500 (from 1500)
Platinum:
one year: $4000 (from $2000)
three years: $10,000 (from $5000)
Proposed diamond level. Only one sponsor (for first year. To be re-examined after the first year): $10,000

It was questioned what the benefits for the new diamond level would be, and in addition to being the sole diamond sponsor (at least for the first year), they would be able to contribute to the new e-newsletter. Another question is whether sponsorship has increased in recent years, and Bonnie Saylor confirmed that there have been a few increases in sponsorship.

Rina Dukor moved to accept the Executive Committee's recommendation to increase the corporate sponsorship levels. Katherine Bakeev seconded.

All ayes with 2 abstentions.

The motion passed.

There was also a discussion at the Executive Committee meeting to move from paper ballots to electronic ballots only. The recommendation from the Executive Committee is to continue with paper ballots for one more year, but inform the paper ballots that in the future, only electronic ballots will be accepted.

Although it is agreed upon that there might be a few people lost in the transition, it would save work and streamline the process. When asked to comment on the exact numbers, Bonnie Saylor noted that thirty paper ballots were distributed (to those with no email or who requested no email contact), with six paper ballots returned.

Paul Farnsworth moved to accept the recommendation from the Executive Committee to move toward electronic-only ballots in the future, giving those who receive paper ballots one year notice. It was seconded by Katherine Bakeev.

The motion passed unanimously.

Use of the FACSS surplus funds to help increase student and early career attendance to the 2013 SciX conference was also discussed. The Executive Committee is in favor of using surplus funds to support student and early career SAS members to attend the 2013 SciX conference. They proposed using $4000 of the surplus funds to a plan mutually agreed upon by FACSS and SAS. The FACSS surplus funds come from FACSS and are to only be used at SciX programming, and SAS currently has approximately $37,000 available.

It was discussed that it is important to increase student activity as well as retain the early career professionals. It was suggested that the funds have SAS branding, as well as given at the SAS Sunday night poster session.

Paul Farnsworth made a motion to accept the committee's recommendation to use $4000 of the FACSS surplus money to support students and early career professionals at the 2013 SciX conference. Katherine Bakeev seconded.

The motion passed unanimously.

The next discussion was the funds for the Lippincott Award. The endowment for the funds is shrinking, and there is concern from the Coblentz Society that the award might disappear. Currently, there is $13,000 left. The Executive Committee recommends an agreement between OSA, SAS, and Coblentz, to continue to fund the awards and split the cost three ways. This has been discussed with Coblentz, and they also agree on the strategy.

The total cost of the award is $1600, but it would be split three ways each year. The endowment cannot be supported by dividends, so fundraising would be necessary if we were not to add additional funding. The major question is whether the funds are used until the account runs to zero dollars, or if the current money should be left alone. Coblentz supports funding the award out of Society budget operating costs and leaving the endowment alone. It was agreed that if the endowment runs out, it would be easier for one Society to fail to uphold their end of the agreement.

Site selection for 2015 SciX was also discussed. The three choices ares: Hartford, CT, Providence, RI, and Washington DC.

The last northeastern location was Providence in 2002. The costs (including taxes and fees) of the hotels are as follows.
Hartford: $178-201
Providence: $169-213
DC: $273

Ranges are provided for Hartford and Providence because one hotel cannot contain all of the attendees.

The discussion noted that also DC is a destination city with good transportation options for international attendees, the cost of the location is a concern. Of Hartford and Providence, it was noted that Providence is easier to fly into. Two perks of DC are that there would possibly be a higher likelihood of local attendance, and that NASLIBS would prefer DC.

A motion was put forth by Alex Scheeline to reject the DC location and leave the selection of the location to the discretion of the FACSS delegates. Katherine Bakeev seconded.

Aye- 24
Nay- 2
No abstentions

The motion passed.

Mary Kate Donais asked if there is any other new business, which there is none. She reminds the Governing Board that the next meeting will be in Milwaukee in the fall of 2013.

It was moved to adjorn at 7:10 P.M. by Fred LaPlant, seconded by Rina Dukor.
The motion passed unanimously.

Appendix A.3 – Treasurer's Report

SAS 2013 Budget - v1	2013 Final Budget	2013 as of June 2013	2013 Projections	2014 Proposed Budget	Comments
Ordinary Income/Expense					
Income					
4300 · Member Dues	95,000.00	95,530.72	100,530.00	100,000.00	We have worked hard to retain and recruit members and corporate sponsors
4400-Web Revenue	0.00	9,202.00	13,000.00	15,000.00	This is banner ad revenue
4500 · Journal Income					
4505 · Subscriptions	510,000.00	437,490.86	442,490.86	440,000.00	Both SAS and OSA saw decreases in subscriber numbers translating into a loss of income
4625 · Advertising	250,000.00	114,044.71	250,000.00	250,000.00	Includes gross revenue to be consistent with financial statements. Commissions now also appear in expenses.
4630 · Reprints	5,000.00	862.00	1,862.00	3,000.00	
4635 · Royalties	20,000.00	3,229.06	17,000.00	17,000.00	
4650 · Other Jrnl Inc	1,500.00	783.00	1,500.00	1,500.00	Includes Color Figure Charges.
Total 4500 · Journal Income	786,500.00	556,409.63	712,852.86	711,500.00	
4800 · Chapter Income	0.00	0.00	0.00	0.00	
4830 · General Contributions	6,000.00	5,388.00	6,000.00	6,000.00	
4850 · Investment Revenue	700.00	15.90	50.00	50.00	
4900 · Misc. Income	500.00	138.30	200.00	500.00	
Total Income	888,700.00	666,684.55	832,632.86	833,050.00	
Expense					
6000 · Salaries	210,000.00	95,757.76	195,000.00	195,000.00	No staff salary increase is being proposed. There was no increase last year either
6040 · Payroll Taxes	18,000.00	7,316.97	14,634.00	15,000.00	
6060 · Personnel Benefits	9,000.00	10,944.48	15,000.00	15,000.00	
6100 · Executive Comm	30,000.00	15,953.52	30,000.00	30,000.00	
6150 · Governing Board	1,200.00	0.00	1,200.00	1,200.00	
6170 · Membership Comm	1,000.00	1,034.13	2,000.00	2,000.00	
6190 · Other Committees	1,500.00	866.63	1,500.00	1,500.00	
6200 · Journal					

6205 · Advertising	120,000.00	51,281.15	105,000.00	105,000.00	As noted above in ad income, we now have to book this line item differently and include commissions here as well as production costs
6210 · Publication	135,000.00	80,196.60	160,000.00	160,000.00	
6220 · Operating	160,000.00	65,336.04	135,000.00	140,000.00	This line now includes salaries and Allen Press Copy Editing Services
6240 · Postage/Shipping	300.00	0.00	50.00	50.00	
6245 · Honorariums	25,000.00	10,924.98	25,000.00	25,000.00	
6250 · Promotion	300.00	0.00	0.00	300.00	
6265 · Travel	5,000.00	1,596.57	4,500.00	5,000.00	
6275 · Online	14,000.00	13,406.17	13,500.00	14,000.00	
6280 · Small Furniture/Equip	500.00	0.00	100.00	500.00	
6285 · Back Issues	7,000.00	2,552.52	4,000.00	4,000.00	
6288 - Media Liability Insurance	2,400.00	2,308.00	2,308.00	2,500.00	
6290 · Editorial Board	1,000.00	1,608.91	2,700.00	1,500.00	The Editorial Board usually only meets once a year, but in 2013 they met twice.
6295 · Miscellaneous	200.00	34.95	100.00	100.00	
Total 6200 · Journal	470,700.00	229,245.89	452,258.00	457,950.00	
6300 · Newsletter	1,000.00	500.00	1,000.00	1,000.00	
6330 · Internet Services/Data Managemer	64,000.00	25,656.12	42,000.00	25,500.00	Projections for 2013 do not include any transition costs to a new system of some kind since at the time of this prep we did not know the costs. 2014 Budget assumes a new system.
6400 · Member Services	17,000.00	3,801.78	15,000.00	15,000.00	
6600 · Awards	15,000.00	0.00	15,000.00	15,000.00	
6650-Sections	13,000.00	737.23	13,000.00	13,000.00	
6700 · Conferences	8,000.00	4,238.75	8,000.00	8,000.00	
6730 - Member Acquisition and Retentior	0.00	484.86	800.00	800.00	
6800 · Society Office					
6810 · Facilities	32,000.00	15,596.13	32,000.00	34,000.00	
6825 · Insurance	6,700.00	5,489.58	5,500.00	6,000.00	
6830 · Postage / Shipping	2,000.00	394.21	700.00	700.00	
6835 · Telephone	3,000.00	1,776.88	3,000.00	3,000.00	
6840 · Printing, Dsgn, MI Prep	250.00	620.01	700.00	500.00	
6845 · Dues & Subscriptions	2,500.00	1,492.50	1,500.00	1,500.00	
6850 · Travel	11,000.00	7,259.39	11,000.00	11,000.00	

Appendix A.3 – Treasurer's Report

6865 · Supplies	3,000.00	864.58	1,600.00	1,600.00	
6870 · Equip / Furniture / Sftwr	7,500.00	3,068.94	4,000.00	4,000.00	monthly fee for copier and mail machine lease is in here
6875 Legal Fees	0.00	0.00	500.00	500.00	
6880 · Auditors	10,000.00	0.00	10,000.00	10,000.00	
6885 · Bookkeeper / Pyrl Srvc	11,000.00	4,418.70	10,000.00	12,000.00	Mary Anne is raising her rates which she has not done in years.
6890 · Employee Training	300.00	0.00	0.00	300.00	
6899 · Miscellaneous	800.00	417.42	800.00	800.00	
Total 6800 · Society Office	90,050.00	41,398.34	81,300.00	85,900.00	
7000 · Financing Expenses	6,000.00	2,144.28	4,200.00	4,500.00	bank fees and credit card processing fees
7200 · Depreciation	2,500.00	1,256.00	2,500.00	2,500.00	
8200-Income Taxes	0.00	5,511.50	5,600.00	5,600.00	We now must pay taxes on UBIT
Total Expense	957,950.00	446,848.24	893,592.00	888,050.00	
Net Ordinary Income	-69,250.00	219,836.31	-60,959.14	-55,000.00	

Appendix A.3 – Treasurer's Report

SAS 2013 Budget - v1 with cuts and added income	2013 Final Budget	2013 ıs of June 201	2013 Projections	2014 Proposed Budget	Comments
Ordinary Income/Expense					
Income					
4300 · Member Dues	95,000.00	95,530.72	100,530.00	110,000.00	Assumes a new diamond level sponsor
4400-Web Revenue	0.00	9,202.00	13,000.00	20,000.00	Assumes new e-newsletter for ad sales
4500 · Journal Income					
4505 · Subscriptions	510,000.00	437,490.86	442,490.86	440,000.00	Both SAS and OSA saw decreases in subscriber numbers translating into a loss of income
4625 · Advertising	250,000.00	114,044.71	250,000.00	260,000.00	Assumes a $10,000 increase in ad revenue sold by our ad team
4630 · Reprints	5,000.00	862.00	1,862.00	3,000.00	
4635 · Royalties	20,000.00	3,229.06	17,000.00	17,000.00	
4650 · Other Jrnl Inc	1,500.00	783.00	1,500.00	1,500.00	Includes Color Figure Charges.
Total 4500 · Journal Income	786,500.00	556,409.63	712,852.86	721,500.00	
4800 · Chapter Income	0.00	0.00	0.00	0.00	
4830 · General Contributions	6,000.00	5,388.00	6,000.00	6,000.00	
4850 · Investment Revenue	700.00	15.90	50.00	50.00	
4900 · Misc. Income	500.00	138.30	200.00	500.00	
Total Income	888,700.00	666,684.55	832,632.86	858,050.00	
Expense					
6000 · Salaries	210,000.00	95,757.76	195,000.00	184,000.00	Assumes cutting one position to part-time (30 hrs/week)
6040 · Payroll Taxes	18,000.00	7,316.97	14,634.00	12,000.00	Assumes cutting one position to part-time (30 hrs/week)
6060 · Personnel Benefits	9,000.00	10,944.48	15,000.00	12,000.00	Assumes cutting one position to part-time (30 hrs/week)
6100 · Executive Comm	30,000.00	15,953.52	30,000.00	15,000.00	Assumes virtual meeting for EC instead of PITTCON
6150 · Governing Board	1,200.00	0.00	1,200.00	1,200.00	
6170 · Membership Comm	1,000.00	1,034.13	2,000.00	2,000.00	
6190 · Other Committees	1,500.00	866.63	1,500.00	700.00	Assumes virtual meeting for Pub Committee instead of PITTCON
6200 · Journal					
6205 · Advertising	120,000.00	51,281.15	105,000.00	107,000.00	As noted above in ad income, we now have to book this line item differently and include commissions here as well as production costs
6210 · Publication	135,000.00	80,196.60	160,000.00	160,000.00	

Appendix A.3 – Treasurer's Report

6220 · Operating	160,000.00	65,336.04	135,000.00	140,000.00	This line now includes salaries and Allen Press Copy Editing Services
6240 · Postage/Shipping	300.00	0.00	50.00	50.00	
6245 · Honorariums	25,000.00	10,924.98	25,000.00	25,000.00	
6250 · Promotion	300.00	0.00	0.00	300.00	
6265 · Travel	5,000.00	1,596.57	4,500.00	5,000.00	
6275 · Online	14,000.00	13,406.17	13,500.00	14,000.00	
6280 · Small Furniture/Equip	500.00	0.00	100.00	500.00	
6285 · Back Issues	7,000.00	2,552.52	4,000.00	4,000.00	
6288 - Media Liability Insurance	2,400.00	2,308.00	2,308.00	2,500.00	
6290 · Editorial Board	1,000.00	1,608.91	2,700.00	1,500.00	The Editorial Board usually only meets once a year, but in 2013 they met twice.
6295 · Miscellaneous	200.00	34.95	100.00	100.00	
Total 6200 · Journal	470,700.00	229,245.89	452,258.00	459,950.00	
6300 · Newsletter	1,000.00	500.00	1,000.00	0.00	With a new newsletter editor coming in we can try to do away with this honorarium
6330 · Internet Services/Data Management Sy:	64,000.00	25,656.12	42,000.00	25,500.00	Projections for 2013 do not include any transition costs to a new system of some kind since at the time of this prep we did not know the costs. 2014 Budget assumes a new
6400 · Member Services	17,000.00	3,801.78	15,000.00	10,000.00	Assumes we discontinue member event or if we continue it we charge for it
6600 · Awards	15,000.00	0.00	15,000.00	15,000.00	
6650-Sections	13,000.00	737.23	13,000.00	13,000.00	
6700 · Conferences	8,000.00	4,238.75	8,000.00	8,000.00	
6730 - Member Acquisition and Retention	0.00	484.86	800.00	800.00	
6800 · Society Office					
6810 · Facilities	32,000.00	15,596.13	32,000.00	34,000.00	
6825 · Insurance	6,700.00	5,489.58	5,500.00	6,000.00	
6830 · Postage / Shipping	2,000.00	394.21	700.00	700.00	
6835 · Telephone	3,000.00	1,776.88	3,000.00	3,000.00	
6840 · Printing, Dsgn, MI Prep	250.00	620.01	700.00	500.00	
6845 · Dues & Subscriptions	2,500.00	1,492.50	1,500.00	1,500.00	
6850 · Travel	11,000.00	7,259.39	11,000.00	7,300.00	Assumes only two staff attend meetings
6865 · Supplies	3,000.00	864.58	1,600.00	1,600.00	
6870 · Equip / Furniture / Sftwr	7,500.00	3,068.94	4,000.00	4,000.00	monthly fee for copier and mail machine lease is in here
6875 Legal Fees	0.00	0.00	500.00	500.00	

Appendix A.3 – Treasurer's Report

6880 · Auditors	10,000.00	0.00	10,000.00	10,000.00	
6885 · Bookkeeper / Pyrl Srvc	11,000.00	4,418.70	10,000.00	12,000.00	Mary Anne is raising her rates which she has not done in years.
6890 · Employee Training	300.00	0.00	0.00	300.00	
6899 · Miscellaneous	800.00	417.42	800.00	800.00	
Total 6800 · Society Office	90,050.00	41,398.34	81,300.00	82,200.00	
7000 · Financing Expenses	6,000.00	2,144.28	4,200.00	4,500.00	bank fees and credit card processing fees
7200 · Depreciation	2,500.00	1,256.00	2,500.00	2,500.00	
8200-Income Taxes	0.00	5,511.50	5,600.00	5,600.00	We now must pay taxes on UBIT
Total Expense	957,950.00	446,848.24	893,592.00	847,550.00	
Net Ordinary Income	-69,250.00	219,836.31	-60,959.14	10,500.00	

Executive Director's Report
Fall 2013

Membership at a Glance

Note that numbers will vary based on date reports are run. These numbers are for a point in time in the Fall of each year an thus do not take into account those members who were active during the year prior to the 90 day cut-off set for the report run. A new set of renewal notices have just been sent out for 2013.

Category	2013	2012	2011	2010	2009	2008	2007
U.S.	1239	1250	1243	1370	1364	1429	1413
Non-U.S.	423	449	425	300	255	260	211
Student	372	397	373	334	227	206	203
Non-Student	1290	1302	1295	1336	1392	1483	1421
Total	1662	1699	1668	1670	1619	1689	1624

Subscriptions *(Graph taken from Mike Blades' Fall 2013 Journal Editor Report)*

Members and Subscribers
Membership is down slightly this year, but not by much. Currently overall 2013 membership is only down slightly from 2012 but our most recent batch of renewals just went out so we expect these numbers to change.

Subscribers are another story altogether. 2013 numbers are down significantly with the steepest drop coming from from OSA subscriptions. This is trend in the industry and one that is going to be tough to combat. Serious discussion needs to take place on what our alternatives are and how best to maximize our income in this area.

Web Site
We continue to cooperate with the Ad Hoc Web Committee in their review and research on the site. In order to provide the Executive Committee with additional options, the office performed some research into alternatives to the suggestion by the Ad Hoc Web Committee that included staying with our current system and doing a hybrid with a new membership management system.

Finances
The budget has been prepared and will be presented by Paul Bourassa. Budget cuts are being proposed in order to make up for the loss of journal subscription income. The 2011 audit is finally complete. 2012 fieldwork began at the end of August, but will not be complete until October because of other client commitments by our auditors in the month of September.

Corporate Sponsors
We currently have 21 corporate sponsors 12 of whom are Platinum sponsors. Since Pittcon we secured one new Platinum sponsor - BaySpec. We have not yet implemented the Diamond Level Sponsorship because our ad team is waiting on a new e-newsletter format to be able to offer some ad benefits to the sponsors.

Office
The office continues to move forward in its efforts to retain and recruit members and subscribers. Additionally, we have been gradually transferring some of Stephanie's duties to Victor to free up some of her time for further marketing efforts. he office took over most of the responsibility for the web site from Mary Anne upon her resignation May 1. The journal office, however, has taken over their portion of the site. This has increased the work load for everyone in the office.

Member Event at SciX
We are all set for our event at the Best Place Brewery in Milwaukee. The member event has proven to be a success over the years. Here is a summary of the events and attendance over the years:

Year	Event	Attendance
2009	Churchill Downs	110
2010	Rush Hour Go Karting	63
2011	Lake Tahoe Cruise	108
2012	Mystery Train Theater	64
2013	Best Place Pabst Brewery	85 (Current registrants)

Other

Additional data for subscribers and members follows.

SAS Subscriptions by Agent

Agent	Total
ABE Marketing	1
BASCH SCUBSCRIPTIONS INC	1
CANKARJEVA ZALOZBA	1
DS INFORMATION SERVICES	1
EBSCO	163
Ex Libris	1
Goethe Buchhandling Teubig GmbH	1
LEHMANNS FACHBUCHHANDLUNG	2
LICOSA	2
LILY JOURNAL & BOOK CO LTD	2
LM INFORMATION DELIVERY	2
MARUZEN CO LTD	11
OVISS INCORPORATED	1
SCHENKERS HIGGINBOTHAMS	1
Suweco CZ	1
SWETS INFORMATION SERVICES	2
TELDAN INFORMATION SYSTEM	3
Todalaprensa, S.A. de C.V.	1
VUB Printmedia GmbH	1
	198 out of 277

OSA Subscriptions by Agent

Agent	Total
Basch Subscriptions Inc	7
Beijing Book Co Inc	8
Beijing Zhongke I/E Company	1
Book Promotion and Services Ltd	1
China Book Import Center	1
China Educational Publications Import and Export Corporation	4
EBSCO Information Services	61
Globe Publication Pvt Ltd	8
iGroup (Asia Pacific) Ltd	24
Kinokuniya Co Ltd	47
LM Information Delivery	3
Otto Harrassowitz KG Booksellers and Subscription Agent	9
Publiciencia LTD	1
Shinwon Datanet Inc	34
Stern-Verlag Janssen & Co	1
Swets Information Services	95
W.T. Cox Subscriptions	6
Wolper Subscription Services Inc	1
	312 out of 412

2012 Subscription Count by Country

	OSA	USA
AUSTRALIA	3	7
AUSTRIA	2	2
BELGIUM	1	0
BRAZIL	1	3
CANADA	12	20
CHILE	1	0
CHINA	63	0
CROATIA	0	1
CYPRUS	1	0
CZECH REPUBLIC	1	0
DENMARK	5	0
ESTONIA	1	0
FINLAND	2	2
FRANCE	7	7
GERMANY	10	11
HONG KONG	15	0
HUNGARY	0	1
INDIA	10	2
IRELAND	1	0
ISRAEL	2	2
ITALY	2	3
JAPAN	34	9
MALAYSIA	1	0
MEXICO	2	1
NETHERLANDS	9	2
NEW ZEALAND	1	2
NORWAY	5	1
PAKISTAN	1	0
RUSSIA	1	3
SAUDI ARABIA	1	3
SINGAPORE	3	0
SLOVAK REPUBLIC	0	1
SLOVENIA	0	1
SOUTH KOREA	32	4
SPAIN	9	0
SWEDEN	2	2
SWITZERLAND	2	3
TAIWAN	27	0
THAILAND	1	0
TURKEY	2	2
UNITED ARAB EMIRATES	1	0
UNITED KINGDOM	15	5
UNITED STATES	230	203
	519	303

2013 Subscription Count by Country

	OSA	SAS
AUSTRALIA	6	6
AUSTRIA	1	2
BELGIUM	1	0
BRAZIL	1	2
CANADA	12	17
CHILE	1	0
CHINA	25	0
COLOMBIA	1	0
CYPRUS	1	0
CZECH REPUBLIC	1	0
DENMARK	5	0
ESTONIA	1	0
FINLAND	3	1
FRANCE	5	4
GERMANY	14	10
GREECE	2	0
HUNGARY	0	1
HONG KONG	5	0
INDIA	8	1
IRELAND	1	0
ISRAEL	2	1
ITALY	2	2
JAPAN	47	7
MALAYSIA	1	1
MEXICO	3	0
NETHERLANDS	5	3
NEW ZEALAND	2	1
NORWAY	4	2
POLAND	1	0
RUSSIA	1	3
SAUDI ARABIA	2	1
SCOTLAND	0	1
SLOVAK REPUBLIC	0	1
SINGAPORE	5	0
SOUTH AFRICA	2	0
SOUTH KOREA	35	5
SPAIN	5	0
SWEDEN	4	2
SWITZERLAND	3	8
TAIWAN	5	0
THAILAND	1	0
TURKEY	5	2
UNITED ARAB EMIRATES	1	0
UNITED KINGDOM	21	4
UNITED STATES	161	189
	412	277

Sections With Tour Speakers By Year

2013
New England
Chicago
Cleveland
Detroit
Snake River
Ohio Valley
New York
Baltimore-Washington
Minnesota
St. Louis
University of Wisconsin - Milwaukee Student Chapter
Truman State University Student Chapter
Indiana
Delaware Valley
Total: 14

2012
New England
Chicago
Cleveland
Detroit
Intermountain
Ohio Valley
New York
Baltimore-Washington
Minnesota
St. Louis
University of Wisconsin - Milwaukee Student Chapter
Truman State University Student Chapter
Total: 12

2011
New England
Chicago
Cleveland
Detroit
Snake River
Ohio Valley
New York
Niagara Frontier
Piedmont
St. Louis
BYU Student Chapter
Milwaukee Student Section
Total: 12

2010
Baltimore-Washington
Chicago
Cleveland
Detroit
Snake River
New England
New York
Intermoutain
Piedmont
St. Louis
Northern California
Arizona State University Student Section
Total: 12

2009
Baltimore-Washington
Chicago
Cleveland
Detroit
Minnesota
New England
New York
Niagara Frontier
Piedmont
St. Louis
Total: 10

Appendix A.4 – Executive Director's Report

Total 2013 Members	1662
Regular Members	1,023
Student Members	372
Interim Members	6
Retired	99
Honorary Members	23
Distinguished Service	28
Emeritus	22
Unemployed Comp	9
Fellow*	55
Journal Color Pages	18
Corporate Sponsors	18
Comp Other	54
*Fellows are included in other member types	
as they must maintain membership to remain a	
Fellow so don't add this into the total.	
Print or Online	
Print	823
Online	839

Members by Country

Argentina	2
Armenia	1
Australia	10
Austria	11
Belarus	1
Belgium	6
Brazil	11
Canada	48
China	16
Colombia	2
Croatia	2
Czech Republic	4
Denmark	8
Egypt	1
Finland	2
France	9
Germany	42
Ghana	1
Greece	1
Hong Kong	2
Hungary	2
India	10
Indonesia	2
Iran	1
Iraq	1
Ireland	1
Israel	3
Italy	11
Japan	41
Korea	9
Libyan Arab Jamahiriya	1
Malaysia	1
Mexico	2
Netherlands	12
New Zealand	2
Norway	1
Peru	1
Poland	8
Portugal	1
Russian Federation	9
Saudi Arabia	1
Serbia	2
Singapore	2
South Africa	2
Spain	5
Sweden	13
Switzerland	10
Taiwan	2
Thailand	2
Turkey	3
Ukraine	2
United Kingdom	77
United States	1242
	1662

Members by Section	Number	Active
Baltimore-Washington	53	Yes
Chicago	54	Yes
Cleveland	17	Yes
Cincinnati	20	Trying
Detroit	12	Yes
Delaware Valley	28	Yes
Houston	14	No
Intermountain	10	Sort Of
Indiana	23	Yes
Mid-Michigan	15	No
Minnesota	26	Yes
Northern California	34	Sort Of
New England	59	Yes
Niagara Frontier	4	No
New York	61	Yes
Ohio Valley	17	Yes
Piedmont	22	Yes
Pacific Northwest	13	No
Pittsburgh	25	Yes
Penn York	7	No
Rio Grande	9	No
Rocky Mountain	19	No
St. Louis	31	Yes
Snake River	6	Sort Of
United Kingdom	46	Yes
Arizona State U.	6	No
BYU	6	Yes
Iowa State U.	3	Yes
Truman State U.	3	Yes
U of Delaware	3	No
U of Idaho	1	No
U of Utah	0	No
U of Wisconsin	8	Yes
Atomic	170	Sort Of
BioTechnology	45	No
Chemometrics	103	No
Chirality	8	No
Fluorescence	69	No
Forensics	43	No
Imaging	91	No
Laser Sampling	19	No
CNIRS	79	Yes
NMR	12	No
Polymer Char.	56	No
Process	30	Yes
Coblentz	371	Yes

Members by Section	Number	Active
Baltimore-Washington	53	Yes
Chicago	54	Yes
Cleveland	17	Yes
Cincinnati	20	Trying
Detroit	12	Yes
Delaware Valley	28	Yes
Houston	14	No
Intermountain	10	Sort Of
Indiana	23	Yes
Mid-Michigan	15	No
Minnesota	26	Yes
Northern California	34	Sort Of
New England	59	Yes
Niagara Frontier	4	No
New York	61	Yes
Ohio Valley	17	Yes
Piedmont	22	Yes
Pacific Northwest	13	No
Pittsburgh	25	Yes
Penn York	7	No
Rio Grande	9	No
Rocky Mountain	19	No
St. Louis	31	Yes
Snake River	6	Sort Of
United Kingdom	46	Yes
Arizona State U.	6	No
BYU	6	Yes
Iowa State U.	3	Yes
Truman State U.	3	Yes
U of Delaware	3	No
U of Idaho	1	No
U of Utah	0	No
U of Wisconsin	8	Yes
Atomic	170	Sort Of
BioTechnology	45	No
Chemometrics	103	No
Chirality	8	No
Fluorescence	69	No
Forensics	43	No
Imaging	91	No
Laser Sampling	19	No
CNIRS	79	Yes
NMR	12	No
Polymer Char.	56	No
Process	30	Yes
Coblentz	371	Yes

Journal Report to the SAS Executive Committee
Prepared September 10, 2013

Michael Blades, Peter Griffiths, and Kristin MacDonald

June 30, 2013 marked the completion of the first year with Blades as EIC and Griffiths as the Editor. There were many changes during the past 12 months. Rebecca Airmet resigned as Managing Editor in September 2012 and was replaced by Kristin MacDonald who was the Editorial Assistant for June, July, and August. Joanne Jablkowski joined the team as the Editorial Assistant in October 2013.

The EIC would like to thank both Joanne and Kristin for the outstanding work they have been doing for the journal. In addition we would like to thank LeNelle McInturff for filling in as Editorial Assistant during September and October of 2012 when we were scrambling to maintain services in the wake of Rebecca's resignation. Finally, the EIC thanks the Associate Editors for their devotion to the task of orchestrating peer review for manuscripts that have been assigned to them. I have increased the workload for all of the Associate Editors in 2012/3 and I very much appreciate their dedication to, and support of, the journal.

The Editorial Office

The Editorial Assistant position was expanded to full time (from 80%) effective May 15, 2013. Joanne has used the additional hours to improve the processing time for initial submissions, respond to questions from authors and reviewers on a more timely basis, and to shepherd manuscripts through the submission, review, and decision stages with greater promptness than previously. As a result of the website maintenance changes recommended at the March EC meeting, Joanne is also now responsible for updating the content of the journal web page.

Transitioning Joanne to full-time status has been a tremendous asset to the journal. Her experience and abilities have allowed the journal team to take needed vacation time, and take on new challenges and tasks. Kristin took a full two weeks off in March, and a week off in July. Kristin checked in via iPad each day to follow-up on questions and production. While Kristin was on holiday, Joanne took on the Managing Editor's workload in addition to her own Editorial Assistant tasks for two weeks to keeping the editorial process on track for the April and May issues. Joanne worked 10-hour days to cover some of Kristin's urgent tasks and her own. In the same vein, Kristin has worked overtime during Joanne's one-week vacation in August to prevent a backlog of submissions from building up.

Journal Web page

In April, the Editorial Office (Joanne) took over responsibility for uploading electronic issues of the journal to the SAS website monthly and for editing and adding new content to the Journal Webpage. We sincerely thank Mary Anne Ohlhoff for her tutorials and for helping guide us through the transition.

One of the benefits of this change is that it has allowed electronic issue is made available online within a day or two of the content being uploaded to Ingenta (usually one to two weeks before the hard copy of the issue is mailed out).

We are also uploading abstracts from upcoming articles to the journal site in the *Upcoming Issues* section and pre-edited PDFs of the articles to Ingenta using the FastTrack feature for subscribers. Bonnie Saylor is working with Caktus to identify how we can add content protection to the early-view papers in order to be able to upload protected PDFs directly to the SAS website (August 13, 2013).

We've added a Manuscript Submission FAQ page to the journal website to address some of the common concerns authors have when submitting a manuscript. We will update this page with new content as author questions arise and we welcome suggestions for content.

We have added Ethical Guidelines to the Website as a guide (warning) for prospective authors.

New Initiatives

This summer we started reviewing some submitted papers for plagiarized content using *iThenticate*, prior to them being sent out for review. In July alone we had two manuscripts that were questionable because of reproduced sections of the papers. The entire archive of *Applied Spectroscopy* articles is in the final stages of being indexed by CrossRef—the last step required to complete set up of this service.

The editorial office is establishing a process to start uploading manuscripts to an open digital archive, such as PubMed Central, to meet the mandated submission requirements of authors funded through NIH (USA) and CIHR (Canada). Currently, there will be no charge to authors for this service.

Joanne is working on the implementation of a more comprehensive database (FileMaker Pro, OpenOffice Base) system to track all aspects of the peer review and production. This type of centralized database will help journal staff keep track of all phases of production and enable the Editorial team to share manuscript status information more easily.

We have begun working on an approach for contacting non-subscribing institutions and authors in order to generate new institutional subscriptions for the journal.

We have investigated switching from Allen Press "Allen Track" to "Peer Track" for manuscript submission-peer review- tracking. The advantages of Peer Track over the existing system are:

- Peer Track is powered by *Editorial Manager* (Aries). More than 5,000 publications from 200 scholarly societies, university presses and commercial publishers use workflow solutions from Aries Systems Corporation. This means that upgrades, enhancements and additions are provided whereas Allen Track is static. Peer Track is highly configurable for the user.
- The user interface is more user friendly for all parties – authors, editors, reviewers, and editorial staff.
- Has superior report generation capability
- E-commerce is much more advanced. There is built in capability for direct billing for colour figures, etc.
- There is superior control over file formats.
- Interfaces seamlessly with "Article Track" which provides interactive access to an article through the publication steps.

The cost to the society is an extra $20/ year plus a one-time startup fee of $3500 (reduced from $5000 by Allen Press as a result of our long-standing business relationship). We recommend that the journal move to Peer Track effective January 1, 2014.

Newsletter and Calendar features

As requested by a number of Society members, Mary Carrabba has expanded the Calendar feature to include events such as Pittcon and SciX as far in advance as 2017 (as space allows). The time-sensitive nature of the Newsletter and Calendar are perfectly suited to the medium of the web. We feature the newsletter online, however it would be worthwhile to consider featuring the Calendar online as well. Further consideration should include the posting of the Newsletter and Calendar as active, frequently updated web pages rather than as embedded PDFs.

Social Media

The journal has had its own Twitter and Facebook presence since March of this year. We should be leveraging what are essentially two free marketing tools to our advantage (e.g., Spectroscopy, FACSS, Pittcon). We need to develop a more formal social media strategy in place of the ad hoc one that has evolved over the last few months. Joanne has been doing a great job posting new issue news and specific Focal Point details. We have experimented with a few reciprocal tweets and posts from FACSS, yet we could be leveraging social media to convey important research to generate more interest in Society membership (and our partners and affiliates) and activities.

Advertising

With Ed Macmillan's departure from Allen Press last November, the decision was made to outsource journal advertising to Technology Partners Marketing (TPM) from the press. Allen Press communicates directly with the Managing Editor only, and this has put the journal office in the uncomfortable position of being the "middle-man." There are frequent communication and layout issues resulting in approximately 6-8 extra hours of labour per issue. As the journal office has no direct contact with our sponsors and advertisers, it has requested more specific details from TPM to help alleviate any second-guessing on the part of the press or the Managing Editor. Additional tools for managing this process include a PDF mock-up of all A pages, a list of advertisers, and a spreadsheet detailing all pages and relevant file names.

Production:

The August issue of the journal featured 19 papers. While running such a large number of papers in one issue helped to clear any lingering backlog, it was simply too much for staff. Quality suffered as a result, and the extra cost doesn't warrant this many papers per issue in future.

We have filled all issues up to and including January 2014.

For 2014, the plan is to incrementally ratchet back the production schedule to allow for an earlier mail out of the hard copies of the journal each month.

What follows is a basic tally of the cost per issue from Allen Press since last October. Note: we are not privy to advertising costs/revenues.

Issue	Cost
66[10]	$16,994.28
66[11]	$13,068.97
66[12]	$17,378.60
67[01]	$15,654.48
67[02]	$14,665.37
67[03]	$17,914.41
67[04]	$16,220.08
67[05]	$14,168.28
67[06]	$15,844.49
67[07]	$15,264.89
67[08]	$21,094.31
67[09]	$16,350.07
67[10]	TBD
67[11]	TBD
Total	$194,618.23
Avg. cost/issue	$16,218.19

Open Access:

We are proposing that Applied Spectroscopy make explicit its policy regarding Green and Gold Open Access. We are moving to provide prospective authors with the option of paying for Gold-OA. See Appendix 3 for a draft of the proposed policy. We have delayed implementation of an OA submission option until the EC and the EAB have had a chance to discuss and provide input.

Subscription Information:

The diagram below shows the number of institutional subscriptions for OSA and Ingenta. The share of subscriptions handled by OSA has crept up over the past five years and the number handled by Ingenta has decreased. The bad news is that the total number of subscriptions has dropped significantly in 2013. This is perhaps a measure of the economics of library acquisitions. Regardless, it is very concerning.

From OSA (August 26, 2013), "The consortia line is actually not yet complete for 2013, as we have a few large consortia groups in India that have not yet paid and another in Russia that is not yet reflected as they paid late last month and the data didn't make it into the July report. Thus, these subscriptions don't show up in this line item yet. All of our consortia from 2012 have renewed their subscriptions this year and have also confirmed that they will be paying. So essentially just a timing issue.

There is real attrition though in your single subscriptions, as we have received all that we are likely to get for this year. It looks like the attrition is steeper this year versus last year with a loss of 15 subs (when online only and print plus online are added together). This is consistent with what OSA was expecting and is seeing for most of its journals, and it is very likely to continue. This is because libraries find it much easier to eliminate a subscription to a single title over a package subscription. The inclusion of your new online only sub should help to limit the erosion, but we would recommend that you plan for these 2 line items to continue to drop."

OSA data in the table below for 2011-2013..

Applied Spectroscopy - 2013 Subscription Sales

07/31/13

Applied Spectroscopy	2011 Subscriptions	2012 Subscriptions	2013 Subscriptions YTD
NEW Single Online access only (*non consortia*)	0	0	20
Single Print w/Online access	136	128	93
Single Print w/Online access - *Discounted*	12	9	9
Combo 3 Package	2	4	4
Subtotal	150	141	126
Optics InfoBase Package			
Regular	97	102	107
Regular - Discounted	37	35	29
Subtotal	134	137	136
Consortia			
Applied Spectroscopy	6	6	9
Optics InfoBase	219	235	140
Subtotal	225	241	149
Total Subscriptions	**509**	**519**	**411**

Total income from subscriptions is down significantly in 2013.

Editorial Office Statistics:

The table below has statistics on the manuscript flow for the years 2009-2013. The numbers on manuscript flow have been fairly steady over the past four years. 2012 saw a significant increase in number of manuscripts submitted relative to 2011 and was the highest for the past four years. We are anticipating that 2013 will see a similar increase in submissions. We are currently on track for about 440 original manuscript submissions in 2014 if the current pace of about 37 manuscripts per month continues. In July we hit a four-year high for submissions with 49 received. **One of the more significant numbers in the table below is the current rejection rate for 2013**, which is significantly higher than in the past.

the past.

	2009	2010	2011	2012	2013*
Original manuscripts submitted	382	371	356	394	301
Revised manuscripts submitted	260	262	208	255	191
Manuscripts accepted without revision	7	7	14	13	7
Return with Revisions	201	223	206	227	157
Manuscripts rejected	123	124	109	137	127
Rejected with review	66	86	80	82	61
Rejected without review	57	38	29	55	66
Rejected after revision	9	15	9	15	9
Rejection Rate (%)	34.3%	34.6%	31.8%	38.5%	45.2%
Manuscripts requiring a second revision	65	54	37	63	42
Manuscripts accepted after revision	224	224	179	220	155
Manuscripts withdrawn	23	13	13	38	20
Original manuscripts not withdrawn	359	358	343	356	281
Total manuscripts submitted (original & revision)	**642**	**633**	**564**	**649**	**492**
Total papers published	196	200	177	177	135
Breakdown of Paper Type					
Focal Point	3	3	9	10	5
Accelerated Papers	4	4	0	0	1
Submitted Papers	166	179	156	144	114
Spec Techs	11	6	4	12	6
Notes	11	8	8	11	9
Total manuscript pages published	1442	1452	1440	1491	135

* September 5, 2013

Submissions by month.

The chart below summarizes the number of original submissions by month. We hit a four-year record for submissions in July 2014.

.

New Manuscripts Submitted					
	2013	**2012**	**2011**	**2010**	**Av by Month**
Jan	44	33	24	36	**34**
Feb	38	22	36	28	**31**
Mar	31	29	28	33	**30**
Apr	28	40	24	47	**35**
May	45	39	32	23	**35**
Jun	23	22	33	37	**29**
Jul	49	34	32	35	**38**
Aug	14	23	39	30	**27**
Sept		34	28	35	**32**
Oct		30	29	28	**29**
Nov		36	33	29	**33**
Dec		31	33	26	**30**
Average	**36.9**	**31.3**	**30.9**	**32.3**	**31.5**
Total	272	373	371	387	
On track for >	**442**				

Submissions by country

The graphic below shows the breakdown of submissions 2010 to 2013 by country of origin for the top 15 countries. The number of submissions from China has increased steadily over the past five years and this trend is expected to continue in the future.

Time for Review:

Some good news.

Applied Spectroscopy	2011	2012	2013*
Monthly Report Statistics			
Average Days from Date Received to Associate Editor Secured	2.7	3.8	4.1
Average Days from Date Received to First Reviewer Secured	9.7	12.9	11.2
Average Days from Date Received to Final Reviewer Secured	24.0	25.8	19.8
Average Days from Date Received to First Decision (review returned)	39.3	38.9	29.8
Average Days from First Reviewer Secured to Final Review Returned - Total Days in Review	42.7	42.7	29.7
Average Days from Final Review Returned to Final Decision	2.8	3.2	3.5
Average Days from Received to Decision Rendered	55.2	58.8	44.4

In the table above one can see that rate limiting steps are the *securing reviewers* and *waiting for both reviews to be returned.* Our goal last year to get the *"Average Days from Received to Decision Rendered"* to under 40 days. We are doing this by being more dogged in securing overdue reviews and to assigning extra reviewers once a threshold has been reached. It can be seen that the early returns are showing that we are having some success in meeting that goal.

Downloads Statistics:

Our downloads appear to be trending toward a decrease over the past three years mostly the result of a decrease in downloads from Ingenta.

	2008	2009	2010	2011	2012	2013 (to Jul 31)	2013 on track
Full-text downloads from Ingenta	48,370	40,167	40,608	28,583	28,755	24,219	41,518
Full-text downloads from OSA	63,148	66,502	87,236	82,197	71,734	58,758	100,728
Totals	111,518	106,669	127,844	110,780	100,489	82,977	142,246

Overview of strengths and weaknesses of Applied Spectroscopy

Strengths

- Continuing increase in manuscript submissions over the past few years.
- Impact factor has increased for 2012 and there is reason to believe that it will increase for 2013
- Dedicated and talented editorial staff and associate editors
- High quality peer review and copy editing
- AS has a 65-year tradition in the publishing business and it is a respected "brand".
- A small staff/scale of operation means we can respond and adapt quickly to needed change.
- Our independence means that we can develop our own policy regarding access, etc. For example, the decision to provide Focal Point articles as Open Access.

Weaknesses and Challenges

- Applied Spectroscopy is a stand-alone publication with a relatively small Editorial staff and very little in the way of resources for promotion and enhancements. For example, OSA employs a staff of 150 for a stable of 16 journals. They have a full-time lawyer to review/prepare contracts and professional web programming staff. The commercial publishers have full–time employees dedicated to developing journal enhancements and for marketing. We are at a distinct disadvantage because of the scale of our operation.
- The impact factor (~2) is below most of the immediate "competition". The direct effect is that we do not receive the numbers of quality papers as other related journals. We need to be in the range of 3 to attract these papers.
- The subscription base is slowly eroding which affects journal (society) revenue.
- The majority of our manuscripts come from ESL countries that adds overhead to the copy editing process.
- There is no comprehensive membership and subscription strategy.
- Need to adopt new e-journal format and explore other high-tech strategies as value-added benefits of Society membership and to demonstrate competitiveness.
- Lack of a social media strategy to increase interest and generate readership.
- A more dynamic web presence that is regularly updated (weekly, twice-weekly) to include news items, events, press releases, spotlight on/interview with authors, E-i-C notes, editorial blogs, etc.

Appendix 1: Top ten articles downloaded from January 2013 to July 31, 2013 (source Ingenta and OSA)

Item title	Volume	Issue	Ingenta downloads	OSA Downloads	Total
Review of Super-Resolution Fluorescence Microscopy for Biology	65	9	551	233	784
Quantum Dots in Bioanalysis: A Review of Applications Across Various Platforms for Fluorescence Spectroscopy and Imaging	67	3	434	191	625
Laser-Induced Breakdown Spectroscopy (LIBS), Part II: Review of Instrumental and Methodological Approaches to Material Analysis and Applications to Different Fields	66	4	290	232	522
Surface-Enhanced Raman Scattering: An Emerging Label-Free Detection and Identification Technique for Proteins	67	4	424	?	424
Application of Spectroscopic Ellipsometry and Mueller Ellipsometry to Optical Characterization	67	1	313	103	416
AFM-IR: Combining Atomic Force Microscopy and Infrared Spectroscopy for Nanoscale Chemical Characterization	66	12	283	97	380
Plasmonics for Nanoimaging and Nanospectroscopy	67	2	142	203	345
Inductively Coupled Plasma-Mass Spectrometry (ICP-MS) for Quantitative Analysis in Environmental and Life Sciences: A Review of Challenges, Solutions, and Trends	66	8	148	178	326
Infrared Spectroscopic Imaging: The Next Generation	66	10	306	?	306
Nucleic Acid Fluorescent Probes for Biological Sensing	66	11	142	?	142

Appendix 2: Future Focal Point Articles:

Authors	Title	Submit Date	Issue
Lopes and Santos	A review on the applications of portable near infrared spectrometers in the agro-food industry	Under Revision	November
Zhiwei Huang, SNU	Pushing the frontier in biomedical Raman endospectroscopy into real-time diagnosis of pre-cancer and cancer	Mid July 2013	December
Jonathan M. Irish, Vanderbilt University	Mass Cytometry	July 31 2013	2014
Andrew Whitley, Horiba	Fluorescence Avoidance and Correction Methods in Raman Spectroscopy	September 30 2013	2014
Costanza MILIANI	Vibrational Spectroscopies for Non-invasive In-situ Analysis of Cultural Heritage Materials: a Review"	Unspecified	2014
Griffiths/Turner	Automated Baseline Subtraction of Vibrational Spectra	Early 2014	2014
Axel Zeitler, Cambridge	Terahertz spectroscopy and imaging.	Late Fall	2014
Delmar Larsen	Ultrafast Photobiology	Late Summer	2014
Rene Beattie – Crescent Diagnostics	Chemometrics methods in spectroscopy	Late Summer	2014
Tahei TAHARA, Director of Molecular Spectroscopy Laboratory RIKEN	Spectroscopy of Molecules at Interfaces	Late Summer	2014
Lev T. Perelman	Light scattering spectroscopy in biomedical diagnostics	Late Summer	2014
Augustus Fountain	Spectroscopy of Explosive Materials	TBA	2014
Daniel Cozzolino	The use of spectroscopy in wine making	TBA	2014
Christy Haynes	SERS in complex media	Early 2014	2014
Rick Russo and Vassilia Zorba	Near-Field Optics for Ablation Chemical Analysis	Early in 2014	2014
Volker Deckert	Tip-Enhanced Raman Spectroscopy	Expected Mid-Feb.2013	???
Laurence R. Schimleck, Oregon	Spectroscopy/Wood Science	Accepted in principle	???
Ralph Sturgeon	Vapor Generation for Atomic Spectrometry"	thinking about it	2014
He Huang	2D-COS	Accepted	2014
Bernhard Lendl	Analytical Applications Quantum Cascade Lasers	invitation sent	Accepted
Eichenholz	Miniaturized Spectrometers and Spectral Sensors	Invitation sent	
Yasumitsu Ogra	Hybrid Techniques with plasma spectrometry for ultratrace and trace metal analysis and their speciation to solve biological and environmental problems	invitation sent	
?????	Bio-Chemical Sensors based on Photonic Crystals	?????	
Paolo Oliveri	Spectroscopic Verification of Food Authenticity	invitation sent	

Appendix 3

Draft Open Access Policy
Applied Spectroscopy and Open Access

The Society for Applied Spectroscopy is a non-profit organization dedicated to the dissemination of information related to spectroscopy. The SAS publishes Applied Spectroscopy monthly. Applied Spectroscopy is an international journal for the publication of original research and review articles, both fundamental and applied, covering all aspects of spectroscopy. The journal has been published continuously since 1951 and is highly respected in the analytical chemistry and spectroscopy community. Submitted papers are put through a rigorous peer review process and accepted manuscripts are copy-edited to a very high standard.

Open Access has become a complex issue in the publishing world because of the various options available and also because of the proliferation of "fly-by-night" open access journals. Jeffrey Beal of the University of Colorado observes, "The gold open-access model has given rise to a great many new online publishers. Many of these publishers are corrupt and exist only to make money off the author processing charges that are billed to authors upon acceptance of their scientific manuscripts." By publishing your research results in Applied Spectroscopy, you are publishing in a journal with a 60-year tradition of publishing outstanding, groundbreaking work.

There are two primary vehicles for delivering OA for research articles - Green Open Access and Gold Open Access

For Gold open access the publisher makes that final published form of the article freely available. For Applied Spectroscopy Gold OA articles are flagged by the journal host (http://www.ingentaconnect.com) as "Open access content" and can be downloaded for free by anyone with internet access.

For Green open access the publisher provides access to the paper for journal subscribers for some period of time (the embargo period) but after that period expires a production form of the paper is placed in an archive or repositories that allows it to be freely accessible. The form of the paper that is made available varies from publisher to publisher. It can be the final published form (normally a PDF) or it can be the final accepted manuscript before copy-editing.

In keeping with the mandate of the Society to "... advance and disseminate knowledge and information concerning the art and science of spectroscopy and other allied sciences the journal is supporting and facilitating open access to its content. Since 1994 Applied Spectroscopy has been featuring review papers (called Focal Point Reviews) on different aspects of fundamental and applied spectroscopy. These review papers are peer-reviewed and are intended to provide an introduction, overview, and perspective on the subject of the review. As a service to the analytical chemistry and spectroscopy community, these papers are available as Gold OA. We hope that through this initiative we can provide a resource for researchers, students, and the general public to learn more about

spectroscopy and its many uses in fields such as chemistry, physics, biological and health sciences, environmental science, materials science, archeology and art conservation, and forensic science.

Applied Spectroscopy encourages and supports author compliance with the directives of various funding bodies that require grantees to place a version of the accepted manuscript in an open digital archive, such as PubMed Central, after an embargo period. For authors funded through NIH (USA) and CIHR (Canada), Applied Spectroscopy will facilitate this process at the authors' request by uploading a PDF version of the manuscript for authors after the mandated embargo period has expired. Currently, there is no charge for this service.

In addition, Applied Spectroscopy will publish, as Gold OA, submitted articles for which a page charge of $150 per published page is levied to provide for open access when the article is published. Authors who choose this Gold OA option will retain copyright under a Creative Commons license. This open access option will enhance access for your article while simultaneously fulfilling mandates from employers and funders. Gold OA articles will be subject to the same rigorous peer review as "regular" submitted articles.

Newsletter Editor's Report
David Butcher
August, 2013

Six issues of the newsletter have been published since our last report, as detailed in the table below. To my knowledge, there have been no technical issues.

I would like to acknowledge the contribution of Xiaohua Zhou, who is serving on the 2013 Newsletter Committee.

Ed McMillan and Bill Cunningham have sold several advertisements for the Newsletter over the past six months. I appreciate their excellent work in raising funds for SAS.

I would also like to thank the SAS Executive Committee for their excellent guidance and interest in the Newsletter. Their encouragement has encouraged the submission of additional items for the Newsletter.

Issue	**Topic**
March 2013	SAS Sponsors Symposia at Pittcon 2013
April 2013	Prof. Stephen Cramer wins NYSAS Gold Medal Award
May 2013	Proposed Changes to the SAS Constitution
June 2013	SAS Members Only Event at SCIX
July 2013	Lester W. Strock Award to be Presented to Rick Russo
August 2013	2013 Election of Officers & Governing Board Delegates and Proposed Governance Revisions

SAS Web Editor Report, Francis Esmonde-White, Sept. 22, 2013

At Pittcon 2013 the web site committee returned a detailed (17 pages excluding appendices) report on the current web site. The current web site was found to be very expensive when compared to other similar web sites, and to have significant safety breaches including disclosing member information and journal content. Bonnie Saylor and Francis Esmonde-White both communicated with the web development company to close the major security issues within several weeks of their disclosure. Francis Esmonde-White was named as interim web site editor (until Jan 2014), and the committee was asked by the EC to provide more details on potential options for moving forward based on the initial report.

Shortly after Pittcon, Joanne Jablkowski from the journal office was trained by Mary Anne Ohlhoff on how to update the web site. Joanne has subsequently maintained all journal content on the web site. Mary Carrabba continues to maintain the spectroscopist calendar page. The SAS office continues to manage the remaining content of the web site (home page, newsletters, upcoming member events, ect). Web site back end programming continues to be overseen by the SAS office. The current contract with Caktus Consulting stipulates a minimum annual development cost of $31,440, which excludes web site hosting and server management costs. Several alternative web site options have been presented for consideration by the EC.

Currently the responsibilities and capabilities of the web editor for affecting changes to the web site are very limited. The Web Editor is not actively involved in or consulted on web site updates, expenditures, or oversight. The responsibilities appropriate for the Web Editor are currently performed by the Executive Director, such as managing permissions for making changes to the web site, deciding on site content, layout and structure, and involvement in coordinating updates to the web site by contractors. If the bylaws currently under consideration are implemented, then the web editor position would be meaningful. If clearly defined and substantial responsibilities are not approved, the EC should reconsider whether it is cost-effective to have a web editor position.

The remainder of this report includes: web site usage/statistics over the past year, recommendations for delegating web page editing & management, recommendations for reorganizing the web site structure, and an appendix with detailed information about the present web site.

Web Site Usage Data

Web Site Traffic Sources: 58% came from searches, 25% from direct traffic (bookmarks, entering URL manually), and 16.6% from referral traffic. Of the total site visits, 1.75% came through social media referrals (partitioned at 70% from LinkedIn, 25% from Facebook, and 5% from Google+).

% Visits by Source
(95% of search traffic is from Google)

Search Traffic: Almost all search traffic involves searches for the journal or society names, or web site addresses ("www.s-a-s.org"). Other prominent searches include many journal-related searches (focal points, author guidelines, submissions), spectroscopic methods (mostly Raman), conferences (SciX), and awards (Meggers).

Referral Traffic: Most referral traffic came from IngentaConnect, OpticsInfoBase, LinkedIn, Wikipedia, AllenTrack, and Facebook.

Year	2013	2012	2011
Visits	48,789	42,247	33,271
Unique Visitors	30,738	24,951	20,560
Pageviews	180,392	158,756	127,780
Pages / visit	3.70	3.76	3.84
Average visit duration	3:07	2:53	3:06
Bounce Rate	46.19%	41.98%	36.93%
New visits	60.45%	56.31%	61.24%

Web site statistics comparing Sept. 19, 2012 - Sept. 18, 2013, as well as corresponding periods from 2011-2012, and 2010-2011.

Web Site Speed: Average page load times are 5.70 seconds, with an average of 5.32 seconds for US users. The Journal page is the most popular page on the website, and loads in 5.16 seconds. The homepage is the second most popular, and loads in 6.69 seconds. Speeds could be substantially improved by optimizing JavaScript, CSS and images.

Content: The most common landing (starting) page for visitors are the journal (27.3%), home page (24.2%), calendar (13.1%), and author's guide (5.5%). Each journal issue generates about 1000 unique pageviews in the month where they are posted. Each newsletter generates about 250 unique pageviews in the week when they are disseminated. Behaviour flow analysis indicates that almost all visitors either start at the journal or the home page, and most continue on to journal content by the second or third page traverse (example screen-grabs are included in the appendix, the home page is listed as "/" in the appendix reports).

Number of Visits by location Sept. 2012-2013

Language: 68% of visitors have their computer set to the English language. About 4.7% were Chinese, 4.7% German, 3.4% Japanese, 2.9% Spanish, 2.7 % French, 1.8% Russian, 1.6% Portuguese, 1.6% Polish, and 1.1% Italian.

Top 10 Countries by # Visits: United States (37.91%), India (6.08%), Germany (5.27%), United Kingdom (5.26%), China (4.59%), Canada (4.58%), Japan(3.91%), France (2.19%), Turkey (1.78%), and Poland (1.75%). We had visits from a total of 146 countries.

Top 25 Cities by # Visits: Frederick (MD), Vancouver, London, Chennai (India), Beijing, Pittsburgh, New York, Richmond (BC), Bangalore (India), Istanbul (Turkey), Ankara (Turkey), Moscow, Berlin, New Delhi (India), Belgrade, Washington, Madrid, Oxford, Shanghai, Seoul, Houston, Prague, Mayaguez (Puerto Rico), Carrboro (NC), and Ahmedabad (India).

Devices: About 3.8% of visits are made with mobile devices, with 1.83% from tablets and 1.95% phones.

Recommended changes to content/page management:

The web site header and navigation menu should be redesigned to improve content visibility 'above-the-fold'. Also, PDF content should be linked such that it can be loaded in a full-screen (or nearly full-screen) view. Each page of the site should have a link at the bottom of the page indicating to whom corrections, suggestions or feedback to the society should be addressed (particularly for feedback that concerns specific committees).

Relevant technical content is the most likely source for driving potential new members to discover the SAS. Including technical content should be a high priority. In the past, technical content on the SAS web site has included supplement material for spectra and band assignments, short courses, award information, focal point article compendia, and information about student members. Other potential content includes links to spectroscopy teaching resources, spectroscopy databases, software, instrumentation vendors, and educational materials.

The society web site has many pages, and much of the information quickly becomes outdated. The best practice for ensuring currency of information is to have the EC or committee members in charge of each topical area periodically review and make updates to the relevant portions of the web site (because they are likely to know the most current information for their subject areas). The following list is meant as a starting point for discussion of delegation of web site authority:

The web pages for sections (student, regional, technical and affiliates) need to be updated. Access should be given to representatives of each section so that they either (a) update their section information on the SAS web site (including at minimum the section contact information and a list of events), or (b) maintain a link to an external section web site. All inactive sections should be labeled as inactive, with a link to a page on how to reactivate the section (or for creating a new one). Keeping this information updated at least yearly should be made a requirement for sections to receive funding. This section of the website should be overseen by the Regional/Technical Affairs Representative and the Student Representative.

The newsletters section of the website should be overseen and updated by the Newsletter Editor.

The student events and membership events should be reviewed and edited by the Membership Coordinator and Student Representative. Events should be included in an online event calendar(s), allowing members to have SAS events automatically appear in their own calendars.

The constitution and bylaws sections should be reviewed and edited by a delegate of the Bylaws and Constitution Committee.

Lists of working committees, EC, Governing Board, staff, membership fees, corporate sponsorship, donor program, journal subscription information, and journal copyright information should be reviewed and edited by the SAS office.

Corporate sponsorship and journal advertising information pages should be reviewed and edited by the advertising subcontractor (TMS). Web site advertisements should be reviewed and edited jointly by the advertising subcontractor (TMS) and SAS office.

Remaining unnamed journal pages should be reviewed and edited by Journal office staff.

Remaining unnamed membership web site pages should be reviewed and edited jointly by the Web Site Editor and the SAS office.

Membership Web Site (www.s-a-s.org)

- Link to Journal (www.applspec.com)
- Members (members.s-a-s.org)
  - Join/Renew
  - Membership Benefits
  - Update Member Information
  - Access Journal Content (signed link to journal.applspec.com)
  - Membership Directory
  - Discounted Subscriptions
  - Voting & Election Results
  - Surveys
  - Member Events
  - How to Access Your Account
- Sections
  - Regional
  - Technical
  - Student
  - Affiliated Organizations
  - Create a section
- Newsletter
  - Current Issue
  - Past Issues
  - About & Submit Content
- Calendars (including actual embedded calendars, with links to add to personal calendar systems)
  - Member Events (link to members.s-a-s.org -> member events), Section Events (Regional, Technical, Affiliates)
  - Tour Speakers (information about current & past tours, how to organize a new tour or tour stop)
  - Spectroscopist Calendar
  - Governing Board Calendar & Executive Committee Calendar (private?)
- Affiliated Organizations
  - National Meeting
  - Other Conferences & Meetings
  - Affiliated Societies
- Technical Resources (mostly links, with members & sponsors highlighted for relevant links)
  - Fundamentals & Spectroscopy Applications
  - Learn About Spectroscopy (tutorials, short courses, demos)
  - Focal Point & Open Access Appl Spec Articles (links to www.applspec.com)
  - Teaching Resources/Course Materials for Educators
  - Spectroscopy Databases
  - Spectroscopy Software Packages
  - Standards
  - Instruments
  - Research in Spectroscopy (Academic groups)
- Donations and Sponsorship
  - Individual Donations
  - Corporate Sponsorship
- About
  - Contact Us (Office information)
  - SAS Mission Statement
  - Organization Overview (activities, number of members, countries served, journal, ect... stats)
  - Executive Committee, Governing Board, Staff
  - Committees
  - History
  - Constitution & Bylaws
  - Privacy Policy

Journal Web Site (www.applspec.com)

- Link to SAS Site
- Upcoming Issue
- Focal Point Issues
- Journal Content (subdomain journal.applspec.com)
- Subscription Information
  - Personal/Individual Subscriptions
  - Library/Institutional Subscriptions
  - Help your organization subscribe (resource material & help for signing up an institution)
- Advertising
- Copyright
  - Obtain permission for reproduction (in theses, articles, books, and web sites)
  - FAQ (fair use, ect)
- Manuscript Submission
  - Submit a Manuscript
  - Author Guidelines
  - Ethical Guidelines
  - Submission resources (eg. citation library resources, manuscript templates, example documents/figures)
  - Nomenclature
  - Open Access Policy (link to About->Open Access Policy)
  - Aims & Scope (link to About->Aims & Scope)
  - Copyright (link to Copyright)
  - FAQ (costs, color figures, review timelines, help with language, novelty, etc)
- Back Issues
  - Electronic: How to obtain, explain content limitations
  - Print Copies: How to obtain, explain what content is not in e-version (www.s-a-s.org)
- Reviewers
  - How to become a reviewer
  - Reviewer guidelines (review criteria, expected deadlines)
  - Resources for reviewers
- About
  - Contact Us
  - Journal Mission Statement
  - Journal Overview (Impact Factor, parent society, stats: number of articles, num. of subscribers & libraries, etc)
  - Editorial Board
  - Aims & Scope
  - Open Access Policy

SAS Web Editor Report Appendix, Francis Esmonde-White, Sept. 22, 2013

List of contents:

1. **Behaviour analysis:** visualization of traffic starting from each major landing (site entry) page
2. **Content Drilldown:** Breakdown of usage of subsections of the web site by number of pages viewed (top 10)
3. **Pages:** List of individual pages of the web site, ordered by number of times viewed (top 100 pages only)
4. **Organic Search Traffic:** Breakdown of web search terms leading to traffic visiting the web site, ordered by number of visits (top 100 terms only)
5. **Referral Traffic:** Breakdown of traffic referred to SAS from other web sites, ordered by number of visits (top 50 referring sites only)
6. **Network Referrals:** Breakdown of social-media based traffic to SAS, ordered by number of visits.
7. **Search Terms:** Breakdown of searches performed on the web site itself, ordered by number of searches (top 25 searches only)

Appendix A.7 – Web Editor Report (Appendix)

Behaviour Analysis (shows aggregated visitor navigation habits, 'more pages' items contain mostly journal issues/articles)

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Content Drilldown

Sep 19, 2012 - Sep 18, 2013

All Visits
100.00%

Explorer

Page path level 1	Pageviews	Pageviews
	180,392 % of Total: 100.00% (180,392)	180,392 % of Total: 100.00% (180,392)
1. /journal/	95,925	53.18%
2. /	19,010	10.54%
3. /newsletter/	14,359	7.96%
4. /search/	14,019	7.77%
5. /auth/	12,046	6.68%
6. /members/	10,505	5.82%
7. /for-members/	6,094	3.38%
8. /about/	3,491	1.94%
9. /pagelets-management/	1,677	0.93%
10. /students/	1,625	0.90%

Contribution to total: Pageviews

Rows 1 - 10 of 96

© 2013 Google

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Pages

Pages are grouped by Page

Sep 19, 2012 - Sep 18, 2013

All Visits
100.00%

Explorer

	Page	Pageviews	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
		180,392 % of Total: 100.00% (180,392)	136,004 % of Total: 100.00% (136,004)	00:01:09 Site Avg: 00:01:09 (0.00%)	48,789 % of Total: 100.00% (48,789)	46.19% Site Avg: 46.19% (0.00%)	27.05% Site Avg: 27.05% (0.00%)	$0.00 % of Total: 0.00% ($0.00)
1.	/journal/	**25,832**	18,282	00:00:47	13,305	26.99%	21.56%	$0.00
2.	/	**19,010**	14,234	00:01:07	11,788	36.05%	30.54%	$0.00
3.	/newsletter/calendar/	**8,708**	6,750	00:03:38	6,379	79.15%	72.70%	$0.00
4.	/journal/log-question-ingental-link/	**8,044**	6,312	00:01:13	144	54.86%	44.02%	$0.00
5.	/auth/login/	**6,540**	2,881	00:00:34	105	19.05%	5.63%	$0.00
6.	/journal/authguide/	**5,902**	4,535	00:03:04	2,700	62.85%	55.27%	$0.00
7.	/for-members/	**3,264**	2,338	00:00:39	219	23.74%	13.94%	$0.00
8.	/members/application/	**2,617**	2,012	00:02:14	366	50.27%	29.04%	$0.00
9.	/about/	**2,053**	1,679	00:01:01	119	47.06%	25.72%	$0.00
10.	/journal/viewer/issuelist/499/	**1,980**	1,437	00:00:57	176	40.34%	19.14%	$0.00
11.	/journal/viewer/issuelist/500/	**1,740**	1,249	00:01:03	106	62.26%	20.98%	$0.00
12.	/journal/viewer/issuelist/502/	**1,719**	1,159	00:00:51	61	24.59%	13.79%	$0.00
13.	/journal/viewer/issuelist/503/	**1,546**	1,047	00:00:59	317	45.11%	22.51%	$0.00
14.	/journal/viewer/issuelist/495/	**1,542**	1,065	00:01:08	37	35.14%	15.82%	$0.00
15.	/journal/EditorialBoard/	**1,510**	1,295	00:01:58	166	74.10%	36.75%	$0.00
16.	/newsletter/	**1,442**	997	00:00:45	184	25.54%	17.20%	$0.00
17.	/journal/viewer/issuelist/497/	**1,423**	999	00:01:06	161	60.87%	20.52%	$0.00
18.	/journal/AimsScope/	**1,419**	1,170	00:01:25	59	42.37%	26.50%	$0.00
19.	/members/application/renew/	**1,384**	892	00:03:45	50	54.00%	13.73%	$0.00
20.	/search/	**1,305**	985	00:00:43	65	13.85%	6.36%	$0.00
21.	/students/	**1,237**	939	00:00:42	60	51.67%	20.13%	$0.00

22.	/auth/password_reset/	**1,227**	782	00:00:33	5	40.00%	5.13%	$0.00
23.	/journal/viewer/issuelist/496/	**1,217**	855	00:01:07	36	50.00%	15.94%	$0.00
24.	/journal/viewer/issuelist/505/	**1,212**	805	00:00:57	28	35.71%	15.18%	$0.00
25.	/journal/viewer/issuelist/504/	**1,176**	794	00:01:16	264	46.21%	25.94%	$0.00
26.	/journal/viewer/issuelist//	**1,133**	757	00:00:19	16	12.50%	4.15%	$0.00
27.	/journal/viewer/issuelist/494/	**1,091**	769	00:01:02	32	40.62%	14.94%	$0.00
28.	/journal/UpcomingIssues_66-12_67-1/	**1,050**	868	00:01:25	220	63.18%	47.24%	$0.00
29.	/journal/viewer/issuelist/498/	**945**	693	00:01:00	43	60.47%	21.16%	$0.00
30.	/journal/viewer/focal-point/	**923**	689	00:02:28	136	66.18%	39.54%	$0.00
31.	/auth/logout/	**875**	716	00:01:42	84	82.14%	63.66%	$0.00
32.	/journal/viewer/issuelist/506/	**837**	551	00:00:45	32	31.25%	14.10%	$0.00
33.	/journal/viewer/issuelist/501/	**799**	549	00:01:11	34	41.18%	16.52%	$0.00
34.	/journal/pdfauthguide/	**771**	613	00:03:12	85	69.41%	48.12%	$0.00
35.	/members/application/complete/	**736**	708	00:02:26	23	65.22%	56.11%	$0.00
36.	/journal/subscriptions/	**681**	565	00:01:23	66	57.58%	35.24%	$0.00
37.	/auth/password_reset/done/	**629**	599	00:02:37	10	40.00%	14.31%	$0.00
38.	/for-members/awards/	**590**	428	00:01:53	226	59.73%	45.25%	$0.00
39.	/journal/JanuaryHighlights/	**585**	470	00:01:50	397	57.93%	48.21%	$0.00
40.	/journal/viewer/issuelist/1/	**518**	439	00:00:48	342	15.79%	17.95%	$0.00
41.	/members/regional-technical-student-sections/	**511**	242	00:00:39	11	27.27%	5.48%	$0.00
42.	/journal/viewer/abstract/10810/	**492**	410	00:02:09	24	66.67%	28.46%	$0.00
43.	/journal/UpcomingIssues/	**490**	380	00:02:02	83	65.06%	40.20%	$0.00
44.	/auth/login/?next=/members/application/renew/	**483**	393	00:00:43	114	11.40%	13.66%	$0.00
45.	/journal/nomen/	**439**	373	00:01:28	117	82.91%	38.50%	$0.00
46.	/for-members/membership-fees/	**416**	340	00:01:05	12	41.67%	18.51%	$0.00
47.	/newsletter/january-2013-newsletter/	**407**	368	00:01:53	310	81.94%	74.20%	$0.00
48.	/auth/login/?next=/members/profile/	**400**	317	00:00:32	8	0.00%	16.25%	$0.00
49.	/journal/CopyrightInfo/	**383**	300	00:01:06	16	37.50%	20.37%	$0.00
50.	/journal/FebruaryHighlights/	**371**	303	00:01:11	116	48.28%	28.30%	$0.00
51.	/newsletter/december-2012-newsletter/	**356**	315	00:02:49	257	78.60%	69.94%	$0.00
52.	/newsletter/november-2012-newsletter/	**356**	316	00:02:30	247	80.97%	71.91%	$0.00
53.	/newsletter/april-2013-newsletter-x/	**355**	333	00:01:10	300	80.33%	75.21%	$0.00
54.	/newsletter/october-2012/	**345**	304	00:01:01	235	76.17%	65.22%	$0.00
55.	/members/profile/edit/personal/	**342**	271	00:01:26	4	0.00%	2.92%	$0.00
56.	/newsletter/july-2013-newletter/	**341**	287	00:02:04	256	73.83%	69.79%	$0.00
57.	/journal/viewer/abstract/10635/	**332**	280	00:02:22	36	69.44%	33.43%	$0.00
58.	/journal/viewer/abstract/10502/	**326**	273	00:01:41	20	50.00%	26.07%	$0.00
59.	/blog/2010/10/13/sas-sponsored-	**320**	249	00:01:24	20	55.00%	24.69%	$0.00

	events-facss/							
60.	/newsletter/june-2013-newsletter/	**320**	262	00:01:46	239	68.62%	64.38%	$0.00
61.	/about/staff/	**318**	260	00:01:02	31	51.61%	30.82%	$0.00
62.	/journal/viewer/issuelist/493/	**317**	222	00:01:17	25	48.00%	19.87%	$0.00
63.	/newsletter/may-2013-newsletter/	**317**	262	00:02:14	223	76.68%	69.40%	$0.00
64.	/journal/AdvertisingInfo/	**315**	249	00:01:10	26	46.15%	24.44%	$0.00
65.	/journal/viewer/abstract/10482/	**315**	264	00:02:02	20	75.00%	28.89%	$0.00
66.	/journal/MarchHighlights/	**311**	271	00:01:30	154	61.04%	43.09%	$0.00
67.	/newsletter/august-2013-newsletter1/	**305**	254	00:02:12	225	71.56%	70.16%	$0.00
68.	/newsletter/february-2013-newsletter/	**293**	266	00:02:43	204	84.31%	72.70%	$0.00
69.	/about/execcomm/	**292**	234	00:01:26	18	77.78%	32.19%	$0.00
70.	/for-members/sponsors/	**292**	195	00:01:23	44	81.82%	30.48%	$0.00
71.	/newsletter/march-2013-newsletter/	**285**	247	00:02:08	189	78.84%	67.37%	$0.00
72.	/for-members/applicationform/	**270**	212	00:02:14	52	44.23%	33.33%	$0.00
73.	/students/undergraduate-student-travel-grant/	**238**	188	00:01:29	62	61.29%	31.51%	$0.00
74.	/pagelets-management/pagelet/53/edit/?next=/journal/	**220**	62	00:02:26	6	16.67%	5.91%	$0.00
75.	/blog/2012/05/03/SciX-2012/	**219**	176	00:01:05	113	63.72%	57.08%	$0.00
76.	/journal/viewer/abstract/10874/	**215**	184	00:03:01	99	84.85%	61.86%	$0.00
77.	/about/governing-board/	**212**	142	00:00:57	8	50.00%	11.79%	$0.00
78.	/journal/FAQ/	**211**	179	00:01:35	9	44.44%	25.12%	$0.00
79.	/journal/viewer/abstract/10596/	**190**	169	00:02:14	2	50.00%	30.00%	$0.00
80.	/journal/OctoberHighlights/	**183**	148	00:00:48	19	31.58%	21.86%	$0.00
81.	/journal/viewer/abstract/10912/	**183**	162	00:02:38	110	87.27%	67.21%	$0.00
82.	/about/working-committees/	**179**	136	00:01:47	3	33.33%	26.82%	$0.00
83.	/members/contact-member/98003110/	**179**	145	00:02:12	2	0.00%	39.11%	$0.00
84.	/journal/viewer/abstract/10767/	**168**	146	00:01:54	17	64.71%	38.10%	$0.00
85.	/journal/pdfspecnomen/	**167**	138	00:02:04	46	73.91%	44.31%	$0.00
86.	/blog/2013/07/01/sas-sponsored-events-facss/	**157**	116	00:01:49	19	52.63%	36.94%	$0.00
87.	/journal/DecemberHighlights/	**154**	116	00:01:33	33	42.42%	20.78%	$0.00
88.	/for-members/discounted-osa-membership/	**147**	119	00:01:53	52	73.08%	39.46%	$0.00
89.	/journal/viewer/issuelist/492/	**147**	117	00:01:13	3	0.00%	8.84%	$0.00
90.	/journal/NovemberHighlights/	**146**	116	00:01:06	10	40.00%	17.12%	$0.00
91.	/for-members/affiliated-societies/	**142**	102	00:01:31	7	85.71%	22.54%	$0.00
92.	/journal/viewer/abstract/10099/	**142**	134	00:04:29	124	95.16%	89.44%	$0.00
93.	/journal/viewer/issuelist/491/	**142**	108	00:00:53	16	56.25%	15.49%	$0.00
94.	/members/contact-member/98004480/	**142**	76	00:03:09	7	57.14%	38.73%	$0.00
95.	/for-members/2013AwardWinners/	**134**	102	00:01:33	16	100.00%	32.84%	$0.00

Appendix A.7 – Web Editor Report (Appendix)

96.	/for-members/MembersOnlyEvent2013/	**130**	104	00:01:08	14	50.00%	34.62%	$0.00
97.	/for-members/Election2012NewPresident/	**125**	104	00:02:02	27	74.07%	35.20%	$0.00
98.	/journal/viewer/issuelist/486/	**124**	91	00:00:57	13	53.85%	24.19%	$0.00
99.	/journal/viewer/issuelist/490/	**123**	100	00:01:05	13	38.46%	17.07%	$0.00
100.	/journal/viewer/issuelist/489/	**122**	94	00:01:15	10	30.00%	18.03%	$0.00

Rows 1 - 100 of 16869

© 2013 Google

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Organic Search Traffic

Sep 19, 2012 - Sep 18, 2013

All Visits
58.39%

Explorer

Site Usage

	Keyword	Visits	Pages / Visit	Avg. Visit Duration	% New Visits	Bounce Rate
		28,486 % of Total: 58.39% (48,789)	3.62 Site Avg: 3.70 (-2.11%)	00:02:44 Site Avg: 00:03:07 (-12.01%)	62.72% Site Avg: 60.45% (3.74%)	44.57% Site Avg: 46.19% (-3.50%)
1.	(not provided)	**13,793**	3.63	00:02:45	63.06%	42.46%
2.	applied spectroscopy	**4,202**	4.80	00:03:34	51.88%	27.23%
3.	society for applied spectroscopy	**795**	4.49	00:04:16	40.88%	36.73%
4.	applied spectroscopy journal	**345**	5.76	00:03:58	62.61%	25.51%
5.	spectroscopy	**344**	1.81	00:01:06	91.28%	73.84%
6.	society of applied spectroscopy	**262**	5.89	00:05:01	38.93%	23.28%
7.	appl spectrosc	**219**	6.60	00:03:50	76.71%	11.87%
8.	appl. spectrosc	**149**	5.38	00:02:27	72.48%	28.86%
9.	journal of applied spectroscopy	**140**	3.89	00:03:12	49.29%	40.71%
10.	sas	**140**	1.64	00:00:30	97.86%	84.29%
11.	appl. spectrosc.	**112**	5.83	00:03:14	73.21%	15.18%
12.	spectroscopy conference 2013	**87**	1.56	00:02:03	72.41%	74.71%
13.	spectroscopy society of usa	**80**	1.51	00:01:24	1.25%	88.75%
14.	s-a-s.org	**75**	5.44	00:05:56	25.33%	36.00%
15.	spectroscopy journal	**68**	3.69	00:02:40	82.35%	42.65%
16.	sas spectroscopy	**62**	5.00	00:04:39	29.03%	32.26%
17.	journal of spectroscopy	**54**	4.00	00:03:48	87.04%	40.74%
18.	www.s-a-s.org	**52**	6.27	00:05:26	9.62%	28.85%
19.	society applied spectroscopy	**51**	5.39	00:05:00	49.02%	25.49%
20.	applied+spectroscopy	**50**	5.30	00:03:46	46.00%	34.00%
21.	applied spectroscopy information for authors	**49**	2.37	00:01:35	2.04%	10.20%

Appendix A.7 – Web Editor Report (Appendix)

22.	congress spectrum 2013	41	1.02	00:00:37	2.44%	97.56%
23.	raman konferenz 2013	41	1.37	00:02:18	2.44%	85.37%
24.	applied apectroscopy	40	1.45	00:00:44	5.00%	87.50%
25.	appl spectroscopy	39	4.87	00:03:12	61.54%	33.33%
26.	spectroscopy conferences 2013	37	2.89	00:05:30	70.27%	51.35%
27.	sas.org	36	3.67	00:02:55	22.22%	33.33%
28.	appl spectrosc journal	34	6.47	00:03:30	76.47%	17.65%
29.	spectroscopy journals	34	3.71	00:03:18	85.29%	38.24%
30.	applied spectrosocpy	33	1.52	00:01:04	3.03%	81.82%
31.	scix 2012	29	1.79	00:00:16	93.10%	65.52%
32.	appl. spectroscopy	28	7.86	00:04:17	57.14%	14.29%
33.	http://www.s-a-s.org/	28	3.57	00:02:57	71.43%	50.00%
34.	meggers award	28	3.25	00:02:44	3.57%	39.29%
35.	sas applied spectroscopy	25	4.40	00:03:27	16.00%	16.00%
36.	spectroscopy conference	24	1.50	00:01:26	79.17%	70.83%
37.	journal spectroscopy	22	4.36	00:03:12	72.73%	59.09%
38.	"applied spectroscopy"	21	8.05	00:14:32	71.43%	0.00%
39.	"society for applied spectroscopy" fellows	21	4.14	00:04:24	0.00%	23.81%
40.	applied spectroscopy focal point chemometrics	20	4.80	00:05:01	0.00%	15.00%
41.	conference spectroscopy 2013	20	1.20	00:00:38	60.00%	80.00%
42.	journal applied spectroscopy	19	4.32	00:03:13	47.37%	31.58%
43.	naoto nagai	19	1.21	00:00:56	100.00%	84.21%
44.	spectroscopy society	19	3.63	00:03:15	78.95%	21.05%
45.	applied spectroscopy magazine	18	7.11	00:03:40	50.00%	22.22%
46.	conferences ir spectroscopy 2013	18	1.17	00:03:28	0.00%	88.89%
47.	facss 2013	17	2.47	00:03:22	64.71%	52.94%
48.	appl.spectrosc	16	6.06	00:04:31	87.50%	12.50%
49.	spectroscopic nomenclature	16	3.06	00:04:29	18.75%	37.50%
50.	spectroscopy magazine	16	5.19	00:03:47	81.25%	37.50%
51.	society for applied spectroscopy membership renewal	15	2.40	00:04:14	0.00%	60.00%
52.	spectroscopy association	15	2.93	00:01:55	53.33%	46.67%
53.	spectroscopy journals list	14	3.79	00:04:03	78.57%	35.71%
54.	applied spec	13	4.69	00:01:42	69.23%	15.38%
55.	bakeev bw tek	13	2.85	00:00:43	0.00%	46.15%
56.	s- a-s spectroscopy	13	1.15	00:00:06	0.00%	92.31%
57.	spectroscopy conferences	13	2.69	00:03:54	92.31%	61.54%
58.	appl spectrosc.	12	4.83	00:01:33	83.33%	8.33%
59.	journal ofapplied spectroscopy	12	1.58	00:00:59	8.33%	75.00%
60.	raman spectroscopy conference 2013	12	1.58	00:00:59	75.00%	58.33%
61.	sas graduate student award	12	1.58	00:02:41	33.33%	66.67%

62.	society for applied spectraoopy	12	1.00	00:00:00	0.00%	100.00%
63.	volker deckert	12	1.00	00:00:00	83.33%	100.00%
64.	applied spectroscopy author guidelines	11	2.36	00:00:34	54.55%	27.27%
65.	applied spectroscopy society	11	5.09	00:04:21	27.27%	36.36%
66.	applied spectrsocopy	11	4.55	00:06:22	54.55%	27.27%
67.	conference on applications of spectroscopy 2014	11	1.09	00:00:00	0.00%	90.91%
68.	donnan preconcentration	11	6.09	00:06:05	0.00%	27.27%
69.	international conference on raman spectroscopy 2013	11	1.82	00:00:35	81.82%	72.73%
70.	s.a.s	11	1.73	00:00:37	100.00%	72.73%
71.	society for applied spectroscopy sas	11	5.00	00:01:53	36.36%	36.36%
72.	spectroscopy congress 2013	11	2.00	00:02:30	100.00%	54.55%
73.	aplied spectroscopy	10	3.10	00:00:43	70.00%	50.00%
74.	applied spectroscopy manuscript submission	10	2.10	00:01:15	80.00%	60.00%
75.	katherine bakeev	10	1.80	00:00:31	60.00%	60.00%
76.	meggars award sas	10	5.80	00:06:30	0.00%	20.00%
77.	s_a_s.org	10	9.00	00:08:16	10.00%	20.00%
78.	6th pure and applied chemistry international conference	9	4.56	00:05:19	0.00%	11.11%
79.	applied spectr	9	8.11	00:08:30	55.56%	33.33%
80.	applied spectroscopy submission	9	2.56	00:09:11	22.22%	44.44%
81.	applied spectroscopy.	9	4.33	00:01:44	100.00%	22.22%
82.	applied+spectroscopy+magazine	9	5.00	00:04:45	0.00%	22.22%
83.	coblentz .doc	9	7.00	00:05:42	0.00%	44.44%
84.	conference spectroscopy	9	1.33	00:00:11	66.67%	88.89%
85.	confocal raman oil immersion	9	10.78	00:09:27	0.00%	22.22%
86.	fluorescence conference 2013	9	1.56	00:00:48	77.78%	66.67%
87.	sas society	9	10.33	00:04:28	66.67%	22.22%
88.	society for applied spectroscopy (sas)	9	3.89	00:03:16	66.67%	22.22%
89.	appl.spectrosc.	8	15.38	00:07:19	75.00%	12.50%
90.	canas 2013	8	1.88	00:03:08	50.00%	37.50%
91.	dispersive micro solid-phase extraction using multiwalled carbon nanotubes for simultaneous determination of trace metal ions by energy-dispersive x-ray fluorescence spectrometry	8	3.00	00:02:18	25.00%	25.00%
92.	icors 2013	8	1.38	00:00:48	50.00%	87.50%
93.	mass spectrometry conference 2013	8	1.62	00:02:15	100.00%	62.50%
94.	www.sas.org	8	4.50	00:03:52	87.50%	75.00%
95.	applied spectroscopy homepage	7	1.71	00:00:24	14.29%	71.43%
96.	applied spectroscopy submissions	7	3.71	00:04:51	0.00%	28.57%
97.	applied spectrosopy	7	14.57	00:15:50	42.86%	28.57%
98.	applied spectrscopy	7	5.00	00:01:14	85.71%	14.29%
99.	appliedspectroscopy	7	3.86	00:04:53	42.86%	28.57%
100.	barbara stull graduate student award	7	5.00	00:02:49	0.00%	14.29%

Rows 1 - 100 of 5254

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Referral Traffic

Sep 19, 2012 - Sep 18, 2013

All Visits
16.61%

Explorer

Site Usage

	Source	Visits	Pages / Visit	Avg. Visit Duration	% New Visits	Bounce Rate
		8,105 % of Total: 16.61% (48,789)	3.61 Site Avg: 3.70 (-2.34%)	00:03:28 Site Avg: 00:03:07 (11.24%)	54.89% Site Avg: 60.45% (-9.20%)	45.85% Site Avg: 46.19% (-0.73%)
1.	ingentaconnect.com	**1,459**	4.84	00:04:44	46.47%	29.27%
2.	opticsinfobase.org	**971**	2.50	00:03:13	47.99%	56.75%
3.	linkedin.com	**585**	2.90	00:02:24	36.75%	63.08%
4.	www-jmg.ch.cam.ac.uk	**385**	3.17	00:02:48	85.97%	42.60%
5.	en.wikipedia.org	**224**	5.31	00:04:20	58.04%	21.88%
6.	applspec.allentrack.net	**215**	1.94	00:02:01	22.79%	58.60%
7.	facebook.com	**200**	4.98	00:06:32	32.50%	44.50%
8.	anasysinstruments.com	**180**	1.59	00:01:21	85.56%	78.33%
9.	staging.s-a-s.org	**149**	7.13	00:08:55	0.00%	34.23%
10.	lasie.ap.eng.osaka-u.ac.jp	**97**	1.16	00:00:15	68.04%	88.66%
11.	s-a-s.org	**92**	4.26	00:03:04	5.43%	44.57%
12.	scixconference.org	**90**	3.07	00:03:11	67.78%	46.67%
13.	scirus.com	**88**	2.33	00:01:51	92.05%	37.50%
14.	careers.s-a-s.org	**74**	2.61	00:01:59	43.24%	51.35%
15.	ebyte.it	**70**	1.47	00:01:48	91.43%	81.43%
16.	aip.org	**63**	4.46	00:02:52	68.25%	33.33%
17.	journalseek.net	**62**	5.85	00:03:32	75.81%	12.90%
18.	localhost:8001	**55**	4.13	00:09:03	0.00%	36.36%
19.	mail.google.com	**55**	3.98	00:04:49	36.36%	38.18%
20.	us-mg6.mail.yahoo.com	**50**	3.62	00:02:33	36.00%	54.00%
21.	yeditepe.edu.tr	**48**	2.10	00:01:14	77.08%	68.75%

22.	pittcon.org	46	3.61	00:03:07	84.78%	39.13%
23.	dmoz.org	43	3.40	00:01:38	97.67%	34.88%
24.	atoz.ebsco.com	41	4.76	00:03:44	73.17%	14.63%
25.	chinesesites.library.ingentaconnect.com	41	4.98	00:03:16	85.37%	26.83%
26.	plus.url.google.com	41	2.73	00:01:46	70.73%	51.22%
27.	facss.org	36	3.58	00:03:53	50.00%	38.89%
28.	web.mail.comcast.net	36	3.11	00:02:28	19.44%	75.00%
29.	coblentz.org	35	3.66	00:03:25	80.00%	45.71%
30.	36ohk6dgmcd1n-c.c.yom.mail.yahoo.net	34	5.53	00:07:46	32.35%	50.00%
31.	mail.chem.uni.wroc.pl	34	6.21	00:08:03	0.00%	11.76%
32.	chemistry.about.com	33	2.97	00:02:47	66.67%	39.39%
33.	osa.org	33	2.94	00:01:19	75.76%	60.61%
34.	raman.de	32	4.03	00:02:49	90.62%	34.38%
35.	search.mywebsearch.com	31	2.29	00:02:22	90.32%	58.06%
36.	rockychem.com	26	2.27	00:01:35	84.62%	53.85%
37.	medsci.cn	24	3.50	00:03:43	37.50%	37.50%
38.	lacitycollege.edu	23	1.61	00:01:09	78.26%	78.26%
39.	eas.org	22	6.59	00:08:46	13.64%	36.36%
40.	google.com	22	2.23	00:01:02	54.55%	54.55%
41.	spektroskopie.cz	22	2.50	00:00:32	40.91%	72.73%
42.	acnp.unibo.it	21	3.24	00:01:53	66.67%	52.38%
43.	chemistryguide.org	21	2.95	00:02:08	95.24%	42.86%
44.	hub.sciverse.com	21	2.67	00:02:21	85.71%	33.33%
45.	publishers.org	21	2.95	00:02:10	90.48%	42.86%
46.	us-mg5.mail.yahoo.com	21	4.90	00:05:48	76.19%	47.62%
47.	fc.up.pt	20	2.50	00:02:55	90.00%	55.00%
48.	rta.biz	20	1.30	00:00:13	60.00%	70.00%
49.	highpuritystandards.com	18	3.00	00:01:05	88.89%	33.33%
50.	poczta.onet.pl	18	10.00	00:22:23	16.67%	27.78%

Rows 1 - 50 of 807

© 2013 Google

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Network Referrals

Sep 19, 2012 - Sep 18, 2013

All Visits
100.00%

Social Referral

Social Network	Visits	Pageviews	Avg. Visit Duration	Pages / Visit
1. LinkedIn	**589**	1,710	00:02:26	2.90
2. Facebook	**213**	1,014	00:06:10	4.76
3. Google+	**44**	117	00:01:39	2.66
4. Twitter	**4**	10	00:00:41	2.50
5. goo.gl	**2**	2	00:00:00	1.00
6. Academia	**1**	2	00:00:28	2.00
7. HootSuite	**1**	1	00:00:00	1.00
8. Jigsaw	**1**	6	00:01:40	6.00
9. Spoke	**1**	3	00:00:35	3.00
10. Yahoo! Answers	**1**	1	00:00:00	1.00

Rows 1 - 10 of 10

© 2013 Google

Appendix A.7 – Web Editor Report (Appendix)

Google Analytics

Go to this report

http://www.s-a-s.org - http://www.s-a-s.org
www.s-a-s.org

Search Terms

Sep 19, 2012 - Sep 18, 2013

All Visits
100.00%

Explorer

Site Usage

Search Term	Total Unique Searches	Results Pageviews / Search	% Search Exits	% Search Refinements	Time after Search	Search Depth
	5,989 % of Total: 100.00% (5,989)	1.72 Site Avg: 1.72 (0.00%)	17.28% Site Avg: 17.28% (0.00%)	28.24% Site Avg: 28.24% (0.00%)	00:03:06 Site Avg: 00:03:06 (0.00%)	1.94 Site Avg: 1.94 (0.00%)
1. impact factor	68	1.60	25.00%	6.42%	00:04:22	3.40
2. raman	33	2.42	24.24%	12.50%	00:05:24	4.48
3. Search ...	28	1.21	25.00%	38.24%	00:01:22	1.93
4. Raman	18	1.94	11.11%	11.43%	00:05:48	3.78
5. NMR	16	2.19	43.75%	17.14%	00:04:41	1.69
6. FTIR	13	1.92	15.38%	16.00%	00:03:51	3.46
7. LIBS	13	3.15	0.00%	9.76%	00:07:18	3.38
8. directory	10	1.80	0.00%	27.78%	00:06:32	6.30
9. Applied Spectroscopy	9	2.00	55.56%	11.11%	00:02:01	1.00
10. Chen	9	1.00	11.11%	77.78%	00:05:17	0.56
11. journal	9	2.56	33.33%	8.70%	00:08:09	2.33
12. mary	9	3.56	55.56%	3.12%	00:12:10	0.56
13. Search...	9	1.56	11.11%	14.29%	00:04:00	2.22
14. confocal raman	8	1.00	50.00%	12.50%	00:00:20	0.38
15. issn	8	1.75	12.50%	7.14%	00:08:00	7.50
16. jobs	8	1.25	12.50%	10.00%	00:00:51	1.62
17. conference	7	1.29	14.29%	33.33%	00:02:09	1.86
18. glucose ATR	7	2.00	57.14%	7.14%	00:04:36	0.57
19. hamaguchi	7	1.14	28.57%	0.00%	00:01:02	1.71
20. impact	7	1.00	14.29%	28.57%	00:04:37	2.71
21. lednev	7	2.43	14.29%	5.88%	00:02:18	1.57

Appendix A.7 – Web Editor Report (Appendix)

22. libs	7	3.86	42.86%	11.11%	00:04:50	2.43
23. marcott	7	2.57	14.29%	16.67%	00:08:24	4.71
24. nmr	7	2.71	28.57%	15.79%	00:01:47	1.14
25. SERS	7	2.57	0.00%	38.89%	00:03:45	2.43

Rows 1 - 25 of 4637

© 2013 Google

Membership Coordinator's Report for SciX 2013

SciX 2013

Our 4th Annual SAS Day event is scheduled from 12-4 PM on Sunday September 29th and will include a tour of Pabst Brewery and barbeque lunch. This schedule will provide us with ample time to return to the hotel and prepare for the SAS poster session that evening.

LinkedIn

We currently have 590 members in our LinkedIn group, an increase of 33 members since Pittcon 2013 and continue to grow at a steady rate. There has also been an increase in the level of activity and discussions on the site. See images below. Gloria Story has served as an excellent manager for our group. Linked In seems to be one of the most important ways that our members are interacting on-line one of the discussions at our membership meeting will be to think about ways we can use it to encourage more interaction among members.

Current Membership Information

I asked Bonnie to send me some information about our current membership, which stands as of August at 1841 members total and is overwhelmingly composed of individuals in the regular (64.3%) and student (21.1%) categories. No other category is larger than 5.5% (retired). Our membership also continues to both be dominated by individuals from North America and Europe, while including small members from a large number of countries. See table below.

region	% of SAS membership
North America	76.2%
Europe	15.2%
Asia	5.9%
South America	0.9%
Australia/NZ	0.9%
Middle East	0.8%
Africa	0.2%

I also examined the representation of members in various local sections, technical sections, and student chapters. The likelihood of a local section being active is strongly dependent on the number of members in it. This may provide useful information in determining the membership requirements to for local sections.

However, this trend is not true for technical sections, where there is little that is predictive of their level of activity. Only three of the 13 technical sections are active: Coblentz (351), CNIRS (76), and Process (33). Many of our large technical sections including atomic (179), chemometrics (109) and imaging (96) are not active at all. One hypothesis is that these other subfields are organized through different means.

All together, 1126 members have chosen technical sections and 631 have chosen local sections. Overall, this means that 959 or 52.0% of our members are in active

local/student/technical sections, while 882 or 48.0% of our members are in local/student/technical sections which are not active. I think it is concerning that almost half of our members are affiliated with sections which are not currently active and that this provides with an opportunity to see how we can rethink how these sections can work better for our membership.

Finally, I think it would be very useful for the Society to consider a survey of our membership which focuses on what they see the benefits of membership to be and in what ways we could better work to engage them. The last survey results that Bonnie sent me are from 2007, but really focus on information necessary to promote advertising in the journal and not on membership satisfaction. This is a topic I plan on further discussing with the membership committee during our meeting during SciX.

Respectfully submitted,
Karla McCain

Student Representative Report

Ryan Schmeling

SciX Milwaukee 2013

Student Event is Monday at 7pm at The Safe House, all are invited to attend.

Three of the four Student Ambassadors have performed their duties, with the final Ambassador attending the Winter Plasma Conference in January. Carina Minardi had her letter published in the July issue of The SAS Spectrum Newsletter. The other two will have theirs published soon.

Attached is the updated information letter that will go out to the students if we choose to continue this program. I am suggesting that in the last couple months on my term that we work to improve the questions for fielding candidates for the positions.

I will then hand the reigns over to Chad Atkins on January first, when the first call for Student Ambassadors will go out soon after.

I would like to thank all of you for the past two years. It has truly been a pleasure to meet and work with all of you and I am incredibly thankful for this opportunity!

Student Ambassador
Program

The Society for Applied Spectroscopy is a nonprofit organization formed to advance and disseminate knowledge and information concerning the art and science of spectroscopy, and other allied sciences, to advance the professional standing and growth of the Society and its members, to coordinate cooperative endeavors of its individual members and sections, and to promote and maintain a close bond among its members

The Student Ambassador program was started to promote growth of the society and to help to disseminate knowledge to new members. The role of the student ambassador would be speak with fellow students at conferences and inform them of the benefits of being a member of the Society of Applied Spectroscopy. This would require a small portion of time at the conference, mainly working a table at the conference and speaking with passer-bys during the breaks between talks.

There is funding to help 4 students to travel to area specific conferences. The goal of the Student Ambassador Award is to help students acquire funding for travel/registration to a niche conference. In return SAS will ship materials for a table and the award winner will set up the table, and hand out materials to conference attendees during breaks from talks. Examples of conferences that would be acceptable to apply for this award include, but are not limited to Winter Plasma, ICORS, American Society of Mass Spec (ASMS), Near Infrared (NIR). If you are unsure feel free to ask. Applications will not be accepted for SciX and PITTCON, as there is already a SAS booth at these conferences.

Student Ambassador
Duties

- Set up table in common area of the conference
- Be present at the table during breaks in talks, mornings, lunch, post talks
- Talk with attendees (not just students) about SAS, discuss the perks, the journal, and why they would want to join the society
- Pack the table up and get materials shipped back to the office (prepaid shipping)
- In order to collect your reimbursement for you travel expenses a short write up needs to be submitted discussing your experience at this conference as a Student Ambassador. This will be included in the Spectrum, SAS's monthly news letter

SAS STUDENT EVENT!
at the Safe House, Milwaukee

Monday September 30th at 8:00pm

Located at the stately office of International Exports, Ltd. (est. 1868) 779 North Front Street, which is in fact a craftily contrived "front" for the Safe House. Nowhere will you find a sign advertising "Safe House".

Make Sure you ENTER through the front-door of the Safe House where you will be greeted by Miss Money Penny

****Remember there is a secret escape because a good spy never leaves the same way they entered****

COME JOIN THE FUN!
NETWORKING
DRINKS, FOOD, AND MUCH MORE!!

Regional and Technical Section Report

Given at: SciX 2013
Chair: David Heaps
Members: Benoit Igne & Nancy L. Jestel

We still have a few very active regional and technical sections. Some sections have seen some growth over the year. Finding people to take leadership roles for some of the sections is very difficult. Table 1 shows the last known leadership position for each regional section. Table 2 shows the growth of each regional section. Table 3 shows the student chapters' membership. Table 4 is shows the technical sections' membership. Table 5 is the percentage of the total membership in each section.

Table 1 Leadership of the regional sections

	Chair	Chair Elect	Secretary	Treasurer
Baltimore-Washington	John S. Canham		Kristine K. Patterson	Jeb S. Taylor
Chicago	Fred J. Swiecinski	Slav Stepanovich	Alyison M. Leigh	Carol Jo Snider
Cincinnati				
Cleveland	Brian C. Perry	Thomas Steele	Sara M. Freeman	Robert C. Williams
Delaware Valley	Cecil Dybowski	Lois Weyer	David A. Russell	Harvey S. Gold
Detroit	Patricia B. Coleman	Ian R. Lewis	David M. Coleman	
Houston				
Indiana	Andrew P. Storey	Kevin P. Pfeuffer	Andrew J. Schwartz	Elise A. Dennis
Intermountain				
Mid-Michigan				
Minnesota	Douglas L. Elmore		Fred LaPlant	
New England	Frederick G. Haibach		Ellen V. Miseo	Stephen Williams
New York	Lydia Breckenridge		Deborah A. Peru	Richard Castino
Niagara Frontier				
Northern California				
Ohio Valley	Jamie J. Gengler		Paul S. Hsu	
Pacific Northwest				
Penn York				
Piedmont	David J. Butcher			
Pittsburgh	Gregory J. Meisner		Joseph Grabowski	
Rio Grande				
Rocky Mountain				
Saint Louis	Eileen L S McClendon		David L. McCurdy	
Snake River	Jill R. Scott			
United Kingdom	Pavel Matousek	Caroline Rodger	Andy Brookes	John M. Chalmers

Table 2 Regional Sections

	12-Feb	12-Sep	13-Mar	13-Sep
Baltimore-Washington	26	50	50	54
Chicago	33	62	62	59
Cincinnati	6	14	14	16
Cleveland	8	16	13	16
Delaware Valley	12	27	25	25
Detroit	8	10	9	11
Houston	9	17	14	13
Indiana	4	19	17	18
Intermountain	6	7	6	8
Mid-Michigan	8	10	10	13
Minnesota	10	24	22	25
New England	40	67	70	68
New York	19	48	48	61
Niagara Frontier	2	4	4	4
Northern California	21	33	30	31
Ohio Valley	6	13	12	17
Pacific Northwest	3	11	11	15
Penn York	2	2	3	6
Piedmont	18	34	29	24
Pittsburgh	14	20	22	25
Rio Grande	5	7	7	9
Rocky Mountain	11	21	20	19
Saint Louis	20	29	28	28
Snake River	4	5	5	6
United Kingdom	26	46	48	51

Table 3 Student Chapters

	12-Feb	12-Sep	13-Mar	13-Sep
Arizona State University	1	3	4	6
Brigham Young University	1	4	3	5
Iowa State University	N/A	2	4	3
Truman State University	0	2	2	3
University of Delaware	0	2	3	5
University of Idaho	1	2	1	1
University of Utah	1	2	2	1
University of Wisconsin - Milwaukee	4	5	6	7

Table 4 Technical Sections

	12-Feb	12-Sep	13-Mar	13-Sep
Atomic Spectroscopy	78	158	166	175
BioTechnology	21	43	50	52
Chemometrics	53	96	100	103
Chirality	6	10	11	8
Fluorescence	28	55	67	70
Forensics	20	39	45	45
Imaging	37	81	81	91
Laser Sampling	6	20	22	21
Near-IR / CNIRS	35	62	66	76
NMR	0	12	13	13
Polymer Characterization	32	51	56	53
Process	22	35	33	28
Vibrational / Coblentz Society	174	290	313	334

Table 5 Percentage membership

	12-Sep	13-Mar	13-Sep
Regional Section	35.08%	33.57%	33.01%
Student Chapters	1.29%	1.45%	1.65%
Technical Section	56.03%	59.30%	56.74%
Sum of the sections	92.41%	94.32%	91.40%
Total Membership	1699	1725	1884

2013 Poehlman Award

The winning section is the NYSAS section.

The NYSAS section continues to support the goals and ideals of the Society, and have made significant effort toward continuous improvement in four areas: First, they improve student involvement, including organizing a graduate student night and attracting student attendance to our regularly held dinner meetings. Second, they continued to make effort to include a virtual option with our regularly held dinner meeting to reach broader members. Third, all of the current and past officers have been very diligent to keep the traditional NYSAS activities alive with impact, including the Gold Medal special award session and student award programs. Fourth, they actively supported and utilized the SAS tour speaker program.

Respectfully,

The Regional Affairs Committee

Appendix B.1 – Awards Committee Report

Awards Committee Report – Fall 2013

Robert Lascola, Chair (robert.lascola@srnl.doe.gov)

Mike Carrabba, Chair-Elect (mcarrabba@hach.com)

Chris Field (christopher.field@nrl.navy.mil)

In the first half of 2013, the Awards Committee administered two awards. In June, we agreed on recommendations for recipients of the 2013 SAS Graduate Student Award. The decision process was the following. First, each member of the committee independently evaluated the nominations and generated a top 6 list of candidates. Our primary criteria were publications, strength of recommendation(s), and presentation record. We also considered evidence of leadership, likelihood of future success and contribution to the Society, and time spent in the graduate career. Each list contained essentially the same names, although our rankings differed. We thus held a teleconference to resolve the differences. Our discussion was spirited, as there are many deserving candidates, but eventually two candidates distinguished themselves from the rest.

We are pleased to recommend Marie Richard-Lacroix (Universite de Montreal: advisor, Christian Pellerin) and Andrew J. Schwartz (University of Indiana: advisor, Gary Hieftje) to receive the 2013 SAS Graduate Student Award. Both Richard-Lacroix and Schwartz have demonstrated exceptional productivity, evidenced by multiple first-author papers in excellent journals while still being at the mid-point of their graduate careers, and have established themselves as advancing their respective fields (polarized Raman spectroscopy and atomic emission spectroscopy, respectively). They have also assumed leadership positions within their groups, mentoring older students, postdocs, and visiting scientists, in addition to newer members. Both are highly regarded and considered by other faculty to be valuable members of their departments. While these qualities could be ascribed to other candidates for the awards, these were in greater abundance for both Richard-Lacroix and Schwartz, and achieved more quickly.

We would also like to note that Meirong Dong (U. California/LBNL: advisor, Richard Russo) merited serious consideration and is worthy of an honorable mention.

In August, we agreed on recommendations for the recipients of the Undergraduate Travel Grant Awards. Each member of the committee evaluated the applications forwarded by the national office and discussed their evaluations by email exchange. Of the seven applicants, one was found to be ineligible by virtue of being a masters-level student. The other six applicants were found to be eligible, presenting papers at the upcoming SciX conference, and otherwise deserving of support from SAS. Those six are: Willis Jones (Wake Forest U./Bradley Jones), Natascha Knowlton (U. Utah/Joel Harris), Craig McLean (U. Arkansas/Elizabeth Cowan, Ctr. Disease Control), Charles Paquet (UMKC/James Durig), Russell Putnam (U. Windsor/Steven Rehse), and Victoria Robideau (U. North Texas/Guido Verbeck), We propose that each of the six applicants be supported at a level of $250.

Constitution and Bylaws Committee Report

Fall 2013

With proposed changes to the Constitution being voted upon this past summer, the Constitution and Bylaws Committee has focused their efforts on the Bylaws. We were provided by last year's committee with a working copy of the Bylaws containing many changes/comments. This was our starting point. Each member of the committee contributed additional changes/comments and worked to insure consistency between all the proposed changes and the Constitution while retaining Bylaw conciseness and focus. We also received input from the Executive Director, Treasurer, Editor-in-Chief, and Managing Editor on a number of points identified during our review. The many proposed changes are intended to accomplish a number of things including:

- Clarifying items
- Correcting items to reflect current practices
- Changing items to reflect "best" practices
- Adding additional information
- Achieving consistency with the new Constitution

A review and discussion of the proposed changes is requested of the Executive Committee. Specifically, a check for consistency and agreement between reality and the Bylaws regarding job duties, criteria, actions, responsibilities is needed. Following this review, we recommend that changes agreed upon by the Executive Committee be put to a vote by the Governing Board at SciX 2013.

Respectfully Submitted,

The Constitution and Bylaws Committee:

Mary Kate Donais (Chair), Ian Lewis, Steve Rehse

Appendix B.3 – Fellows Committee Report

Fellow Awardees 2013	Comments
Bourassa, Paul N.	SAS officer, long-time treasurer, and major supporter; vibrational spectroscopist, and enthusiast for all things spectroscopic. Strong organizational contribution.
Bradshaw, Deborah K.	SAS officer, editor, major supporter; bailed out countless SAS committees with hard work; Distinguished Service Award.
Butcher, David J.	SAS officer/newsletter editor, Applied Spectroscopy news editor, FACSS program chair
Crouch, Stanley R.	High-impact educator in applied spectroscopy, author, professor emeritus
Hassell, Christian D.	Assistant Director, FBI's Laboratory Division
Kalasinsky, Kathy	SAS officer; Distinguished Service Award, Outstanding vibrational spectroscopist.
McCreery, Richard L.	Educator, book author. in-situ Raman, FTIR, and UV-Vis spectroscopy of molecular electronic devices; surface spectroscopy, particularly of adsorbates on carbon and metal electrodes
Miller-Ihli, Nancy J.	SAS officer, atomic spectroscopist, retired government chemist. Her SAS and FACSS leadership saved both organizations. Her elemental analysis work was first rate.
Olesik, John W.	Educator, leading academic researcher in atomic spectroscopy; JAAS regional editor (North America)
Russo, Richard E.	International leader in laser spectroscopy (e.g., LIBS); successful corporate and national laboratory innovator; Applied Spectroscopy associate editor
Vanhaecke, Frank	Educator, leading European atomic spectroscopist; JAAS editorial board chairperson.
Wright, John C.	Educator, His group has been developing the field of coherent multidimensional spectroscopy (CMDS), the optical analogue of multidimensional NMR methods.

2013 Lippincott Award

The 2013 award is being presented to Sunny Xie, Harvard University, for his pioneering contributions to the development of nonlinear vibrational imaging, including coherent anti-Stokes Raman and stimulated Raman scattering microscopy, and its applications to chemistry, biology and medicine.

Meggers Award

Recognizing the author(s) of an outstanding paper appearing in *Applied Spectroscopy* 2013 Award is Being Presented to:

Eleanor Bonnist, Peter Caspers, Jean-Philippe Gorce, Chris Marriot, Paul Pudney, Gerwin Puppels, Scott Singleton, and Martin van der Wolf

> Presented for *"A New in Vivo Raman Probe for Enhanced Applicability to the Body"* Volume 66, Issue 8, (August 2012), pp. 882-891.

Nominating Committee Report
Fall 2013

The Nominating Committee communicated via email over the summer. We've started to identify possible candidates for President-Elect. Those Committee Members attending SciX plan to speak with SAS members about service to the Society while at the conference. We hope to have a few candidates secured by the end of the conference, and will continue our efforts via phone/email until the slate is completed.

Respectfully Submitted,
The Nominating Committee:
Mary Kate Donais (Chair), Neil Everall, Brian Marquardt, Doug Elmore, Karl Booksh

Society of Applied Spectroscopy Speakers Tour 2014 – Tour Candidates
Mark Mabry, Rigaku Raman Technologies
August 2013

Seventeen speakers have offered to be considered for the Society of Applied Spectroscopy Spring Speakers Tour. These speakers are geographically as well as topically diverse and will hopefully appeal to the local sections for presentations. Thank you for the opportunity to serve the Society.

1. Mikhail Belkin – University of Texas, Austin, mbelkin@ece.utexas.edu
    a. "Vibration nanospectroscopy with monolayer sensitivity via molecular force detection"

2. Frank Bright – SUNY Buffalo, chefvb@buffalo.edu
    a. "Nanoscale optosensing platforms"
    b. "Micro and nanoscale imaging"

3. Andrea Centrone – NIST, andrea.centrone@nist.gov
    a. "Surface Enhanced Photothermal Induced Resonance (SE-PTIR): A New Method for Imaging near Field Hot Spots and Dark Plasmonic Modes"
    b. "Quantitative Chemical Imaging Beyond the Diffraction Limit with the Photothermal Induced Resonance (PTIR)"

4. Joe Chaiken – Syracuse, jchaiken@syr.edu
    a. "Introducing binary spectronephelometry"
    b. " "Hunting the Deceitful Turkey": Recent progress in noninvasive in vivo blood and tissue analysis by Raman spectroscopy"
        i. Note: I will be presenting a talk in San Francisco in the first week of February and so if we can connect an SAS tour with that we might be able to share some travel expenses...there may be other talks in the spring time-frame but this is what I know at this time. Thanks again and I look forward to hearing from you. My office phone is 315-443-4285 if that might be helpful.

5. Christopher Dreyer – Colorado School of Mines, cdreyer@mines.edu
    a. Spectroscopy in combustion research. This was where I did most of my graduate work and I still do some. It would include Raman. Or it could be focused on one technique, such as just Raman.
    b. In situ optical spectroscopy in space exploration. LIBS, Raman, UV fluorescence, IR absorption. I've been fortunate to get funded by NASA to develop instruments in this area. I 'm not part of any of the instrument teams on MSL, but could talk about what

they are doing and review other work in the field. Could review what is "up and coming" and what are challenges in the field.

c. Spectroscopy of ionic liquid [EMIM][TFSI]. I'm working with a group that just submitted a paper on UV through IR spectrum of this ionic liquid with impurities, and we're finishing up a second paper with a DFT model.
d. Hollow waveguide cavity ringdown spectroscopy. Work on this is not active now, but itlooking to get it restarted. Published on it several years ago and got a patent on it. I imagine that it would not be of as much interest as the other topics.

6. Dan Higgins – Kansas State University, higgins@k-state.edu
   a. "A Random Walk in the Dark: Following Single Molecules to a Better Understanding of Periodic Nanostructured Materials"

7. Glen Jackson – West Virginia University, glen.jackson@mail.wvu.edu
   a. Forensic case report: Spectroscopic methods solve the mystery about 37-year-old suspected trace human remains.
      i. As part of a pilot for a new TV show for the History Channel, Dr. Jackson's research group was asked to identify the nature of a well-known white stain, in the shape of a human body, in a former mental health hospital. The stain could have originated from the death of a former patient at the mental health hospital who was known to have decomposed in the same room as the stain. However, graduate-level art students have occupied the building for decades and could easily have fabricated the stain. Physical and spectroscopic methods including ICP-OES, FTIR, CI-MS and GC-MS were all used to help identify the chemical nature of the stain, which turned out to be...
   b. Forensic applications of isotope ratio mass spectrometry.
      i. Stable isotope ratios such as 13C/12C and 15N/14N can be used as internal markers to track the origin, transport and fate of all kinds of organic materials. They are usually measured using a specialized mass spectrometer. This presentation will discuss a variety of research applications and cases in which stable isotope ratios have been used to answer questions about forensic evidence. The talk will also cover some cutting edge developments in which isotope ratios of human hair are being used for investigative leads such as geolocation and biometric measures.

Society of Applied Spectroscopy Speakers Tour 2014 – Tour Candidates
Mark Mabry, Rigaku Raman Technologies
August 2013

8. Timothy Keiderling – University of Illinois, Chicago, tak@uic.edu
    a. "Protein folding starting from the ground up. Thermodynamic and kinetic spectroscopic studies of conformations for peptides and proteins with increasing complexity."
        i. This is electronic (CD and fluorescence) and vibrational (IR and VCD mostly) studies that address equilibrium and dynamic structural changes in biomolecules. It is possible to modify the talk to be more technique oriented, applied to biomolecules, but this is what I would prefer.

9. Fred Long – Spectroscopic Solutions (New Jersey), fhlong@optonline.net
    a. "Industrial Applications of Chemometrics & Spectroscopy"

10. Joe Loo – UCLA, jloo@chem.ucla.edu
    a. Protein Mass Spectrometry - As a general topic.
        i. Note: have to work around Spring teaching schedule

11. Nada O'Brien – JDSU (Santa Rosa, CA), Nada.OBrien@jdsu.com
    a. "Recent Advances in Ultra-Compact Near Infrared Spectroscopy for Handheld Applications"

12. John Papanikolas – UNC Chapel Hill, john_papanikolas@unc.edu
    a. "Visualizing Charge Carrier Dynamics in Individual Nanostructures Using Femtosecond Pump-Probe Microscopy"

13. Karly Pitman – Planetary Science Institute, pitman@psi.edu
    a. general overview talks, e.g. Laboratory Spectroscopy: Applications to Astrophysics of Dust and Planetary Surface Analogs Advances in Producing Optical & Dielectric
    b. specific datasets, e.g. Mid-UV to Far-IR Laboratory Spectroscopy of
        i. - Hydrated Mg- and Fe-Sulfates For Mars
        ii. - Silicate Glasses: Analogs to the Interstellar Medium Optical Properties and Applications of Silicon Carbide in Astrophysics but can work up something different, depending on the audience (chemists vs. physicists, etc.).
    c. I work in southern CA and travel all over the U.S., so please feel free to send me to whichever SAS Local Section might be interested to hear more about how spectroscopy

of solids is applied to space. Thanks again for the invitation, and please contact me at pitman@psi.edu or (626) 569-7741 with more details come October.

14. Andre Sommer – Miami University, sommeraj@miamioh.edu
    a. Title TBA (currently on vacation) – Molecular Microscopy Laboratory at Miami Univ. (Ohio)

15. David Thompson – Sam Houston University, det002@SHSU.EDU
    a. Surface Enhanced Raman Sensing: the promise and the challenge
        i. (*This talk takes a broad look at the field. It aims to provide a historical introduction to SERS and its promise; an overview of current challenges in the field of SERS; and examples of creative research that is pushing the boundary of the field forward.*)
    b. Surface Enhanced Raman Spectroscopy on IR Transparent Substrates
        i. (*This talk is specifically focused on the ongoing research in our group in the program that I am developing at Sam Houston State University, and describes our ongoing research to explore the role that surface enhancement in the IR can play in SERS experiments.*)

16. Scott Tilden – Rigaku Raman Technologies (Tucson, AZ) , Scott.Tilden@rigaku.com
    a. "Raman Spectral Searching - how do differing search techniques compare with real-world samples?"

17. Steve Valentine – West Virginia University, Stephen.Valentine@mail.wvu.edu
    a. "Monitoring structural transitions of biological ions in the gas-phase with overtone mobility spectrometry (OMS)"

Strock Award

The 2013 Lester Strock Award is being presented to Richard E. Russo The award is to recognize the development by Russo and his co-workers of the "LAMIS" concept. This innovation enables the remote, emission-based determination of isotope ratios by means of molecular-emission spectra.

Submitted by:
Gary Hieftje

2013 SAS Tellers Committee Report

`Katherine Bakeev, PhD
SAS President
B&W Tek Inc.
19 Shea Way
Newark, DE 19713

Dear Katherine,

The SAS Tellers committee is pleased to provide you with the results from the recent election. The SAS Tellers committee consists of: Katherine Cilwa, Karen Esmonde-White (chair) and Mary Lewis. The committee met on 8 September 2013 to tally the paper ballots and verify the results of the electronic ballots. On the ballot, SAS members were asked to elect the 2014 SAS Executive Committee, At-Large Governing Board Delegates and proposed amendments to the SAS Constitution.

There were 311 electronic ballots, representing 19.6% of the SAS membership. We also received 9 ballots, 8 of which contained votes. All 9 paper ballots were sealed upon receipt by the committee. One paper ballot was not filled in because the member, Mr. James Patterson, was deceased.

Office	Winner	Total votes	% of total ballots
President-Elect	Diane Parry	184	57.7
Treasurer	Bruce Chase	179	56.1
Secretary	Gloria Story	163	51.1
At-Large Governing Board Members	Linda Kidder	232	
	Richard Crocombe	221	
	Nancy Jestel	202	
	Rina Dukor	192	
	Mary Miller	165	

Table 1: Results of election: SAS Executive Committee and At-Large Governing Board Members

Issue	Outcome	Total votes	% of total ballots
Adoption of Constitutional Changes NOT including Board Governance Change	Changes Approved	228	71.5
Adoption of Board Governance Constitutional Changes	Changes Approved	231	72.4

Table 2: Results of election: Changes to Constitutional Issues

There were 12 votes to reject the "Adoption of Constitutional Changes NOT including Board Governance Changes" and 79 ballots made no selection. There were 12 votes to reject "Adoption of Board Governance Constitutional Changes" and 76 ballots made no selection.

For completeness, we are also including the results for the other nominees:

Office	Name	Total votes	% of total ballots
President-Elect	John Wasylyk	127	
Treasurer	Brandye Smith-Goettler	129	
Secretary	Robert Lascola	138	
At-Large Governing Board Members	Zane Arp	152	
	Guido Yerbeck	123	
	Geoff Coleman	1	

Table 3. Results for the other nominees

We noted two errors in the paper ballots: 1) The ballot did not specify the closure date of the elections, in violation of Section 2, Article XI of the SAS bylaws. 2) The ballot had two

categories for President-Elect (see attached photo in Figure 1) instead of one entry for President-Elect and one category for Secretary.

SOCIETY FOR APPLIED SPECTROSCOPY 2013
OFFICER, GOVERNING BOARD DELEGATE AND CONSTITUTIONAL CHANGES BALLOT

President-Elect
(Vote for one)
☒ Diane Parry
☐ John Wasylyk
Write-in: _____

Treasurer
(Vote for one)
☒ Bruce Chase
☐ Brandye Smith-Goettler
Write-in: _____

President-Elect
(Vote for one)
☒ Robert Lascola
☐ Gloria Story
Write-in: _____

At-Large Governing Board Delegate
(Vote for five)
☐ Zane Arp
☒ Richard Crocombe
☒ Rina Dukor
☒ Nancy Jestel
☒ Linda Kidder
☒ Mary Miller
☐ Guido Yerbeck
Write-in_____
Write-in_____
Write-in_____
Write-in_____
Write-in_____

General Constitutional Changes ***(not including Board change)***
☒ Yes
☐ No
Board Composition Only Constitutional Changes
☒ Yes
☐ No

Figure 1. Representative 2013 SAS paper ballot.

We will send the paper ballots to the Society Office so that they may be held until the end of the fiscal year per Section 3, Article XI of the SAS bylaws.

With respect to Mr. Patterson, Mary Lewis has taken the initiative to locate an obituary in his local newspaper and she shall arrange to have his obituary published in Applied Spectroscopy. The whole committee supports this endeavor and we thank Mary for her time and thoughtful effort.

Best regards,

Karen A. Esmonde-White

Karen Esmonde-White

August 26, 2013

To: SAS Governing Board
From: David S Trimble, Ph.D.
Subject: **Chemical Heritage Foundation**
SAS Delegate Report

Change of CHF Leadership:

Dr. Carsten Reinhardt, from Universität Bielefeld in Germany, has accepted the position of President and CEO of the Foundation. He brings a wealth of experience and passion – please see Attachment One for the formal announcement.

The Spring Heritage Council Meeting:

Outgoing President **Tom Tritton** addressed the council, going into some detail regarding **1) what communities do we serve, and 2) who is our audience.**

It makes some sense that we view our audience in two parts – the first being the **general public**. I have mentioned the 1st Fridays Program where the CHF opens the first Friday of each month with special programming to attract families, tourists, and the curious local public to (hopefully) entertaining and engaging interactive exhibits and demonstrations. Science on Tap is an interactive speaking/presentation program held at one the better known Old Town brew houses. There are also lecture series open to the public, science fair involvements in many local school districts, the CHF Magazine, and the CHF Podcast.

Then of course we serve the scientific public. This includes the member affiliate organizations like the SAS. Heritage Day held every spring is the highlight of the technical awards program. The toughest nut to crack is the scholarly audience – the CHF is commonly viewed as too "popular" and falling short in "hard boiled" science. This is a shame given the scholarship and research sponsored through the CHF that includes the Beckman Institute, the Oral Histories program, and several funded CHF staff scholars

This naturally led to a roundtable discussion of **how do we reach our audience, general and technical?**

Relationships between broader communities, Affiliate Organizations, and the CHF:

There is unanimous agreement that the broader membership of each member affiliate (such as the Society for Applied Spectroscopy) has little idea what the CHF is about, what projects both scholarly and exhibits oriented are under way, and what information is only a click (or two) away on the CHF web site. In other words, **CHF is a fantastic organization with wonderful assets (book and art collections, scholarly resources, permanent and rotation exhibit spaces), and is a generally well kept secret!**
It was generally agreed that The Chemical Heritage Magazine is the single best vehicle for communicating the activities of the society – and every effort should be made to widen its distribution. Does the SAS Board know that (a limited number, I think 50) free copies are available to each affiliate organization? I suggest that the National Office, the Board, and each local section receive some of our allotment! Perhaps Bonnie can receive a bulk shipment and distribute as we see fit?

This discussion continued for most of the afternoon, and much of the intended agenda was skipped because of the energy and value of said discussion. Some highlights:

- **In the recent decade the ONLY categories for which the U.S. has a positive trade balance were chemicals and airplanes. We just lost chemicals in April of this year.**

- **We should place a higher priority on recording/preserving the histories of important chemical businesses…. Many no longer exist whether due to mergers/acquisitions, business failures following safety and/or environmental issues, or changes in the global economy.**

- **Other entities that are similarly engaged in the history of science should be considered for affiliate status – The Society for the History of Alchemy and Chemistry, The History of Science Society, The Canadian Society for the History and Philosophy of Science, The British Society for the History of Science and perhaps others.**

Planned Meetings of the Heritage Council:

The next meeting of the Heritage Council will be held on **Thursday, October 10, 2013.** I have already received permission from my manager to attend!

Greater detail can be found in the formal minutes, included as Attachment Two.

Respectfully Submitted,
Dave Trimble

Attachment 1: Announcement of New CHR President and CEO

Chemical Heritage Foundation
LIBRARY · MUSEUM · CENTER FOR SCHOLARS

Dear Friends of CHF,

Following a global search and rigorous interview process, I'm thrilled to announce that Carsten Reinhardt will join CHF as president and CEO, effective August 1, 2013. He will succeed Thomas R. Tritton, who is retiring.

Carsten comes to CHF from Bielefeld University, Germany. An eminant historian of science, he has extensively researched and published on the impact of chemistry on society through topics including the history of industrial research, the emergence of instrumentation, and chemistry's links to physics, biology, medicine, and technology.

No stranger to CHF, Carsten was a 1998-99 Sidney M. Edelstein Fellow in CHF's Beckman Center for the History of Chemistry.

Please join me in welcoming Carsten to CHF. I look forward to working with him—and with you—in the coming months.

Sincerely,

Laurie Landeau

Chair, Chemical Heritage Foundation Board of Directors

Attachment 2: Minutes of the Most Recent Heritage Council Meeting:

Chemical Heritage Foundation
LIBRARY • MUSEUM • CENTER FOR SCHOLARS

Minutes of the Twenty-Eighth Heritage Council Meeting
Held at Chemical Heritage Foundation in Philadelphia on

April 4, 2013

These notes summarize the discussions, decisions, and action items made during the twenty-eighth Heritage Council meeting on April 4, 2013 and were prepared by Bob Kenworthy of CHF. The meeting was held from 10:30 am - 5:30 pm as part of the combined Spring Governance Meeting and Heritage Day events.

MEETING ATTENDEES:
Affiliate Representatives/Members-at-Large/Observers:

Gary D. Anderson - Alpha Chi Sigma Fraternity
Thomas Archibald - AIChE
Kathryn R. Bullock - Electrochemical Society
Mark Cesa - International Union of Pure and Applied Chemistry (IUPAC)
Edward W. Cook - Chemists' Club
Stuart Churchill - Member-at-Large
Marc D. Donohue - Council for Chemical Research
Roger A. Egolf - Division of the History of Chemistry of the American Chemical Society (HIST)
Ernest R. Gilmont - Société de Chimie Industrielle
Michael A. Grayson - Vice-chair, American Society for Mass Spectrometry
W. Richard Howe - Member-at-Large
David M. Manuta - American Institute of Chemists (AIC)
Gary D. Patterson - Member-at-Large
Joseph F. Pilaro - Member-at-Large
Jeffrey I. Seeman, Chair - Member-at-Large
John B. Sharkey - American Chemical Society (ACS)
T. Kevin Swift - American Chemistry Council
Barry L. Tarmy - American Institute of Chemical Engineers (AIChE)
David Trimble - Society for Applied Spectroscopy

Guests

Robert Anderson - Board of Directors, **John Chen** - Board of Directors, **Sheldon Thompson** - Former Board of Directors, **Matt Savelli** - CHF Fellow, **Adelheid Voskuhl** - CHF Fellow.

Chemical Heritage Foundation Staff:

Thomas Tritton, Carin Berkowitz, Ron Brashear, Kevin Cavanaugh, Shelley Geehr, Sarah Reisert, Jody Roberts, and Bob Kenworthy.

Twenty-Eighth Meeting of the Heritage Council
of the Chemical Heritage Foundation
April 4, 2013
Agenda

The specific purpose of the day is to provide an opportunity for CHF staff and Heritage Council members to exchange ideas and insights regarding matters of strategic importance to CHF, the affiliates, and a number of broader communities. Additionally, this meeting will provide an opportunity to identify and describe these broader communities of interest.

10:30 a.m.	Welcome Approval of October 2012 Meeting Minutes
10:35 a.m.	Chair's Review of HC's past, current and future meeting agenda
10:45 a.m.	Round Table Introduction and General Reports Bolton Society Joseph Priestley Society Instrument and Artifacts Committee Membership Committee Nominating Committee
11:00 a.m.	A Message from the President (Tom Tritton) Outcome: The proposed theme of these remarks would be the identification of communities served and to be served by CHF.
1120 a.m.	Plenary session: Programmatic Relationships Between Affiliates and CHF. Outcome: HC members will have the opportunity to engage CHF staff members regarding their perspective on how CHF can work with their organization to accomplish better understanding by and outreach to their members. Emphasis will be placed on CHF's unique role and the Affiliates' most pressing issues.
12:00 noon	Lunch
1:30 p.m.	Meet a CHF staffer: Kevin Cavanaugh, Vice President of Finance and Administration/CFO Outcome: Affiliates will learn who Kevin Cavanaugh is, what his job entails, and what he feels are his and CHF's highest priorities.
1:50p.m.	Plenary session: Programmatic Relationships Among Broader Communities, Affiliates, and CHF. Outcome: HC members will have the opportunity to engage CHF staff members regarding their perspective on how CHF can work with their organization to meet the needs of broader communities of importance. Emphasis will be placed on CHF's unique role and the community's most pressing issues.
2:30 p.m.	Workshop Sessions: In-depth discussions of HC members with representatives of CHF's major programs (Collections, BCHOC, CCHP, and the REI). Outcome: Affiliates and CHF leaders of these programs will review how each program contributes to CHF's mission and the Affiliates' needs.
3:10 p.m.	Workshop Session reports to the entire HC.
3:30 p.m.	Break
3:45 p.m.	Beckman Center for the History of Chemistry scholar presentation: Adelheid Voskuhl
4:15 p.m.	Beckman Center for the History of Chemistry scholar presentation: Mat Savelli Outcome: Affiliates will have met a number of CHF's current Beckman Center for the History of Chemistry scholars. Affiliates will have an understanding of the scholarship and value of the Beckman Center program.
4:45 p.m.	Other Business, Meeting Review, Plan for the fall 2013 HC Meeting, and Adjournment

Welcome and Opening Remarks

Chair, Jeffrey Seeman, welcomed all to the meeting and asked the members present to introduce themselves. Following those introductions, Jeff outlined the meeting objectives and the rationale for organizing this meeting in the way it is.

Approval of Minutes

The minutes from the October 11, 2012 meeting were approved unanimously.

General Reports

Bolton Society

Gary Patterson reported on the Bolton Society meeting from earlier in the day. He reported that the Collectors Showcase included an extensive presentation by Ron Smeltzer on the illustrator E. Wormser. Other important things of interest to the Heritage Council include:

1.) Oral Histories: Herb Pratt's Oral history is now at CHF. David Stockman's OH will be finalized soon. The next oral history subject will be Arnold Thackray who has been asked and has accepted.

2.) The Bolton symposia at the ACS Indianapolis meeting will consist of:
   - a.) What's your number: A Centennial Remembrance of H.G.J. Moseley, organized by Gary Patterson, and
   - b.) Historical beginnings of mass spectrometry, joint with American Society for Mass Spectronomy, Mike Grayson and Gary Patterson, organizers.

3.) Other happenings of importance to CHF:
   - a.) The Grollier Club exhibit on 32 women in Science: Sept. 18–Nov. 23, 2013, curated by Ronald Smeltzer.
   - b.) Joint Society for the History of Alchemy and Chemistry/Bolton Society meeting in London November 9,11,12, 2013. Monday at Cambridge and Tuesday in Oxford. Robert Anderson and Gary Patterson organizers.

Joseph Priestley Society

Bob Kenworthy gave the Joseph Priestley Society report (also provided in writing in the pre-meeting material) in the absence of David Alcorn and Wayne Tamarelli. Bob noted the program schedule for the rest of 2013 and the spring of 2014. He encouraged any who could, to attend JPS luncheons.

Instrument and Artifact Committee (HCIAC)

Mike Grayson reported on the meeting of the HCIAC earlier in the day. He noted the high level of activity at PITTCON in Philadelphia earlier this year. Several CHF instruments were displayed and the coordination between CHF and PITTCON was high. There was a high amount of visitation to both the convention center exhibit and to the CHF museum.

Mike also reported on using the MonkeyBook in the CHF museum to feature instrumentation manuals and supplementary information and on the development of a Toursphere App (not yet ready to launch) for use on iPads and iPhones. Further, he noted that the HCIAC held a lively discussion of possible areas on which to focus collecting efforts in terms of instrumentation and artifacts.

Nominating Committee

There was no report from the Nominating Committee

Membership Committee

There was no report from the Nominating Committee

Specific Reports

I. President's Report (Tom Tritton)

Tom Tritton addressed the Heritage Council on the subject of how communities are served by CHF. Tom identified two communities served as 1.) the scholarly community and 2.) the general

public. He outlined all the elements of programming which are directed to the scholarly and research community

He then broke down the general public into two parts differentiated as the technical public and the general public. In the area of general audiences, he presented the programmatic elements of First Fridays, Science on Tap, the Museum programming, lectures and films, as well as CHF involvement in the Philadelphia Science Festival.

For the technical community, Tom outlined the Innovation Day, the Awards Program, and noted the position of the Heritage Council as access to the technical communities represented by the affiliate organizations. He then opened the floor to questions and comments.

There ensued an interchange of comments about the future of CHF as it relates to program decisions, financial condition, and overall direction of CHF.

II. Plenary session: Programmatic Relationships Between Affiliates and CHF.

The discussion of this session primarily and spontaneously revolved around the distribution of Chemical Heritage magazine as a tool for increasing awareness of CHF among the members of affiliate organizations and the principles and practices of archiving. With respect to magazine distribution, it was generally agreed that *Chemical Heritage* is a strong asset of CHF and should be given the broadest possible distribution. It was pointed out that one of the benefits of affiliation with CHF is the free subscription to *Chemical Heritage* for officers of the affiliate organization. It was further noted that the requests for donation included in each issue should be continued.

On the matter of archiving, John Sharkey commented on how much he had learned from CHF on what to archive and how to archive it during his tenure as archivist for the New York Section of ACS and now as archivist for HIST. Ron Brashear pointed out that CHF will provide guidance and advice to affiliates who are trying to archive their history. When asked if the Heritage Council could receive a practicum on archiving, Ron responded that he and his staff would be happy to do that. Further, every Heritage Council member present responded that at the time of a future Heritage Council meeting, they would be willing to come to Philadelphia a day early for a tutorial or practicum on archiving. Ron Brashier was supportive of that possibility.

There was additional questioning about the funding of archiving activities at CHF such as for the IUPAC archive and the Dow Chemical Company archive. Ron Brashear responded that the Othmer endowment pays for most of these activities and that his organization is currently reviewing how best to fund additional archiving activities. Additional requests for archiving will be better received if accompanied with money to fund the activity. Ron Brashear concluded by pointing out that his current staff is mostly consumed in responsive work today rather than in designing and creating desired archives.

III. Meet a CHF staffer: Kevin Cavanaugh, Vice President of Finance and Administration/CFO

Immediately following lunch, Kevin Cavanaugh joined the meeting and gave the Heritage Council a presentation of his professional background. He talked about both his industrial and his not-for-profit experiences as well as some insight as to what he perceives are his objectives as CHF's CFO.

IV. Plenary session: Programmatic Relationships Among Broader Communities, Affiliates, and CHF.

This afternoon plenary session picked up where the morning session left off with the discussion ranging broadly among topics. The question was raised about advocacy for history within an affiliate's organization and how history is being brought to that organization. Further, the question of what makes a Heritage Council representative a better advocate within their organization was raised.

Each member of the Heritage Council, in turn, then told a personal story about his or her connection to CHF and what was important about that connection. Out of this exercise came the following ideas for progress in advancing the work and mission of CHF and its affiliates:

- Strong consideration should be given to adding affiliates who are engaged in the history of science as CHF is. Those that should be considered are The Society for the History of Alchemy and Chemistry (SHAC), The History of Science Society (HSS), The British Society for the History of Science (BSHS), The Canadian Society for the History and Philosophy of Science (CSHPS) and perhaps others.
- Closer coordination of awards and fellowship between the ACS and CHF should be considered.
- Public perception of words matters and consideration should be given to presenting the history of chemicals (not chemistry) to the betterment of society.
- Government funded projects are desirable to several affiliates as well as CHF. The Council for Chemical Research (Marc Donohue), the American Chemistry Council (Kevin Swift) and CHF (Jody Roberts) will form a small consortium for proposing projects that excite government funders.
- IUPAC gets projects that need chemical history and, therefore, have a natural link with CHF for conducting them.
- The question of: "Will CHF consider using people who are not on staff to do CHF work?" was raised and the answer was, "Yes".
- It was suggested that CHF do more in the area of industrial or corporate histories. The book *Science & Corporate Strategy: DuPont R&D 1902-1980* by David A. Hounshell and John Kenly Smith, Jr. was given as an example.
- Along the same lines, it was suggested that studying the involvement of the financial industry [Banks, Investment Firms, Stock Analysts, etc] in the chemical industry might be fruitful.
- It was suggested that, in order to enhance CHF's reputation, those who do significant studies at CHF be required to post on the web at least an essay on the subject of their studies.

V. Workshop Session and Report

The designed workshop session did not occur due to the interactive nature of the plenaries, the size of the group, and time constraints.

VI. Beckman Center for the History of Chemistry (BCHOC) scholar presentations

In response to the Heritage Council member's expressed desire to continue to hear presentation from BCHOC scholars, two scholars presented their research in this meeting to the Heritage Council members. First, Adelheid Voskuhl presented *"Engineers' class struggle and the question of "technology" in German and American High Industrialism."* Then Matt Savelli presented *"Advertising Psychopharmaceuticals 1953–2013: Evolution, Questions, and Controversies."* Both presentations were followed by spirited questioning and discussion.

VII. Meeting Review, Other Business, Plan for the Fall 2013 HC Meeting and Adjournment

Due to time constraints, this section of the meeting was condensed into a brief statement that the meeting was valuable and that there was no other business to consider.

Planned Dates for Future Heritage Council meetings are:

1. **Thursday, October 10, 2013**
2. **Thursday, April 3, 2014**

Heritage Council of the Chemical Heritage Foundation
Mission Statement

The Heritage Council represents the broad community drawn from chemistry, chemical engineering and molecular sciences interested in chemical heritage. The Council:

- Supports and counsels the Chemical Heritage Foundation on its mission and ways to accomplish it;
- Provides and enhances communication and collaboration between CHF and its Affiliated Organizations;
- Encourages and coordinates volunteer activities to augment CHF staff in carrying out the work of CHF; and
- Provides networking opportunities and discussion forums for key individuals in academe, government, and industry who are interested in the history, progress and future of the chemical and molecular sciences and related technologies.

Adopted: 3 April 2008

Report to SAS on FACSS committee meetings attended during Pittcon 2013 in Philadelphia, PA; March 2013

Attended by Mary Kate Donais, Katherine Bakeev and John Wasylyk

John Wasylyk attended the Governing Board meeting as an SAS Delegate, replacing Ian Lewis who is serving as FACSS Governing Board Chair.

Long Range Planning. Aims are to continue to grow the meeting and include new societies as appropriate. The decision for Providence for the 2015 meeting was summarized. Location, cost of hotel, amenities and travel logistics were covered. The 2016 meeting location is under evaluation. The 2012 Kansas City meeting received favorable responses and may be considered. Discussions included holding 2016 meeting in continental and non-continental cities.

Considerable effort is also being made in the long range planning for FACSS, the organization, under the leadership of Diane Parry and Becky Dittmar.

Governing Board.

• New member organization was approved – the Council for Near Infrared Spectroscopy (CNIR). It was reported that the North American Society for LIBS (NASLIBS) received non-profit status, and the Spectroscopical Society of Japan also received non-profit status. The National Meeting of NASLIB will be merged with SciX starting in 2013 and will occur every other year hence.

• Some bylaws changes were approved including several editorial changes, changes to provide internal consistency and compliance with tax law, and changes related to voting procedures.

• Planning for the 2014 SciX meeting, to be held in Reno, NV, is underway and being led by Luisa Profeta, the General Chair 2014 and Jose Almirall, the Program Chair 2014. The meeting will feature Data Handing and Processing, and Security and the Forensic Sciences.

• The 2015 SciX Program Chair was elected to be Glen Jackson (WVU). The 2015 SciX General Chair was elected to be Edita Botonjic-Sehic (Morpho Detection). Mike Carrabba was elected to be the Exhibits Chair (2015-2017). John Wasylyk was elected to be the Marketing Chair (2014-2016). The Governing Board Chair position had no nominees and will be deferred until SciX 2013 in Milwaukee.

• The Scientific Association Management (SAM) contract was renewed.

• FACSS is continuing to apply considerable efforts and funds on marketing and view the rebranding as a smooth transition. The new website has favorable reviews.

• A report on 2013 SciX meeting in Milwaukee was given which included an overview of the facilities and hotel options, and major attractions nearby. Efforts are underway to increase Workshop attendance and increase local and regional university attendance.

• Financial summary indicates that there will not be a surplus from the 2012 SciX Kansas City meeting.

• Distinguished Service awards were given to Mark Hayes and Cindi Lilly for their dedication and years of service to FACSS.

Report from Tech Partners Marketing to SAS Executive Committee

Bill Cunningham, Advertising Sales, August 2013

It has been a challenging year with the transition of Advertising Sales away from Allen Press to Technology Partners Marketing (TPM). We will discuss a few of those issues later, but it is with great pride that we report 2013 is shaping up to be good year for *Applied Spectroscopy* advertising sales. Last year we saw overall ad sales ending just under $270K in ad revenues, with the society receiving just under $200K.

Finishing up 2013, we see steady interest from the market and can report four new advertisers this year, so persistence is paying off. *Applied Spectroscopy* is still seen as a good vehicle for our ad clients, but as circulation drops it's important we either do something to increase circ or look at alternatives that can bring in much needed revenue.

To reiterate what was reported in the spring, we strongly recommend the following:

- **A new reader survey conducted to determine:**
  - **Key platforms of members and subscribers**
  - **Changes in the market since '07, the year of our last survey (see attached)**
  - **Size of budgets controlled by readers**
  - **Vertical markets covered**
- **Implementation of the eBook format for *AS***
  - **New Corporate Sponsor levels - *implemented***
  - **Additional ad placement**
  - **Revenue through Hotlink charges**
- **Implementation of an eNewsletter template**
- **The new Green eOpen version of the journal (finding sponsor/s)**
- **A page on the website devoted to *"What's New"* (in addition to the existing page on Ingenta)**

These steps will position the Society competitively for future growth and demonstrate to existing and prospective advertisers a proactive stance as we adapt to the changing needs of the market.

Below is a chart of ad sales for the past three years, including ads contracted thus far for 2013 (*in italics*):

	2011	2012	2013	3yr Av	% change
Q1	$63,597	$67,255	$63,242	$64,698	**-2%**
Q2	$71,261	$62,320	$61,988	$65,190	**-5%**
Q3	$63,361	$65,733	$66,843	$65,312	**+2.5%**
Q4	$72,354	$69,076	*$61,354*	*$67,595*	**-9%**
Total	**$270,573**	**$264,384**	***$256,998***	***$263,985***	**-2%**

As you can see we have brought back revenues almost to 2012 levels, and overall we are only 2% off the three-year average, so we are feeling encouraged. Also, the system we have in place with the Editorial Office and the main office accounting seems to be working well with debt running quite low.

While the numbers for 2013 are good, the final outcome will depend on how we close the last two issues and renewals of our advertisers going into 2014. The marketing has been paying off and we have four new advertisers this year.

Below is a list of advertisers for 2011, 2012, and 2013 (as of October 2013 issue):

2011 Advertisers	**2012 Advertisers**	**2013 Advertisers (so far)**
Agilent	Agilent	Advantest
Amptek	Amptek	Amptek
Andor Technology	Andor Technology	Andor Technology
B&W Tek	B&W Tek	Applied Spectra
BaySpec	BaySpec	B&W Tek (increase)
BioTools	BioTools	BaySpec
Bruker	Bruker	Bruker
CDI Pharma	Energetiq	Enwave
Cobalt Light	Enwave	FDM
Enwave	FDM	Hellma
Horiba	Horiba	Horiba
Fibre Photonics	Kaiser	ICL
Hellma	Hellma	Kaiser
Horiba	McCarthy Scientific	McPherson
Infrared Analysis	McPherson	Ocean Optics
ICL	Ocean Optics	Optigrate
Kaiser	Ondax	Pike Technologies
Laser World	Pike Technologies	Remspec
McCarthy Scientific	Princeton	Princeton
McPherson	Remspec	Perkin Elmer
Ocean Optics	Renishaw	Remspec
Ondax	Shimadzu	Renishaw
Perkin Elmer	Thermo Fisher	Shimadzu
Pike	Avantes	StellarNet
Princeton Inst.	WiTec	WiTec
Remspec	Princeton Inst.	Avantes
Renishaw	StellarNet	StellarNet
Shimadzu	Starna Cells	Thermo Fisher

As mentioned earlier, we have faced some challenges with the Allen Press production process that are noteworthy to mention again.

In February 2013 Kelly Calohan (Account Manager, Allen Press) was removed from *Applied Spectroscopy* and replaced by Trisha Klosterman. Trisha tries hard but lacks experience in managing a monthly journal of this size. Also, mistakes have been made in several of the issues with ads being misplaced, not placed at all, or sized improperly. All of this has resulted in us having to make apologies, refund charges, and/or give make goods to pay for those mistakes. On the surface Allen Press will advocate customer service is part of their mission statement, but from our vantage, with these continued mistakes and late mailings, the current production team is either incompetent or poorly managed. As an outside ad sales agent, TPM was instructed create a new

workflow, which involved cutting and pasting all the “A” pages together and placing all the ads and page numbers. Then we annotate our layout with explicit instructions, scan all the pages into one large pdf and upload it to the ftp site. Even after doing this and being very explecit, mistakes continue.

Another change we faced is that we no longer see a proof through the Allen Press Insite System. They have said we will not have access to this feature since we are no longer a full-service client. This action has caused additional production time, introduction of errors that TPM can’t correct, and unnecessary stress each month for both TPM and Kristin. Kristin, to her credit, soldiers on and has had to deal with all of this as AP refuses point blank to deal directly with TPM.

One additional item that is worth mentioning is that earlier this year we had recommended in a detailed report to the EC in May that we move the production away from Allen Press. We still recommend SAS seriously consider this despite the obvious stress it may cause.

All of these issues have affected our sales and, if left unchecked, will result in ad clients leaving *Applied Spectroscopy*. Also there was supposed to be a new eNewsletter launched this year, which has also been delayed. The eNewsletter should be a steady source of income and although we had one-and-a-half steady advertisers, without additional incentives it is doubtful those current advertisers will renew at the end of this year.

In conclusion, although we see continued challenges on the horizon, we look forward to SCIX this year and are committed to helping the Society to embark on this journey into the digital age. As you already know, the model for scientific self-published journals is in flux. However *Applied Spectroscopy* is in a good position to move forward and take advantage of the good will of its ad vendors and corporate sponsors. Our goal will continue to be to assist *Applied Spectroscopy* as it moves forward as an advocate for technological change, especially in the delivery of the science to its readers.

SOCIETY FOR APPLIED SPECTROSCOPY, INC.
BYLAWS

ARTICLE I. MEMBERS

SECTION 1. All members of the Society shall be classified in one of the categories described under Article IV of the Constitution.

SECTION 2. MEMBERSHIP is established by application electronically or in writing, accompanied by payment of dues. RESIGNATION of membership is established by submitting a written statement of resignation to the Executive Director or Secretary.

SECTION 3. A REGULAR MEMBER may vote, **serve on committees** ***(1)*** and hold office in the Society. Regular Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid. ~~A regular member may qualify for Interim Dues as designated in Article VII, Section 1 of the Bylaws for the first year after he/she no longer qualifies as a student member. Members under the Interim Dues category have all rights of a Regular Member including an annual subscription to *Applied Spectroscopy*.~~
A member may qualify for a one-year free membership due to unemployment. This request must be submitted in writing to the Society Office and may be awarded and/or extended at the discretion of the Executive Director to up to 1% of the total Society membership. A monthly report of the running yearly total of awarded/extended memberships due to unemployment, including only numbers and not member names, will be made to the Executive Committee. ***(2)***

SECTION 4. An INTERIM MEMBER may vote and hold office in the Society. Interim Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid. A member may qualify for Interim Dues as designated in Article VII, Section 1 of the Bylaws for the first year after s/he no longer qualifies as a student member. Members under the Interim Dues category have all rights of a Regular Member including an annual subscription to *Applied Spectroscopy*. ***(3)***

SECTION 5. An HONORARY MEMBER enjoys all the privileges of a Regular Member for life. Honorary Members shall have a subscription to *Applied Spectroscopy* ~~gratis.~~ **at no cost and shall not pay any member dues. An Honorary Member of the Society shall also be granted the title of Fellow and be listed as a Fellow upon election as an Honorary Member.** ***(4)***

SECTION 6. The SPONSORING MEMBER levels and benefits will be **published on the SAS website and in the SAS newsletter. The sponsoring member benefits will be reviewed, at a minimum, annually by either/or the EC and GB. The approved benefits will be published within 2 months of approval and remain in effect until the next publication of a change in said benefits.** ***(5)***

~~a) Contributing Sponsors will be privileged to have their name listed on the Masthead page of Applied Spectroscopy. Contributing Sponsors within the U.S.A. will be allowed one use of one Regional Section mailing list of their choice. All Contributing Sponsors will receive a 12-month subscription to Applied Spectroscopy (the Journal) and have a company listing in all SAS promotional literature as well as in the Journal. Will have a hyper-link from the SAS home page to their web page. May have one news release about the company or specified product printed in the "What's New" section of Applied Spectroscopy. Will be eligible to participate in Regional Section activities.~~ ***(6)***

~~b) Sustaining Sponsors, Silver will receive all benefits of Contributing Sponsors. The Silver Sustaining Sponsor will be allowed one use of the entire SAS mailing list and two complimentary memberships.~~ ***(7)***

~~c) Sustaining Sponsors, Gold will receive all benefits of Silver Sustaining Sponsors plus will be privileged to be allowed two uses of SAS mailing list and five complimentary memberships. Will be privileged to have the sponsor's logo featured monthly in the journal, Applied Spectroscopy.~~ ***(8)***

~~d). Sustaining Sponsor, Platinum will receive all benefits of Gold Sustaining Sponsors plus be privileged to be allowed three uses of SAS mailing list and ten complimentary memberships.SPONSORING MEMBER may designate one representative who shall enjoy all the privileges of a Regular Member and shall act as a liaison with the Society. This representative shall receive a subscription to *Applied Spectroscopy* by reason of dues paid.~~ ***(9)***

SECTION 7. A STUDENT MEMBER shall not hold National Society office, **nor** serve as a voting delegate to the National Society Governing Board Meetings **except as an official representative of an organized student section**, nor vote on any matters pertaining to the Society **except as an official representative of an organized student section**. Student Members can serve as **Student Section, Technical Section, or** Regional Section officers and committee members at the regional and ~~national level and as technical section officers and committee members~~ **international level**. The extent of his/her participation in the business of a **Student**, Regional, or Technical Section is the prerogative of that Section except for the limitations stated in the Constitution and Bylaws of the Society. Student Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid. ***(10)***

SECTION 8. An EMERITUS MEMBER shall enjoy all the privileges of a Regular Member for life. Emeritus Members shall be supplied *Applied Spectroscopy* at no cost if the member so desires **and shall not pay any member dues.** ***(11)***

SECTION 9. A RETIRED MEMBER shall enjoy all the privileges of a Regular Member. Retired Members shall have an annual subscription to *Applied Spectroscopy* by reason of dues paid.

SECTION 10.A DISTINGUISHED SERVICE AWARDEE shall have all the privileges and rights of a Regular Member. Distinguished Service Awardees shall have a subscription to *Applied Spectroscopy* **at no cost and shall not pay any member dues.** ***(12)***

SECTION 11. A FELLOW is a Society member recognized for outstanding service to the field of spectroscopy. Fellows must continue to be members in good standing of the Society in order to maintain Fellow status. Honorary members as defined in Article 1, Section 5 shall receive the title of Fellow but are exempt from dues by virtue of receiving Honorary member status. ***(13)***

Section 12. A MEMBER IN GOOD STANDING is defined as a member of the Society whose dues are currently paid or who holds membership in a category exempt from payment of dues. An Honorary Member, or Emeritus Member or Distinguished Service Awardee automatically meets the requirements to be a Member in Good Standing upon election to those membership categories because of the stipulation that they shall not pay member dues. ***(14)***

Section 13: Written communications between the National Office and members includes mail and email. ***(15)***

ARTICLE II. QUALIFICATIONS FOR ELECTION/APPOINTMENT

SECTION 1. Only members in good standing of the Society shall serve as elected or appointed officers or Governing Board members.

SECTION 2. Elected candidates for Society office shall have served at least ~~two years in one of the following capacities or one year each in two of the following capacities~~ **one year in one of the following capacities (16):** executive committee elected or appointed member, journal editorial board member, delegate to the Governing Board, Regional or Technical Section officer, or chair of a Society committee. **Appointed candidates for Society office must be a Member in Good Standing.** ***(17)***

SECTION 3. No elected or appointed officer including the Editor-in-Chief of the Journal shall be eligible to serve for more than two (2) consecutive terms in the same office unless, by vote of the Executive Committee and Governing Board, additional terms are approved.

SECTION 4. Nominations for the 10 AT-LARGE GOVERNING BOARD MEMBERS may come from the Nominating Committee, any Regional Section, any Technical Section, or in an open nomination call through the Newsletter ~~and the Journal~~ **and/or written communication with the membership.** The list of nominees will be submitted through the Nominating Committee. ~~Five (5) Governing Board members are to be elected as a group by the Regional Sections Officer's Representative (maximum one representative per section). The Regional and Technical Section Affairs Committee will coordinate the nomination and election of these 5 members.~~ ***(18)***

ARTICLE III. DUTIES OF THE OFFICERS AND GOVERNING BOARD MEMBERS

The duties of the officers are in addition to those stated in the Constitution, Article ~~VI~~ **VIII**. ***(19)***

SECTION 1. The PRESIDENT shall:

(a) preside at meetings of the Executive Committee and Governing Board.

(b) oversee preparation of an agenda for each meeting of the Governing Board and the Executive Committee.

(c) appoint a Parliamentarian to serve a one-year term, concurrent with his/her year as President. The person appointed Parliamentarian **serves at Executive Committee and Governing Board meetings and *(20)*** is expected to be familiar with parliamentary procedure as defined in *Robert's Rules of Order* and with the Charter, Constitution and Bylaws of the Society.

(d) serve as *ex officio* member on all committees except the ~~Nomination~~ **Nominating *(21)*** Committee.

(e) appoint, with the concurrence of the Executive Committee, such other committees, standing or ad-hoc, as the Society shall from time to time deem necessary to carry on the work of the Society.

(f) submit a written report at each regularly scheduled **and physical *(22)*** meeting of the **Executive Committee and *(23)*** Governing Board.

(g) serve as **a** FACSS Delegate. **If unable to participate the President shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing. *(24)***

(h) by virtue of the office, the President shall be prime signatory for the Society on all contracts, legal instruments and policies approved by the Executive Committee or Governing Board. To ensure consistency between officer terms, all contracts, legal instruments, and policies shall be dual signed by the President and the Executive Director. If either the President or the Executive Director are unavailable, the Secretary can act as signatory in one of their steads. *(25)*

SECTION 2. The PRESIDENT-ELECT shall:

(a) perform all duties that may be delegated to him/her.

(b) appoint such committee chairs-elect and members as specified by the Bylaws. The President-Elect or his/her designee shall be Chair of the Constitution and Bylaws Committee.

(c) maintain proper signature authority on Society accounts with such authority being limited to the Treasurer, the Executive Director, and the person chosen to be President-Elect on the same ballot from which the Treasurer is chosen. The said incoming President-elect shall continue to have

signature authority during his/her term as President and as Past President, a total of three years. *(26)*

(d) serve as **a** FACSS Delegate. **If unable to participate the President-Elect shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing. *(27)***

SECTION 3. The PAST PRESIDENT shall:

(a) assist the President, Executive Committee, and/or Governing Board as requested.

(b) be in charge of the review and update by the Executive Committee of the SAS Handbook for Officers and Committee Members, **and serve on the Constitution and Bylaws committee**. ***(28)***

(c) serve as **a** FACSS Delegate. **If unable to participate the Past President shall propose an alternative for Executive Committee approval. Alternatives must be a member in good standing. *(29)***

(d) chair the Long Range Planning committee and the Nominating Committee. *(30)*

SECTION 4. The SECRETARY shall:

(a) be responsible for the minutes of all Governing Board and Executive Committee meetings.

(b) call the roll at the **Executive Committee and *(31)*** Governing Board meetings and determine the presence of a quorum.

~~(c) attend to the correspondence of the Society.~~ ***(32)***

(c) submit a written report for each regularly scheduled meeting of the Governing Board **and Executive Committee. *(33)***

(d) perform all of the duties incident to the office of Secretary and such other duties as requested by the President, the Executive Committee and/or the Governing Board.

(e) In the absence of the Secretary from any meeting of the Governing Board or Executive Committee, a Secretary *pro tempore* may be appointed by the President to record the minutes of the meeting.

(f) **If either the President or the Executive Director are unavailable, the Secretary can act as signatory in one of their steads. *(34)***

SECTION 5. The TREASURER shall:

(a) serve as the chief financial officer of the Society.

(b) keep and maintain, or cause to be kept and maintained, full and accurate accounts of the properties and business transactions of the Society including accounts of its assets, liabilities, receipts, and disbursements.

(c) ~~deposit all funds~~ **oversee the review and verification of all funds deposited *(35)*** in the name and to the credit of the Society with such federally insured account or other depositories as approved by the Executive Committee.

(d) maintain proper signature authority on Society accounts with such authority being limited to the Treasurer, the Executive Director, and the person chosen to be President-Elect on the same ballot from which the Treasurer is chosen. The said incoming President-elect shall continue to have signature authority during his/her term as President and as Past President, a total of three years.

(e) make reports on the financial status of the Society at least quarterly to the Executive Committee, and shall at the first Governing Board meeting of the fiscal year present an annual report, including a balance sheet, a statement of revenue and expenses, and statements of cash flow and changes in fund balances for the preceding fiscal year.

(f) hold, oversee, report on, **or cause to be reported on**, ***(36)*** special designated funds separate from Society and Journal accounts **(such as award-specific funds, FACSS SAS-designated funds, inactive Section funds, etc)**. ***(37)*** In the event of dissolution of the Society, the special designated funds shall revert back to the co-sponsoring organizations.

(g) make reports of changes to financial practice and policy as necessary to ensure compliance with current laws, accepted accounting practices, and best practices. Recommendations shall be implemented upon approval by Executive Committee or Governing Board vote. ***(38)***

(h) ensure that the tax filing of the Society is conducted annually in a timely fashion and cause to occur financial auditing of the Society's accounts on a schedule communicated to the Executive Committee or Governing Board. ***(39)***

(i) perform all of the duties incident to the office of Treasurer and such other duties as requested by the President, the Executive Committee and/or the Governing Board. ***(40)***

SECTION 6. The EXECUTIVE COMMITTEE shall:

(a) annually conduct a performance review of the Executive Director and the operation of the Society Office.

(b) discuss plans for the following year with the Executive Director and set mutually agreed upon goals for the following year's performance review.

(c) recommend any changes in dues and their allocations to the Governing Board for consideration at the Governing Board Meeting **at** ~~to~~ the Annual Meeting. The new dues will become effective on the first day of the ~~fiscal~~ **calendar** year following the Annual Meeting. ***(41)***

(d) meet at least twice annually, in conjunction with appropriate scientific meetings where at least three of the five Executive Committee elected Officers can physically attend, to review committee reports, review the financial position of the Society, plan for Society activities, and perform other duties incident to the Executive Committee. ***(42)***

(e) meet at regular intervals between physical meetings at a time designated by the President to review committee reports, review the financial position of the Society, plan for Society activities, and perform other duties incident to the Executive Committee. These meetings are anticipated to be via telephone, video conference or other technology that does not require the Executive Committee members to be in the same physical location. ***(43)***

SECTION 7. The GOVERNING BOARD members:

~~(a) shall attend Governing Board Meetings;~~ **(44)**

(a) shall familiarize themselves with the Charter, Constitution, and By-Laws of the Society. ***(45)***

(b) shall be notified not less than 60 days prior to each regularly scheduled Governing Board Meeting of the day and city location of the Governing Board Meeting. ***(44)***

(c) shall make all reasonable efforts to attend the scheduled Governing Board Meetings that occur during their 2-year term which commences January 1 (as defined in Article IX Government, Section 3 of the Constitution). ***(46)***

(d) shall at Governing Board Meetings discuss, vote, and approve issues brought forth by the Executive Committee, Regional Section, Technical Section, or any member in good standing. ***(47)***

(e) shall act as at-large ambassadors of the Society by virtue of their insight into the operation and activities of the Society in order to promote the aims of, membership in, and current activities of the Society. ***(48)***

(f) shall be listed on the tax fillings of the Society as Directors of the Society. ***(49)***

(g) can be reimbursed up to $200.00 for each meeting for travel expenses. All requests for travel reimbursement must be made within 30 days of the meeting or reimbursement will be forfeited.

(h) may serve on **additional Society** ***(50)*** committees.

ARTICLE IV. REMOVAL FROM OFFICE

SECTION 1. If a member of the Executive Committee has been asked to resign as defined in Article ~~XV~~ **XVII** of the Constitution and has declined, the matter can be placed on the agenda of any meeting of the Governing Board by vote of any four (4) voting members of the Executive Committee. The individual whose removal is sought must be notified in writing of this action at least ~~one (1)~~ **three (3)** ***(51)*** weeks in advance of the Governing Board meeting. Notice of this action shall be included on the agenda of the Governing Board meeting.

SECTION 2. During the proceedings before the Governing Board concerning a removal from office, the presiding officer will be the person elected by a simple majority vote of the Governing Board, except that no person who is a member of the Executive Committee may preside. The individual whose removal is being sought is entitled to the assistance of up to three (3) persons of his/her choice in these proceedings. The proceedings will be governed by *Robert's Rules of Order*.

SECTION 3. Removal of a member of the Executive Committee from office requires the approval of three-fourths (3/4) of the Governing Board who are present and voting.

ARTICLE V. EXECUTIVE DIRECTOR

The Executive Director shall:

~~(a) maintain the membership records of the Society.~~ **(52)**
(a) conduct the routine daily business of the Society under the direction of the elected officers and Governing Board of the Society. ***(53)***

(b) prepare a budget for the operation of the Society and the Journal, in consultation with the Executive Committee **and based on input from the Committees of the Society.** ***(54)***

(c) maintain the membership and subscription records of the Society and the Journal. ***(52)***

(d) deposit or cause to be deposited all funds in the name and to the credit of the Society with such federally insured accounts or other depositories as approved by the Executive Committee. ***(55)***

(e) work with the Journal Editor-in-Chief in coordinating mailings, ~~and~~ bill processing, **and other journal related activities as requested by the Journal Editor-in-Chief.** ***(56)***

(f) supervise all of the Society staff **and conduct annual performance reviews of Society staff for Executive Committee review.** ***(57)***

(g) work with the Treasurer to ensure that financial accounting and tax preparation is prepared, presented, and filed in a timely manner. ***(58)***

(h) provide membership support to the Society's members as requested when and if appropriate. ***(59)***

(i) provide support to the Society committees (chair and appointed officers) as required to allow each committee to fulfill that committee's responsibilities. ***(60)***

(j) provide oversight of any Society-Office-organized member events and activities including venue selection, event suitability, and adequate promotion to allow sufficient opportunities for the benefit for the general membership. ***(61)***

(k) ensure that the annual activity questionnaire for Regional, Student, and Technical Sections is supplied to the Regional, Student, or Technical Section at least 30 days prior to the deadline listed in Article IX. Disbursement of Funds, Section 4, to allow adequate time for completion of said questionnaire by the Regional, Student, or Technical Section. ***(62)***

(l) maintain a list of the Officers of the Regional, Student, or Technical Sections and a list of the ACTIVE / INACTIVE status of the Regional, Student, or Technical Sections. ***(63)***

(m) secure venues for physical Executive Committee and Government Board meetings, be responsible for publishing agenda for said meetings, and be responsible for collection of reports and supplying agenda report items in a timely manner prior to said meetings. ***(64)***

(n) review contracts related to the business of the Society and make recommendations for rejection, modification, and approval to the Executive Committee. ***(65)***

(o) by virtue of this position, the Executive Director shall be counter signatory for the Society on all contracts, legal instruments and policies approved by the Executive Committee or Governing Board. To ensure consistency between officer terms, all contracts, legal instruments, and policies shall be dual signed by the President and the Executive Director. ***(66)***

(p) perform all of the duties incident to the office of Executive Director as defined by the current Executive Director job description, and such duties as requested by the President, the Executive Committee, and/or the Governing Board. ***(67)***

ARTICLE VI. FISCAL YEAR

The fiscal year of the Society shall begin January 1st and close December 31st of each year.

ARTICLE VII. DUES

SECTION 1. The Regular Member, **Fellow Member (who have not received the title of Fellow via Honorary membership)**, **Retired Member,** ***(68)*** Student Member and Interim Member annual dues will be set yearly by the Executive Committee and made available on the Society's web page.

(a) All memberships include a (print/online or online only) subscription to *Applied Spectroscopy*. Members also may choose one (1) Technical OR Regional OR Student Section at no cost. Membership in additional sections is possible for a fee per added section. ***(69)***

(b) Honorary Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate. In such case the Honorary member will be responsible for the dues premium above and beyond the normal Technical section rate. ***(70)***

(c) Emeritus Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate. In such case the Emeritus member will be responsible for the dues premium above and beyond the normal Technical section rate. ***(71)***

(d) Distinguished Service Awardee Members are not required to pay dues unless they select a Technical Section run by a Technical Affiliate or if they wish to add an additional section beyond their primary choice. In such case the Distinguished Service Awardee member will be responsible for the dues premium above and beyond the normal Technical section rate. ***(72)***

~~**SECTION 2.** PROMOTIONAL MEMBERSHIP FEES shall be a special one-time fee, approved and set for each event by the Executive Committee. Promotional membership applies to new members only.~~

SECTION 2. PROMOTIONAL MEMBERSHIP FEES. These fees shall be a special one-time fee, approved and set for each event by the Executive Committee and available to the entire Society membership. Promotional membership applies to new members only. New members are defined as individuals who have not been members of any category of membership in the Society for three (3) years preceding the promotion. ***(73)***

SECTION 3. DISCRETIONARY MEMBERSHIP DISCOUNTS. One-time reductions in the membership fees can be extended to members at the discretion of the Executive Director, (e.g. offering a 10% discount to encourage registration at a conference). ***(74)***

SECTION 4. The ANNUAL DUES of all members are due and payable upon ~~receipt of a Society invoice~~ **expiration of the current membership term. Membership status and renewal dates will be made available via the Society's website. Individual member information can also be obtained by the member by contacting the Society office and requesting said membership status information. A member may contact the Society office by either phone, or fax, or email.** ***(75)***

SECTION 5. SUSPENSION FOR NON-PAYMENT OF DUES. A member who fails to pay the annual dues on or before **his/her expiration date** ~~January 31~~ shall automatically be suspended from membership privileges and his/her subscription to *Applied Spectroscopy* canceled. ***(76)***

SECTION 6. REINSTATEMENT. A suspended member may be reinstated upon payment of the current year's dues. A reinstated member who desires to receive the issues of *Applied Spectroscopy* which he/she missed must pay postage for the shipment. **A suspended member who was a Fellow of the Society prior to suspension must request reappointment as a Fellow in writing. This re-appointment request will be reviewed at the next scheduled meeting of the Executive Committee. Reappointment will be at the discretion of the Executive Committee and will be based on the circumstances leading to the suspension.** ***(77)***

SECTION 7. ADDITIONAL DUES. A Regional **or Technical** ***(78)*** Section may assess additional dues at the discretion of its Executive Board or as specified by the Section's Bylaws.

SECTION 8. SETTING OF DUES. Future dues will be ~~set~~ **recommended** at the Executive Committee Meeting ~~and will become effective on the first day of the fiscal year following the Annual Meeting. The dues will be automatically changed annually by a level corresponding to the previous year's inflation rate, as reflected in the Consumer Price Index or other suitable measure, rounded to the nearest U.S. dollar, or another level recommended by the Executive Committee and approved by the Governing Board.~~ **prior to the Annual Meeting, approved by the Governing Board, and will become effective on the first day of the fiscal year following the Annual Meeting.** ***(79)***

ARTICLE VIII. ALLOCATION OF DUES

SECTION 1. The dues collected from the Regular Members, Student Members, Retired Members and promotional memberships shall be allocated as follows:

(a) Account of the Society, 85%.

(b) Regional Section, Student Section, or Technical Section per member's choice, 15%.

(c) The Regional Section, Student Section, or Technical Section allocation shall be calculated by the Executive Director and forwarded to the Treasurer of the Regional, Student, or Technical Section with which the member is affiliated **within 30 days of** ~~upon~~ receipt of the completed Regional, **Student**, or Technical Section annual activity questionnaire provided by the Society Office. ***(80)***

~~**SECTION 2.** The dues collected from a Sponsoring Member shall be allocated as follows:~~

~~(a) Account of the Society 65%~~

~~(b) Regional or Technical Section per member's choice 35%~~

~~(c) The Regional or Technical Section allocation from Sponsoring Members shall be divided per capita based on SAS regular and student membership among the existing Regional and Technical Sections and forwarded to the Treasurers of these Sections upon receipt of the completed Regional or Technical Section annual activity questionnaire provided by the Society Office.~~ ***(81)***

ARTICLE IX. DISBURSEMENT OF FUNDS

SECTION 1. Regular budgeted expenses of the Society shall be paid or authorized by the Treasurer. Non-budgeted payment to private individuals shall be paid only upon receipt of a proper voucher processed by the Executive Director and found in compliance with Society expense guidelines. All expenses must be submitted to the Society office within 30 days of the event or travel dates in order for reimbursement to occur.

SECTION 2. No officer, member, or employee of the Society shall incur any non-budgeted financial obligations in the name of the Society without the consent of the Governing Board or, in the interim between meetings, of the Executive Committee.

SECTION 3. Expenses of the Society not specified and provided for in the budget must be approved by the Governing Board before payment or, in the interim between meetings, by the Executive Committee.

SECTION 4. The completed annual activity questionnaire **for Regional, Student and Technical Sections** must be received by the Society Office on or before ~~October 30th~~ **December1st** for the dues to be allocated **prior to December 31st of** ***(82)*** that year. The dues not allocated will be ~~returned to the National budget~~ **retained in the regular Society accounts.** ***(83)***

ARTICLE X. PUBLICATIONS

SECTION 1. NEWSLETTER. The NEWSLETTER EDITOR **is an appointed position serving a three (3) year term. The Newsletter Editor** ***(84)*** shall:

(a) be responsible for the regular publication of the Newsletter.

~~(b) have the prerogative to appoint an editorial staff to assist him/her. The Newsletter Editor's duties shall include, but not be limited to, the publication of the Society news, items of interest to the membership,~~

~~personal notes concerning members, and Governing Board business. The Newsletter is the official document where the Governing Board minutes are published.~~ **(85)**

(b) provide written reports of Newsletter activity at the physical meetings of the Executive Committee. ***(86)***

(c) provide a financial update on the Newsletter budget and expenses in the prior mentioned written report. ***(87)***

(d) make recommendations in the prior mentioned written report to the Executive Committee for improvement to the Newsletter format, technology platforms, and Newsletter operation. ***(88)***

(e) The Newsletter Editor's duties shall include, but not be limited to, chairing the Newsletter committee, the publication of the Society news, items of interest to the membership, personal notes concerning members, and Governing Board business. The Newsletter is the official document where the Governing Board minutes are published. ***(89)***

(f) The Newsletter Editor may recommend appointment of a paid editorial staff to assist him/her. Appointment request will be reviewed and if acceptable approved by the Executive Committee. ***(90)***

(g) The Newsletter Editor may appoint a volunteer (unpaid) editorial staff to assist him/her. Appointment shall require a letter signed by the volunteer and the Newsletter Editor including the length of appointment and acknowledging the unpaid nature of the appointment. The appointment will come into effect only after the letter has been received at the Society Office by the Executive Director or Executive Director's representative. ***(91)***

SECTION 2. JOURNAL. **The Editor-in-Chief is an appointed position serving a three (3) year term.** ***(92)*** The Editor-in-Chief of *Applied Spectroscopy* shall:

(a) be responsible for the regular publication of the Journal of the Society.

(b) have the prerogative of appointing an editorial advisory board to assist him/her. ***(93)***

~~(b) have the prerogative of appointing an editorial staff to assist him/her.~~ **(94)**

~~(c) have the prerogative of hiring secretarial help, with the approval of the Executive Committee.~~

(c) have the prerogative of hiring editorial secretarial help, with the approval of the Executive Committee. ***(95)***

(d) receive scientific papers, consider with the assistance of appropriate reviewers their suitability for publication, and prepare those acceptable for publication with a minimum of delay.

(e) promote the publication of ~~Society news~~ ***(96)*** announcements of meetings of the Society and related organizations, abstracts of papers, book reviews, personal notes concerning members, et cetera.

(f) approve the publication of Society News which the Editor deems is suitable for inclusion in the Journal. News which the Editor considers unsuitable for the Journal shall be referred to the Newsletter Editor for consideration in the Newsletter and the Publicity Committee for consideration for publication in the Society's social media outlets. ***(97)***

(g) continually strive to improve the professional reputation of the Journal within the limits of the annual budget of the Journal.

(h) establish all subscription rates to the Journal, other than those through membership, with approval of the Executive Committee.

SECTION 3. *Applied Spectroscopy* shall be published **no less than *(98)*** twelve (12) times per year.

SECTION 4. Members outside the United States may be assessed an additional charge to cover delivery costs of print copies of *Applied Spectroscopy*. The delivery charge shall be set by the Executive Committee on the basis of recommendations by the Editor-in-Chief.

SECTION 5. The following provisions apply to *Applied Spectroscopy*:

(a) Approval of all manuscripts for publication in *Applied Spectroscopy* may be made only by the Editor-in-Chief, following recommendations from external reviewers.

(b) All manuscripts submitted for publication in *Applied Spectroscopy* shall not have been published elsewhere except in the form of company or government reports.

(c) Publication in *Applied Spectroscopy* is not a requirement for papers presented at meetings or symposia sponsored by the Society or Regional Sections.

(d) Groups of papers on closely related topics, proceedings of meetings, or symposia may be published as separate volumes.

(e) Special invited papers and critical reviews may be published.

(f) Only the Society may copyright material in the name of the Society for Applied Spectroscopy. If a volume is to be copyrighted by a Regional Section, the suggested form is "Copyright, 20xx, Northwestern Section, Society for Applied Spectroscopy."

(g) The Society for Applied Spectroscopy shall own the copyright for the original and any renewal term thereof of any manuscript of an author which is published by the Society. The author of any such manuscript shall have the right to make a nonprofit or noncommercial use of the work provided that he/she affixes to each copy the copyright notice used by the Society when the manuscript was first published. The author shall have the right to make or authorize any for-profit or commercial use of any such writing only after first obtaining the written consent of the Executive Director.

SECTION 6. WEBSITE. The Web Editor is an appointed position serving a 3-year term. The Web Editor shall: *(99)*

(a) be responsible for the Web site. *(100)*

(b) provide written reports of Web site activity including Analytics of the website at the physical meetings of the Executive Committee. *(101)*

(c) provide a financial update on the Web site budget and expenses in the prior-mentioned written report. *(102)*

(d) make recommendations in the prior-mentioned written report to the Executive Committee for improvement to the Web site format, technology platforms, and Web site operation. *(103)*

(e) The Web Editor's duties shall include: determining the structure and content of the Web site, review and approval of contractors for presentation for final approval by the Executive Committee or Governing Board, liaison with other committees to provide support on committee projects that require a Web presence or Web survey. *(104)*

(f) The Web Editor may recommend appointment of a paid editorial staff to assist him/her. Appointment requests will be reviewed and if acceptable approved by the Executive Committee. *(105)*

(g) The Web Editor may appoint a volunteer (unpaid) editorial staff to assist him/her. Appointment will require a letter signed by the volunteer and the Web Editor including the length of appointment,

acknowledging the unpaid nature of the appointment, and will come into effect only after the letter has been received at the Society Office by the Executive Director or Executive Director's representative. ***(106)***

(h) The Web Editor may request that the Society Office staff provide regular updates to certain sections of the Web site. The Web Editor may wish to review pages and conduct testing prior to their being made live. The Web Editor should communicate to the Society Office staff if review and/or testing is required or not on a project-by-project basis. In cases where the Society Office staff are required to provide Web site work, a timeframe for the work should be constructed and communicated which takes into account staff availability and project criticality. Assignment of staff will be made and communicated by the Executive Director. ***(107)***

SECTION 7. **CHARTER**, CONSTITUTION, AND BYLAWS. The **Charter,** Constitution, and Bylaws shall be published ~~on a periodic schedule to be determined by the Executive Committee~~ on the Society Web site. ***(108)***

ARTICLE XI. ELECTIONS

SECTION 1. The election of officers and ~~At-Large~~ Governing Board Members of the Society shall be conducted in the manner prescribed in these Bylaws and completed by September 1. A lapse of not less than twenty-one (21) days shall be permitted between ~~mailing out the~~ **notification of** ballots (**by mail or electronically)** ***(109)*** and the closure of the election.

SECTION 2. The ~~Executive Director~~ **Nominating Committee (110)** shall ~~prepare~~ **provide** a ~~ballot~~ **slate** listing candidates **for preparation of a ballot** ***(111)*** for ~~At-Large~~ Governing Board Members and the respective offices who have been nominated according to procedures defined in Article XIII, Section 11. The ballot shall give such information about each candidate as is necessary to identify him/her clearly. The ballot shall have a provision for write-in for each office. The Executive Director shall ~~include an envelope for return of the ballot and a second envelope marked "Ballot" to be opened by the Tellers after verification by the Executive Director. The ballot shall specify the date of closure of the elections~~. **cause to be communicated a notification of the election to each voting member of the Society.** ***(112)***

SECTION 3. At the termination of the election the Executive Director shall ~~open the letters and~~ **make a report of the ballots and if physical ballots were issued** ***(113)*** give the ballots to the Tellers for counting. The Tellers shall give the President a signed statement of the count. The ballots shall be held at the Society Office until the end of the current fiscal year.

SECTION 4. The letter balloting for Amendments to the Constitution shall proceed in the same manner as under Sections 1 and 2 of this Article, except that the ballot shall show a printed statement of the proposed amendment instead of the names of candidates and may occur at any time during the year.

~~**SECTION 5.** If deemed viable, electronic balloting may take place in lieu of or in addition to mail balloting.~~ **(114)**

ARTICLE XII. REGIONAL SECTIONS

SECTION 1. Persons elected as REGIONAL SECTION OFFICERS must be members in good standing of the Society for Applied Spectroscopy.

SECTION 2. The Secretary in each Regional Section shall inform the Executive Director of the results of the annual election of officers in his/her Section and shall register the names of delegates and alternate delegates to the Governing Board.

SECTION 3. Regional Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution.

SECTION 4. In order to receive a regional section dues distribution and in order to maintain the status of an active chapter, Regional Sections are required to annually file a completed Regional Section Questionnaire provided by the **Society** ***(115)*** ~~National~~ Office. Questionnaires must include a list of current officers (a minimum of two officers must be named) of the Section and must be filed by ~~October 30th~~ **December 1st** ***(116)*** of each year **for the dues to be allocated prior to December 31st of that year.** ***(117)***

SECTION 5. NEW REGIONAL SECTIONS. An organized group interested in becoming a Regional Section of the Society for Applied Spectroscopy may petition the Governing Board of the Society, **or the Executive Committee between Governing Board meetings,** ***(118)*** for Regional Section status.

Section 5.1. Within the U.S., Canada and Mexico, the petition should include:

(a) a proposed name for the Regional Section.

(b) a list of officers and expiration date of each officer's term.

(c) a copy of the local Constitution and Bylaws.

(d) a list of all the current members with indication of Society for Applied Spectroscopy membership.

(e) the name of the city where meetings are held and the meetings planned.

(f) projected membership.

(g) a request for up to ~~five~~ **seven** hundred **and fifty** (**75**0) U.S. dollars for start-up funds. ***(119)***

This petition shall be considered by the Governing Board, **or the Executive Committee between Governing Board meetings,** ***(120)*** in accordance with Article V of the Constitution.

Section 5.2. Outside of the U.S., Canada and Mexico, the petition should include:

(a) a proposed name for the Regional Section.

(b) a list of officers and expiration date of each officer's term.

(c) an intent to draft a set of regionally appropriate Constitution and Bylaws within two (2) years to meet regional/cultural circumstances.

(d) a list of all the current members with indication of Society for Applied Spectroscopy membership.

(e) projected membership over a five (5) year period.

(f) an intent to submit an appropriate expense claim for up to ~~five~~ **seven** hundred **and fifty** (**75**0) U.S. dollars incurred as a consequence of setting up the new Regional Section or holding an inaugural meeting. ***(121)***

This petition shall be considered by the Governing Board, **or the Executive Committee between Governing Board meetings,** ***(122)*** in accordance with Article V of the Constitution.

SECTION 6. INACTIVE STATUS. If neither the Regional Section chair nor secretary responds to two successive yearly requests for completed Regional Section Questionnaires listing new Regional Section Officers and activities of the section, then the ~~President~~ **Executive Director**, or his/her surrogate, shall attempt to make contact with the Section. If contact cannot be made or **if** after contact is made, it is the ~~SAS representative's~~ **Executive Director's** opinion that the Section is no longer functioning and will not function within the next year, then the Executive Committee shall be so notified. ***(123)*** The Executive

Committee may, if they deem it advisable, vote to place the Section on inactive status. This action ~~must be approved by a three-fourths (3/4) majority at the next Governing Board Meeting.~~ **may be reversed by a simple majority vote at the next Governing Board Meeting.** ***(124)***

(a) FUNDS. An inactive Section's funds or assets, after discharging of all just debts, shall be held by the Society Treasurer for five (5) years if the section is a Chapter. At the end of the five (5) year period the assets are to be disposed of as outlined by the inactive Section's Constitution and Bylaws, or in the event that no disposition of funds is specified, or the inactive Section's Constitution and Bylaws are not in the possession of the Society, the assets will revert to the general fund of the Society. If the section is an Affiliate, the funds or assets are disbursed according to the rules of that Affiliate. No money from an affiliate is returned to the Society unless directed to do so by the Affiliate.

(b) REMOVAL FROM INACTIVE STATUS. A petition of ten (10) or more SAS members, upon approval by the Regional, **Student, and Technical** Section Affairs Committee, needs only a simple majority vote of the Governing Board, **or between Governing Board meetings the Executive Committee**, ***(125)*** to remove the Section from inactive status. If this takes place within five (5) years after being voted into inactive status, all of the Section's assets are to be returned. If a longer period of time has transpired, the Society Treasurer, on approval of the Governing Board, **or Executive Committee between Governing Board meetings,** ***(126)*** may grant the Regional Section ~~ten (10) dollars per petitioning SAS member or five hundred (500) dollars, whichever is less,~~ **seven hundred and fifty (750) dollars to provide immediate operating funds.** ***(127)***

(c) MEMBER STATUS. If a Section becomes inactive, the membership will be given the choice of transferring to the active Regional Section or Technical Section of the member's choice.

SECTION 7. SAS regional sections must fall into one of two categories:

(a) REGIONAL SECTION AFFILIATE. The Regional Section is a separate entity from ~~SAS~~ **the Society.** Within the U.S. it has its own 501(c)(3) letter of exemption from the IRS and its own federal identification number. It accounts for and reports its own finances to the IRS and relevant state agencies as necessary. It cannot use ~~SAS'~~ **the Society's** non-profit mailing permit from the post office. A disbursement of dues from ~~SAS~~ **the Society** to the Regional Section is a donation from ~~SAS~~ **the Society** to the Regional Section. Outside of the U.S., the Regional Section must satisfy its national tax laws and requirements. ***(128)***

(b) REGIONAL SECTION CHAPTER. The Regional Section is not a separate entity but completely part of ~~SAS~~ **the Society**. All of its activities and finances are ultimately the responsibility of ~~SAS~~ **the Society**. The Regional Section's assets, liabilities, income, and expenses belong to ~~SAS~~ **the Society** and must be reported by ~~SAS~~ **the Society** to the IRS and the state of Maryland. The Governing Board or Bylaws of ~~SAS~~ **the Society** can designate portions of ~~SAS~~ **the Society's** income for use by the Regional Section, but that designation can be reversed or changed at any time. The Regional Section does not have any assets that are legally separate from ~~SAS~~ **the Society**. The annual disbursement of dues "from" ~~SAS~~ **the Society** "to" the Regional section is simply just an internal transfer of funds from one ~~SAS~~ **Society** account to another. The Regional Section can use the ~~SAS~~ **the Society's** non-profit mailing permit from the post office. IRS statutes prevent a Regional Section outside of the U.S.A. from becoming a Chapter; they must be an Affiliate. ***(129)***

ARTICLE XIII. TECHNICAL SECTIONS

SECTION 1. Persons elected as TECHNICAL SECTION OFFICERS must be members in good standing of ~~the Society for Applied Spectroscopy~~ **the Society**. Regular Members of a technical section do not need to be members of the Society f~~or Applied Spectroscopy~~, but will only be considered members of the section upon payment of the non-member technical section dues as outlined in Article VII, Section 1 of the ~~Society for Applied Spectroscopy~~ bylaws. ***(130)***

SECTION 2. Technical Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution.

SECTION 3. In order to receive a Technical Section dues distribution and in order to maintain the status of an active chapter, Technical Sections are required to annually file a completed Regional and Technical Section Questionnaire provided by the Society Office. Questionnaires must include a list of current officers (a minimum of two officers must be named) of the Section and must be filed by December 1st of each year for the dues to be allocated prior to December 31st of that year. *(131)*

SECTION 4. NEW TECHNICAL SECTIONS. An organized group interested in becoming a Technical Section of the Society ~~for Applied Spectroscopy~~ may petition the Governing Board ~~of the Society~~, ***(132)*** or between Governing Board meetings the Executive Committee, for Technical Section status. The petition should include:

(a) proposed name of the Technical Section.

(b) a list of officers and expiration date of each officer's term.

(c) a list of all the current members with indication of Society for Applied Spectroscopy membership.

(d) a copy of the proposed section constitution and bylaws.

(e) projected membership.

(f) a request for up to ~~five~~ **seven** hundred **and fifty** (**75**0) U.S. dollars for start-up funds. ***(133)***

This petition shall be considered by the Governing Board, **or the Executive Committee between Governing Board meetings, *(134)*** in accordance with Article V of the Constitution.

SECTION 5. INACTIVE STATUS. If neither the Technical Section chair nor secretary responds to two successive yearly requests for completed Technical Section Questionnaires listing new Technical Section Officers and activities of the section, then the ~~SAS President~~ **Executive Director,** or his/her surrogate, shall attempt to make contact with the Section. If contact cannot be made or **if** after contact is made, it is the ~~SAS representative's~~ **Executive Director's** opinion that the Section is no longer functioning and will not function within the next year, then the Executive Committee shall be so notified. ***(135)*** The Executive Committee may, if they deem it advisable, vote to place the Section on inactive status. **This action may be reversed by a simple majority vote at the next Governing Board Meeting.** ~~This action must be approved by a three-fourths (3/4) majority at the next Governing Board Meeting.~~ ***(136)***

(a) FUNDS. An inactive Section's funds or assets, after discharging of all just debts, shall be held by the Society Treasurer for five (5) years. At the end of the five (5) year period the assets are to be returned to the Society**'s** ~~for Applied Spectroscopy~~ general fund. **(137)**

(b) REMOVAL FROM INACTIVE STATUS. A petition of ten (10) or more ~~SAS~~ **Society** members, upon approval by the ~~Local~~ **Regional, Student (138)** and Technical Section Affairs Committee, needs only a simple majority vote of the Governing Board, **or between Governing Board meetings the Executive Committee, *(139)*** to remove the Section from inactive status. If this takes place within five (5) years after being voted into inactive status, all of the Section's assets are to be returned. If a longer period of time has transpired, the Society Treasurer, on approval of the Governing Board **or Executive Committee between Governing Board meetings, *(140)*** may grant the Technical Section ~~five~~ **seven hundred and fifty** (**75**0) dollars to provide immediate operating funds.***(141)***

(c) MEMBER STATUS. If a Section becomes inactive, the membership will be given the choice of transferring to the active ~~LOCAL~~ **Regional *(142)*** Section or Technical Section of the member's choice.

SECTION 6. ~~SAS~~ **T**echnical sections must fall into one of two categories **(143)**:

(a)TECHNICAL SECTION AFFILIATE. A Technical Section Affiliate is a separate entity from ~~SAS~~ **the Society**. It has its own 501(c)(3) letter of exemption from the IRS and its own federal identification number. It accounts for and reports its own finances to the IRS and relevant state agencies as necessary. It cannot

use ~~SAS'~~ **the Society's** non-profit mailing permit from the post office. A disbursement of dues from ~~SAS~~ **the Society** to the Technical Section Affiliate is a donation from ~~SAS~~ **the Society** to the Technical Section Affiliate. ***(144)***

(b) TECHNICAL SECTION CHAPTER. A Technical Section Chapter is not a separate entity but completely part of ~~SAS~~ **the Society**. All of its activities and finances are ultimately the responsibility of ~~SAS~~ **the Society**. The technical section's assets, liabilities, income, and expenses belong to ~~SAS~~ **the Society** and must be reported by ~~SAS~~ **the Society** to the IRS and the state of Maryland. The Governing Board or Bylaws of ~~SAS~~ **the Society** can designate portions of ~~SAS~~ **the Society** income for use by the technical section, but that designation can be reversed or changed at any time. The Technical Section **Chapter** does not have any assets that are legally separate from ~~SAS~~ **the Society**. The annual disbursement of dues "from" ~~SAS~~ **the Society** "to" the Technical Section **Chapter** is simply an internal transfer of funds from one ~~SAS~~ **Society** ~~account~~ **bookkeeping item** to another. The Technical Section **Chapter** can use the ~~SAS~~ **the Society's** non-profit mailing permit from the post office.***(145)***

ARTICLE XIV. STUDENT SECTIONS

SECTION 1. Persons elected as STUDENT SECTION OFFICERS must be members in good standing of the Society. ***(146)***

SECTION 2. Student Sections shall be encouraged to promote such scientific meetings as may conform to the objectives of the Society as stated in Article II of the Constitution. ***(147)***

SECTION 3. NEW STUDENT SECTIONS. An organized group interested in becoming a Student Section of the Society may petition the Governing Board of the Society for Student Section status. A minimum of 8 students is required to start a section. The petition should include:

(a) proposed name of the Student Section.

(b) a list of officers and expiration date of each officer's term.

(c) a list of all the current members with indication of Society for Applied Spectroscopy membership.

(d) a copy of the proposed section constitution and bylaws.

(e) projected membership.

(f) a request for up to seven hundred and fifty (750) U.S. dollars for start-up funds.

(g) a Letter of Intent to form the section.

(h) proof of a faculty advisor.

This petition shall be considered by the Governing Board, or the Executive Committee between Governing Board meetings, in accordance with Article V of the Constitution. ***(148)***

SECTION 4. INACTIVE STATUS. If neither the Section chair nor secretary responds to two successive yearly requests for completed Section Questionnaires listing new Section Officers and activities of the section, then the Executive Director, or his/her surrogate, shall attempt to make contact with the Section. If contact cannot be made or if after contact is made, it is the Executive Director's opinion that the Section is no longer functioning and will not function within the next year, then the Executive Committee shall be so notified. The Executive Committee may, if they deem it advisable, vote to place the Section on inactive status. This action may be reversed by a simple majority vote at the next Governing Board Meeting. ***(149)***

(a) FUNDS. An inactive Section's funds or assets, after discharging of all just debts, shall be held by the Society Treasurer for five (5) years. At the end of the five (5) year period the assets are to be returned to the Society's general fund. ***(150)***

(b) REMOVAL FROM INACTIVE STATUS. A petition of ten (10) or more Society members, upon approval by the Regional, Student and Technical Section Affairs Committee, needs only a simple majority vote of the Governing Board, or between Governing Board meetings the Executive Committee, to remove the Section from inactive status. If this takes place within five (5) years after being voted into inactive status, all of the Section's assets are to be returned. If a longer period of time has transpired, the Society Treasurer, on approval of the Governing Board or Executive Committee between Governing Board meetings, may grant the Section seven hundred and fifty (750) dollars to provide immediate operating funds. ***(151)***

(c) MEMBER STATUS. If a Section becomes inactive, the membership will be given the choice of transferring to an active Regional Section or Technical Section of the member's choice. ***(152)***

ARTICLE XV. COMMITTEES

SECTION 1. STANDING COMMITTEES. The standing committees of the Society are: Awards, Constitution and Bylaws, Fellows, Regional**, Student** and Technical Section Affairs, Long Range Planning, Membership, Newsletter, **Website**, ~~Nomination~~ **Nominating (153)**, Publications, Publicity, Tellers, Tour Speakers, *Applied Spectroscopy* William F. Meggers Award, Lester W. Strock Award, and Lippincott Award. ~~Details of the Meggers Award Committee, the Fellows Committee, the Lester Strock Committee, and the Lippincott Award Committee are in Article XVI, Sections 3, 4, and 8 respectively, of the Bylaws.~~ ***(154)***

SECTION 2. STRUCTURE OF STANDING COMMITTEES. Each standing committee shall have a chair, a past-chair, and a chair-elect, unless otherwise specified in the Bylaws. All appointments shall begin March 1, except as stated in the Bylaws. Except where otherwise stated in the Bylaws, the chair-elect shall be selected by the President-Elect and all other committee members shall be selected by the President. In committees where there is a chair-elect, he/she shall automatically succeed the chair at the end of his/her term. If a vacancy occurs in the office of chair or chair-elect, the President will appoint a successor. At the discretion of the President, and with approval of the Executive Committee, any of the standing committees may be increased in number of members. Committee appointments may be terminated at any time by majority vote of the Executive Committee on recommendation of the President.

SECTION 3. COMMITTEE REPORTS. Each committee chair shall submit a written report of committee activities and recommendations to the Executive Director at least 30 days prior to each regularly scheduled Executive Committee or Governing Board meeting for distribution in advance of the meeting except as noted below. The chair of the Standing Committee, as noted in Section 2 above, will be responsible for ensuring that the Committee report is provided to the Executive Director and all committee members by the deadline. ***(155)***

SECTION 4. AD-HOC COMMITTEES. All ad-hoc committees and their chairs shall be appointed by the President. Appointments to ad-hoc committees or boards external to the Society may be made for terms of more than one year with the concurrence of the Executive Committee.

SECTION 5. FACSS DELEGATES. In addition to the standing committees of the Society, the Society sends three (3) delegates to the Federation of Analytical Chemistry and Spectroscopy Societies (FACSS). The President, Past-President and President-Elect, who serve on the Executive Committee **or their designees / alternates,** ***(156)*** will automatically serve as delegates. **Every third year, the Society receives a rotating fourth vote on the FACSS Governing Board. The extra voting delegate will be appointed by the President from Executive Committee members (selected from the remaining elected or appointed committee members).** ***(157)*** The Past-President shall submit a written report to the Executive Director for distribution ~~forty (40)~~ **thirty (30)** ***(158)*** days prior to each regularly scheduled **Executive Committee or** ***(159)*** Governing Board meeting. This report summarizes the previous FACSS Governing Board meeting **and if necessary interim business**. ***(160)***

SECTION 6. AWARDS COMMITTEE. This committee shall consist of a total of three (3) members. The chair-elect is appointed for a two (2) year term (as chair-elect and chair). There is no past-chair. The other member of this committee serves for one year. This committee shall:

(a) evaluate persons for HONORARY MEMBERSHIP who have made exceptional contributions to spectroscopy and recommend them first to the Executive Committee and then to the Governing Board in accordance with Article IV, Section 2 of the Constitution.

(b) evaluate persons for the DISTINGUISHED SERVICE AWARD who have made exceptional contributions to the Society for Applied Spectroscopy and recommend them first to the Executive Committee and then to the Governing Board in accordance with Article XVI, Section 5 of the Bylaws.

(c) administer the GRADUATE ~~AND UNDERGRADUATE~~ STUDENT **AWARDS**, in accordance with Article XVI**I**, Section 6 of the Bylaws, and select the awardee**s** from candidates recommended by the Regional Sections, Technical Sections, or members at large of the Society. ***(161)***

(d) administer the UNDERGRADUATE AWARD IN APPLIED SPECTROSCOPY in accordance with Article XVI**I**, Section 7 of the Bylaws. The undergraduate awardees are selected by the ~~Local~~ **Regional** Sections. ***(162)***

(e) administer other awards as requested by the Executive Committee. ***(163)***

Recommendations for these awards shall be included in the report from the Awards Committee for presentation to the Executive Committee at the spring meeting ~~and followed by a vote by the Governing Board.~~ ***(164)***

SECTION 7. CONSTITUTION AND BYLAWS COMMITTEE. This committee shall consist of a total of three (3) members. The President-elect, or his/her designee, shall serve as the chair of the committee for his/her term as President-elect. There shall be no chair-elect. The Past-President is also a member of this committee. The other member of this committee serves for one year and is appointed by the President. **This other member, if agreeable, may be re-appointed by the incoming next president but may not serve more than two (2) consecutive terms on this committee.** ***(165)*** This committee shall:

(a) consider and report, at least annually, on all matters relating to the Constitution and Bylaws of the Society.

(b) approve the Constitution and Bylaws of Local Sections after review to insure that they are consistent and in harmony with the Society Constitution and Bylaws.

(c) recommend ~~first~~ to the Executive Committee **or** ~~and then~~ to the Governing Board any amendments to the Constitution or the Bylaws of the Society that seem advisable. ***(166)***

SECTION 8. REGIONAL, **STUDENT**, AND TECHNICAL SECTION AFFAIRS COMMITTEE. This committee shall consist of a total of three (3) members. The chair is the Regional, **Student**, and Technical Section Affairs Coordinator as appointed by the Executive Committee for a three-year term. Two other members of the committee are appointed for a one (1) year term. ***(167)*** This committee shall:

(a) study and make recommendations concerning problems affecting Regional, **Technical, and Student** Section activities. ***(168)***

(b) receive and review petitions for new Regional, Student, and Technical Sections and shall submit its findings and recommendations first to the Executive Committee and then to the Governing Board for action.

(c) select the Regional Section that has contributed the most toward accomplishing the objectives of the Society during the preceding year of the Society in accordance with Article XV, Section 2 of the Bylaws. The winning section shall receive the Poehlman Award.

SECTION 9. LONG RANGE PLANNING COMMITTEE. This committee shall consist of a total of five (5) members ~~to include the five most recent past president's of the Society.~~ **plus the Executive Director**. ***(169)*** The chair shall be the immediate Past-President. This committee shall meet to strategize for the long term health and well being of the Society. **Three of the committee members will be appointed. One will be appointed by the president-elect, one by the current president, and one by the Journal Editor-in-Chief. The final committee member will be the second Past-president. Committee appointments for this committee will be on a calendar year basis.** ***(170)***

SECTION 10. FELLOWS COMMITTEE. This committee shall consist of three (3) members comprised of **two** ***(171)*** existing Fellows. The chair-elect is appointed for a 2-year term as chair-elect and chair. **The chair-elect and chair must be Fellows in good standing.** ***(172)*** There is no past chair. The other member of the committee serves for one year. This committee shall evaluate persons for the award of Fellow in accordance with the rules outlined in Article XVI, Section 9 **and shall submit its findings and recommendations to the Executive Committee for approval.** ***(173)***

SECTION 11. MEMBERSHIP COMMITTEE. This committee shall consist of a total of three (3) members. ~~The chair-elect is appointed for a two (2) year term (as chair-elect and chair). There is no past chair. Each year one other member is appointed for a two (2) year term~~. **The chair is appointed for a 3-year term and serves on the Executive Committee. The other members are appointed for a one (1) year term. One is appointed by the president-elect and the other by the current president.** ***(174)*** This committee **shall promote the enlistment of new Regular Members, Sponsoring Members, and Student Members.** ***(175)***

(~~b) coordinatione the activities of the Regional Section Membership Committees.~~ ***(176)***

SECTION 12. ~~NOMINATION~~ **NOMINATING** COMMITTEE**. This committee shall consist of a total of ~~six (6)~~ five (5) members. The chair of the committee shall be the ~~Second~~ Past President of the Society. The President and President-Elect shall each select two (2) members to this committee to each serve one-year terms. The term of office of the Nominating Committee begins on March 1. The Nominating Committee shall submit, to the Executive Director, the names of at least seven (7) nominees for At-Large Governing Board members and at least two (2) nominees for each office to be filled at least 30 days prior to the spring Executive Committee meeting.** ***(177)***

~~(a) The chair of the committee shall be the Second Past President of the Society.~~

~~(b) The President and President-Elect shall each select two members to this committee to each serve one-year terms.~~

~~(c). The Nomination Committee shall submit the names of all nominated At-Large Governing Board members and at least two (2) nominees for each office to be filled to the Secretary not later than December 1 of each year. Additional nominations for any elective office of the Society may be made by a petition signed by at least forty (40) Regular Members and received by the Secretary not later than December 31. Nominees by petition shall meet the other qualifications of the nominees as established in the Bylaws. The only report from the Nomination Committee is to the Executive Committee at the spring meeting~~. ***(177)***

SECTION 13. PUBLICATIONS COMMITTEE. This committee shall consist of a total of five (5) members. The chair-elect is appointed for ~~six (6) year term (as chair-elect for two terms, chair for two terms, and past-chair for two terms).~~ **a three (3) year term (as chair-elect for one year, chair for one year, and past-chair for one year). Membership of the committee shall include the Editor-in-Chief and Editor of the journal. Every other year one other member is appointed for a two (2) year term.** ***(178)*** This committee shall:

(a) serve in an advisory capacity to the Editor-in-Chief of the Journal, the Newsletter Editor, and the Executive Director regarding *Applied Spectroscopy*, the Newsletter, and other publications undertaken by the Society.

(b) review applications for the position of Editor-in-Chief of the Journal and Newsletter Editor, when these positions need to be filled, and forward recommendations first to the Executive Committee and then to the Governing Board for approval.

SECTION 14. PUBLICITY COMMITTEE. This committee shall consist of a total of five (5) members. The chair-elect is appointed for a three (3) year term (as chair-elect, chair, and past-chair). Each year one other member is appointed for a two (2) year term. This committee shall assist the **Web Editor, the Newsletter Editor, the Membership committee chair, and (179)** Executive Director in making known the activities and objectives of the Society through the appropriate channels, **including social media sites (180),** and assisting Regional, Student, and Technical Sections in these matters as requested.

SECTION 15. TELLERS COMMITTEE. This committee shall consist of a total of three (3) members. The chair and other two (2) members are appointed for a one (1) year term. There shall be no chair-elect or past-chair. The members should live in close proximity to facilitate counting. This committee shall:

(a) tally the votes cast in the election of Officers, At-Large Governing Board members, and on any proposed amendment to the Constitution, or any resolution voted upon by the eligible members.

(b) **submit a written** report **of** the results to the **Executive Director and** President of the Society. **This written report is then presented to the Executive Committee.** ***(181)***

SECTION 16. TOUR SPEAKERS COMMITTEE. This committee shall consist of a total of three (3) members. Each member is appointed for a three (3) year term culminating in his/her year as coordinator. This committee shall:

(a) select speakers for the Tour Speakers Program.

(b) submit its selections to the Executive Director by September 1 for the following year's spring Tour Program and may advise and assist him/her in coordinating the tour.

(c) as appropriate, assist other individuals (or committees) to run an annual Tour Speaker Program ~~in national or continental regions~~ outside of North America. ***(182)***

SECTION 17. NEWSLETTER COMMITTEE. This committee shall be chaired by the Newsletter editor, who is appointed as given in Article X, Section 1 of the Bylaws. The committee has two additional members who are appointed for two year terms in alternating years. This committee shall:

(a) compose a Society newsletter on a regular basis with items of interest to Society members.

(b) provide content for layout by the Society Office.

(c) recommend updates on the layout and distribution mechanism for the Newsletter to the Executive Director for discussion with the Executive Committee. ***(183)***

SECTION 18. WEB SITE COMMITTEE. This committee shall be chaired by the Web editor, who is appointed as given in Article X, Section 1 of the Bylaws. The committee has two (2) members who are appointed for two-year terms in alternating years and the final member is the Executive Director. This committee shall:

(a) oversee changes to the Society's Web site.

(b) recommend updates on the layout, content, tools, and reporting of the Society's Web site / Web sites to the Executive Director for discussion with the Executive Committee.

(c) obtain quotes and proposals for Web site work for submission to the Executive Director for discussion with the Executive Committee. ***(184)***

ARTICLE XVI. AWARDS

SECTION 1. The Society may administer awards recognizing accomplishments in the field of spectroscopy or related to promoting the objectives of the Society. These awards may be sponsored by the Society or other corporations. The preparation of the certificates and program arrangements for presentation of the awards shall be the responsibility of the Executive Director.

SECTION 2. WILLIAM J. POEHLMAN AWARD. This award is granted to the Regional Section of the Society which has contributed the most towards accomplishing the goals and ideals of the Society during the preceding year. It consists of a certificate and an honorarium of $~~2~~**5**00.00. ***(185)*** This award is sponsored by the Society. The recipient shall be selected by the Regional Section Affairs Committee as described in Article XIV, Section 8 of the Bylaws.

SECTION 3. APPLIED SPECTROSCOPY WILLIAM F. MEGGERS AWARD. The selection committee consists of ~~four (4)~~ **five (5)** ***(186)*** members total, the chair, a chair-elect, the **Journal** Editor-in-Chief, **the Journal Editor,** and one (1) other member **(187)**. The chair-elect is appointed for a two (2) year term (as chair-elect and as chair). Each year one other member is appointed for a one (1) year term. There is no past-chair.

(a) The chair of the committee shall notify in writing the~~ Society for Applied Spectroscopy President, Secretary, and~~ Executive Director of the name(s) of the committee's selection by ~~February 15~~ **January 31st** ***(188)*** of the year following the year in which the paper appeared in *Applied Spectroscopy* **for approval by the Executive Committee at the spring Executive Committee meeting.** ***(189)***

(b) This award is given to the author(s) of the outstanding paper appearing in *Applied Spectroscopy*. It is awarded at the Society for Applied Spectroscopy award ceremony held at the ~~fall meeting~~ **Society's National** meeting following the calendar year of publication and shall consist of ~~a scroll~~ a**n appropriate commemorative award** and an honorarium of $500.00. The honorarium shall be shared equally in the case where the paper has more than one author. Financial assistance **to support one of the authors of the publication to allow them to receive the award** may be provided by the Society~~ for Applied Spectroscopy~~ **upon approval by the Executive Committee or Governing Board**. Arrangements must be ~~approved~~ **coordinated** by the Executive Director. ***(190)***

SECTION 4. LESTER W. STROCK AWARD. The selection committee shall consist of three (3) members total, a chair, a chair-elect, and the chair-elect of the New England Section or his/her appointee. The chair-elect is appointed for a two (2) year term (as chair-elect and as chair). There is no past-chair. The committee chair shall notify the Executive Director of the committee's selection by ~~February 15~~ **January 31st**. ***(191)*** The award shall be presented at ~~the Society for Applied Spectroscopy~~ **an (192)** award ceremony held at the Society's National meeting by the New England Section committee member or his/her representative.

This award has been established by the New England Section and is given annually to an author or authors of an outstanding paper or series of papers which are collectively outstanding. The award shall be a medal. All administration of the award shall be the responsibility of the New England Section. If the selected paper(s) has more than one author, each principal author shall be awarded a medal. A principal author shall be defined as one who has made a major contribution toward the publication of the paper. If difficulty arises in the determination of principal author(s), the selection committee shall decide which authors are to be awarded medals and their decision will be final. The paper(s) to be considered shall have appeared during the five (5) years preceding the year of the award, and shall have been on analytical spectroscopy. The selection committee shall give particular attention to the scientific interests of Lester W. Strock in the geological and life sciences, as exemplified by his publications. Nomination for the award may be made by any member of the Society.

SECTION 5. DISTINGUISHED SERVICE AWARD. This award is established to recognize individual members for their long-time service to the Society. The Award consists of an engraved plaque and a lifetime membership in the Society. This membership shall include all the privileges and rights of a regular member. The award shall be presented at **an** award ceremony held at the at the Society's National meeting ~~fall meeting~~. Nomination for the Distinguished Service Award may be made by~~ Local Sections or the~~

~~Executive Committee and forwarded to the Awards Committee or by the Awards Committee.~~ **any member of the Society. Nominations should be sent to the Society Office to the attention of the Awards Committee.** The recipient shall be selected by the Awards Committee as described in Article XV, Section 6 of the Bylaws. ***(193)***

SECTION 6. SAS GRADUATE ~~AND UNDERGRADUATE~~ STUDENT AWARD. These awards are given to up to 2 graduate ~~and up to 2 undergraduate~~ students in recognition of outstanding research in the area of spectroscopy. Any full-time student doing research in the field of spectroscopy shall be eligible for the award. The recipient shall be selected by the Awards Committee as described in Article XIV, Section 6 of the Bylaws. The award shall consist of a plaque or scroll and an expense-paid trip to accept the award. The Executive Director shall make all arrangements regarding travel, hotel, and registration expenses of the awardee. The Executive Director shall also inform the awardee of any limitations in the amount of money which may be spent for meals and miscellaneous expenses. **The SAS Graduate Student Award is also known as the Barbara Stull Graduate Student Award.** ***(194)***

SECTION 7. UNDERGRADUATE AWARD IN APPLIED SPECTROSCOPY. T**hese** ~~this~~ award**s** **are** ~~is~~ given ~~granted~~ to **up to 5** junior or senior undergraduate **students in recognition of outstanding research in the area of spectroscopy** ~~majoring in science~~. ***(195)*** ~~Each Regional Section may make one such award each year. Students may apply for, or be nominated for, this award through the Regional Section chair. Selection criteria and administration of the award is governed by the Regional Section Affairs Committee. The Regional Section shall select the awardee and make the final award in accordance with the criteria established.~~ **Any full-time undergraduate student doing research in the field of spectroscopy shall be eligible for the award. The student's research advisor must be an SAS member in good standing. The recipient shall be selected by the Awards Committee as described in Article XV, Section 6 of the Bylaws.** ***(196)*** The Society will provide each awardee with a one-year subscription to the Journal and a certificate.

SECTION 8. LIPPINCOTT AWARD. This award is given to honor the memory of Ellis R. Lippincott. The medal is sponsored jointly by the Society for Applied Spectroscopy, the Coblentz Society, and the Optical Society of America. The recipient of the award shall have made significant contributions to vibrational spectroscopy. These contributions may be theoretical, experimental, or both, as well as basic or applied. Each Society selects two (2) members to serve on the Lippincott Committee. The Society for Applied Spectroscopy members each serve a two (2) year term. The location and presentation of the award and the chairing of the committee rotates among the sponsoring organizations. When the Society for Applied Spectroscopy is the sponsoring organization, the award is presented at ~~SciX/FACSS~~ **the Society's National meeting**. ***(197)*** Additional details about the Lippincott Award are found in the Operating Agreement among the three sponsoring societies, a copy of which is at the Society Office.

SECTION 9. FELLOWS. This award is established to recognize individual members for their outstanding service to the field of spectroscopy. The award consists of a plaque and recognition at the SAS annual meeting. Up to 12 Fellows per year may be selected. Nomination for the award of Fellow must be made by current SAS Fellows, the Executive Committee, **the Governing Board,** ***(198)*** or the Fellows Committee. The Fellows committee shall review all nominations and shall forward the award slate to the SAS Executive Committee for final approval. Fellows must continue to be members in good standing of the Society in order to maintain Fellow status. All Honorary Members of the Society shall be granted Fellowship automatically.

ARTICLE XVII. EMPLOYEES OF THE SOCIETY

SECTION 1. Responsibility for the hiring or dismissal of the Executive Director rests with the Executive Committee.

SECTION 2. When it becomes necessary to fill the position of Executive Director, the President shall appoint an ad-hoc search committee. This search committee shall review applications for the position and forward its recommendations to the Executive Committee ~~and finally to~~ **or** the Governing Board for approval. ***(199)***

SECTION 3. The ultimate authority for the resolution of any work-related difficulty of the Executive Director rests with the Society President.

SECTION 4. Responsibility for the hiring or dismissal of other Society employees rests with the Executive Director with the prior approval **or direction** of the Executive Committee **or Governing Board.** ***(200)***

SECTION 5. In all matters related to individual employees' performance or conduct, the Society should recognize that there are legal and confidentiality responsibilities to be considered. Detailed discussions of an employee's performance or conduct should not be recorded in the Executive Committee or Governing Board minutes (for publication) but actions decided on should be recorded. ***(201)***

ARTICLE XVIII. GENERAL PROVISIONS

SECTION 1. ANNUAL AUDIT. The financial accounts and records of the Society shall be subjected to an annual audit by a Certified Public Accountant approved by the Executive Committee.

SECTION 2. BONDING. The fiduciary officers and employees of the Society and/or other ventures involving the collection or distribution of money shall be bonded to the extent of not less than twenty (20) percent of the estimated total annual amount of their accounts. The cost of said bonding is paid by the Society.

SECTION 3. PLACEMENT BUREAU. The Governing Board shall be empowered to establish a Placement Bureau for the purpose of promoting the professional standing of the members and aiding employers in acquiring the services of spectroscopists.

SECTION 4. ASSOCIATIONS. The Society may form associations with other appropriate international or national organizations or international conferences following approval of the Executive Committee of Governing Board. Delegates, liaison persons, or other representatives may be named, as appropriate, by the President for specified terms for the purpose of providing input from the Society. The representatives may be instructed by the Governing Board or the Executive Committee regarding specific issues.

ARTICLE XIX. AMENDMENTS

SECTION 1. Amendments to the Bylaws shall be studied by the Constitution and Bylaws Committee, except in cases pertaining to dues and their allocation where the Executive Committee shall study and recommend changes.

SECTION 2. Amendments to the Bylaws shall be placed on the agenda of a Governing Board Meeting or an Executive Committee Meeting, and shall be sent to the delegates at least thirty (30) days before the Governing Board or Executive Committee Meeting at which the amendments shall be considered. Amendments shall be adopted by a two-thirds (2/3) majority of the votes cast by the Governing Board unless there is no Governing Board meeting scheduled for at least 6 months in which case the Executive Committee may approve the amendments by majority vote.

Society For Applied Spectroscopy

Proposal for the
Bruce R. Kowalski Award in Chemometrics
administered by the Society for Applied Spectroscopy

Award

The purpose of the *"Bruce R. Kowalski Award in Chemometrics administered by the Society for Applied Spectroscopy"* (hereafter referred to as the award) is to honor the legacy of Professor Kowalski by recognizing outstanding young researchers in the field of chemometrics and by extension, for advanced mathematical and/or statistical methods in chemistry. The award is intended to cover travel and meeting costs for the awardee to present his or her research in either oral or poster format at an appropriate session at the annual SciX Conference. The awardee will accept the award at the Society of Applied Spectroscopy (SAS) Awards reception at SciX. The physical award will consist of an engraved crystal that SAS will prepare and bring to SciX. The cost of the physical award is not to exceed $200, and is to be purchased from the endowment. A check in the amount of $1800 from the endowment will be issued by SAS to the awardee to attend and present at SciX. The awardee is responsible for disbursement of the funds for travel expenses as needed such as airfare, ground travel, registration, lodging, and/or per diem. A tax form for the award amount will be provided by SAS. Winners of the award are expected to publish his or her research results in national and international venues. All dollar amounts specified in this document are in tenns of2013 constant U.S. dollars.

Young Researcher

A "young researcher" is anyone seeking an undergraduate or advanced degree as well as someone in an industry, government, or academic position within five years of obtaining his or her most recent degree.

Nomination

Nominations will be solicited in May of each year by SAS in coordination with the designated representative of the Kowalski Awards Committee. To nominate a young researcher for the award, submit a nomination letter describing the early career researcher or scientist achievements in chemometric research and if applicable, the degree sought. Nominees will be notified of their nomination, and each nominee must submit relevant university level transcripts, a curriculum vitae, a description of his or her professional goals, and at least one letter ofreference in addition to the nomination letter. All material should be sent to SAS for disbursement to the Kowalski Award Committee. All materials are due to SAS by October 31 of each year.

Award Selection

Winners will be selected by the following procedure:

1. Nominees for the award will be ranked by the Kowalski Award Committee by January 15 of each year. Criteria for excellence, depending on the years in the degree program and/or years since the degree for the nominee, can include achievements related to:

5320 Spectrum Drive, Suite C • Frederick, Maryland 21703-7303
Phone 301-694-8122 • Fax 301-694-6860 • www.s-a-s.org

- scholastic/academic achievement
- outstanding publications
- outstanding contribution to industrial/commercial process or product
- innovation in contributions to the field

2. The order of the rankings will determine the awardee and alternates.
3. The Kowalski Award Committee will contact the proposed awardee and determine whether attendance at the upcoming SciX conference is possible. A window of two weeks will be given for acceptance of the award. In the event that the proposed awardee cannot attend the upcoming SciX conference, the next highest ranked alternate may be selected in two week intervals.

Key Dates

Nomination solicitation	Initiate May of each year
Nomination materials	Due Oct 31 of each year
Awardee selected	January 15 of each year
Award presentation	SciX annual meeting

Award Committee

The Kowalski Award Committee should include representatives from industry and govermnent as well as academic institutions. The Kowalski Award Committee shall be composed of:

1. One representative designated by the Kowalski Award Committee, who will be responsible for providing to SAS by the end of the SciX Conference each year the name and contact information of the following year's designated representative. In the event no designee is named, SAS is to assume the previous year's designee to continue in force. The designated representative is the primary contact person for all questions and concerns regarding the award and is responsible for appropriate solicitation in coordination with SAS, collection of award nominations from SAS, disbursement of award nominations to the Kowalski Award Committee, and the announcement ofthe Awardee to SAS.

2. At least two other members invited by the designated representative in consultation with Prof. Svante Wold or his designated founder-of-chemometrics representative and Sandy Kowalski or her designated Kowalski-family representative.

The initial Kowalski Award Committee designated representative is:

Prof. John Kalivas
921 South 8th Ave, STOP 8023
Department of Chemistry
Idaho State University
Pocatello, ID 83209
1-208-282-2726
kalijohn@isu.edu

Award Support

Support of this award will be drawn from an endowment raised by the Kowalski Award Fundraising Committee. This Committee will initially be composed of:

Dr. David Duewer, National Institute of Standards and Technology, david.duewer@nist.gov
Dr. Bo Saxberg, DDO Strategic Services, seacaster@comcast.net
Dr. Mary Beth Seasholtz, The Dow Chemical Company, MSeasholtz@dow.com
Dr. Brian Rohrback, Infometrix, Inc., brian_rohrback@infometrix.com
Dr. Yongdong Wang, Cerno Bioscience, yongdong.wang@cernobioscience.com
Dr. Barry Wise, Eigenvector Research, Inc., bmw@eigenvector.com

The Kowalski Award Fundraising Committee will approach individuals (friends, family, and former students of Professor Kowalski) and corporations for donations in recognition and remembrance of Professor Kowalski as an individual, his personal support of the many students he mentored over the years, and the increasing importance of chemometrics and advanced statistical methods to chemistry. Donations should be sent to SAS.

We estimate that an endowment of $50,000 would be the minimum level required to sustain a $1,800 annual award in perpetuity and purchase a physical award for the young researcher, based on an assumption (but not a guarantee) of 4% return on investment over time. We propose that if the endowment fund falls below $50,000, the award be given bie1mially unless or until the fund recovers or is increased by additional gifts. If the endowment grows sufficiently to enable more than one annual award at the equivalent of $1800, the Kowalski Awards Committee can vote to approve additional awards at no more than 5% of whatever the current value of the endowment fund may be in the future. No more than three awards can be given mmually. All such awards will be officially named the *"Bruce R. Kowalski Award in Chemometrics administered by the Society for Applied Spectroscopy"*.

For the first two years, the original principal can be spent down below the original donations. After the first two years, there will be no further expenditures below $50,000 unless agreed by Kowalski Award Committee and the SAS Executive Committee. Before SAS invests any of the endowment funds, SAS will develop an investment policy that the Kowalski Award Fundraising Committee will approve, and the investment policy will govern all endowment fund investments. SAS does not and will not guarantee the performance of invested funds, and all parties acknowledge that any investment carries risk, and that past performance is no guarantee of future results.

SAS may obtain reimbursement from the endowment fund for the cost of award-related advertisements, mailing, and preparation of and shipping of a physical award.

Award Changes

The Kowalski Award Committee may increase the award amount, subject to the limitations based on the size of the endowment set forth above. All amendments to this agreement must be approved by the Kowalski Award Committee and the SAS Executive Committee.

Reports

Tbc Kowalski Award Committedesignated representative shall receive twice yearly the accounting of the endowment.

Sandy Kowalski 9/17/13

Sandy Kowalski Date

Kowalski-family representative

9/10/13

Date

Katherine Bakeev
President, SAS

9/10/13

Date

Bonnie A. Saylor
Executive Director, SAS