

VI-B-1

SAS GOVERNING BOARD MEETING MINUTES
WEDNESDAY, OCTOBER 1, 2014
SCIX 2014, GRAND SIERRA RESORT, RENO, NV, MCKINLEY ROOM 3:00 PM

I. Call to Order

Ian R. Lewis

3:17 PM

II. Roll Call

Gloria Story

Voting Executive Committee Members:		
Position	Name	Attendance (√ = present, empty = absent)
President	Ian R. Lewis (IL)	√
President-Elect	Diane Parry (DP1)	√
Past President	Katherine Bakeev (KB1)	√
Treasurer	Bruce Chase (BC1)	√
Secretary	Gloria Story (GS)	√
		5
Elected Governing Board Delegates:		
Name	Attendance (√ = present, empty = absent)	
Richard Crocombe (RC)	on phone	
Rina Dukor (RD)	√	
Nancy Jestel (NJ)	√	
Linda Kidder (LK)	√	
Mary Miller (MM1)	√	
Geoffrey Coleman (GC)	√	
Robert Lascola (RL)	√	
Karla McCain (KM1)	on phone	joined during Fellows discussion
Michael Morris (MM2)		
Brandye Smith-Goettler (BSG)		
	8	
Regional/Technical/Student Delegates:		
Representing	Name	Attendance (√ = present, empty = absent)
Delaware Valley	Karl Booksh (KB2)	√
Minnesota	Fred LaPlant (FL)	√
New England	Edita Botonjic-Sehic (EBS)	√
Pittsburgh	John Jackovitz (JJ)	√
United Kingdom	John Chalmers (JC)	√
Chirality	Larry Nafie (LN)	√
Atomic	Paul Farnsworth (PF)	
Coblentz	Mark Druy (MD)	√

CNIRS	Susan Foulk (SF)	√
Indiana Student Section	Elise Dennis (ED)	√
		9
Second Past President Delegate:		
Name	Attendance (√ = present, empty = absent)	
Mary Kate Donais (MKD)	√	
	1	
Non-voting EC members:		
Position	Name	Attendance (√ = present, empty = absent)
Membership Coordinator	Karla McCain (KM1)	on phone
Newsletter Editor	Fred Haibach (FH)	
Regional, Technical, and Student Section Affairs Coordinator	Robert Lascola (RL)	√
Web Editor	Anna Donnell (AD)	√
Student Representative	Chad Atkins (CA)	√
Journal Editor-in-Chief	Michael Blades (MB)	√
Journal Editor	Peter Griffiths (PG)	√
Journal Managing Editor	Kristin MacDonald (KM2)	√
Parliamentarian	John Wasylyk (JW)	√
Executive Director	Bonnie Saylor (BS)	√
Total number of voters present:	23	

Others present:

Stephanie Iocco (SI), Bill Cunningham (BC2), Alex Scheeline (AS), Kathryn Kalasinsky (KK), John Helgeth (JH), Isao Noda (IN), Curt Marcott (CM), and Jim de Haseth (JDH). Don Pivonka (DP2) arrives during the RFP presentation.

III. Introductions

Ian Lewis

IV. Meeting Rules of Order

John Wasylyk

JW advises we are following Robert's Rules of Order and SAS Bylaws and Constitution. 7 of 10 elected delegates are present – quorum is satisfied.

V. Approval of Minutes from October 1, 2013

Gloria Story (Rob Lascola for Q&A for 2013 minutes)

Governing Board Meeting

LK moves to approve the minutes; NJ 2nds. Motion passes 22-0 (BSG, KM1, MM2 absent)

VI. Reports

DP moves to accept all reports; KB 2nds. Motion passes 22-0 (BSG, KM1, MM2 absent)

J. Regional, Technical, & Student Sections (RTSS)

Rob Lascola



Fall 2014 RTSA
report.pdf

RL presents that he is working on re-invigorating non-active sections. The minimum requirements to be considered active are holding elections and submitting a final yearly report. A letter from RL and IL was sent out to all members and posted on the SAS LinkedIn page. They are recommending declaring Penn York, Rio Grande, and Rocky Mountain inactive. Piedmont has potential. Snake River has too few members – recommend it be declared inactive. They are postponing decisions on technical sections as RL's focus was on regional sections; however they are recommending declaring Chirality and NMR inactive. RD comments that she will contact RL about Chirality. Two student sections have no students; Utah will be active and Clemson and South Carolina have declared interest at this meeting. Amsterdam is also interested in a student section. RL is working with AD to update the website content. After the upcoming survey results are in, he's thinking of taking on the ACS model where members are assigned to sections and then can choose a technical section. RL is asking the GB to inactivate Penn York, Rio Grande, Rocky Mountain, and Snake River regional sections and the NMR technical section. RD asks about India – 3 professors are interested (RL will follow-up with David Heaps). There is also a possibility of an Austria/PanGermanic section (Bernard Lendl). NJ asks if we can postpone a decision on the NMR technical section and look at technical sections as a whole. IL replies that the EC has voted to inactivate, but the GB can override that vote. KB1 asks if the journal lists NMR as a focus area. MB replies no, but we get a few papers.

IL moves to inactivate the regional sections noted; KB1 2nds. Motion passes 21-0, 1 abstain (BSG, KM1, MM2 absent)

IL moves to inactivate the NMR technical section; BC1 2nds. RL asks NJ to clarify her comments – it is cleaner to handle separately. FL adds that he is attempting to re-invigorate Low-field NMR – once the section is dead, it will be hard to restart. RL asks for some names in the area of expertise; the goal is to keep sections. IL declares he is open to rescind. FL replies that he will provide the names. Motion to inactivate NMR technical section is rescinded.

California Affiliate – they need to obtain 501(c)(3) status and have not completed this over the past 3 years of communication with the office. The topic was discussed with Steve Barnett and a letter was written to declare them inactive. They will become a chapter of the California Society and then reorganize as a section of SAS. BS adds that since they were never an affiliate or section of SAS we don't need to declare them inactive. They just need to declare themselves a chapter. Their funds were never in SAS's care. IL replies that he understood they wanted SAS to handle their funds. They have about 30 members, but there have been no reports lately. BS adds they used to be very faithful. IL concludes that there will be no recommendation; we will continue to monitor their status. RL concludes that he will revisit at PittCon 2015.

VII. National SAS Committee Reports

BC1 moves to accept the reports into the record; LK 2nds.

IL notes the Fellows Committee for 2015 presented their 2015 recommendations to avoid having it only happen an hour before awarding. Long-range planning has no report at this time.

Motion passes 22-0 (BSG, KM1, MM2 absent)

VIII. Delegate Reports

A. Chemical Heritage Foundation

Ian Lewis



CHF - SAS Delegate
Report 27Aug14.pdf

KB1 asks about our membership benefits – are we on their website? Should we include them on our website and in the Journal? LK asks about the cost of membership. BC1 replies \$1000. IL adds that Dave Trimble attends and sends a report. We get little benefit.

KB1 moves to accept into the record; JC 2nds. Motion passes 21-0 (RC abstains as it was hard to hear the discussion over the phone; BSG, KM1, MM2 absent)

B. FACSS

Ian Lewis



2014 FACSS
delegate report.pdf



FACSS_GB_Minutes
March 2014.pdf



ITP and FACSS
discussion.pdf

RD asks about FACSS funding. IL replies that at the Finance meeting yesterday there was a recommendation to present at their Thursday GB meeting. SAS has about \$31,000 in FACSS funds presently. We will use half this year and \$15,000 next year to offset costs at SciX (wine and cheese member event, symposia, and poster session). BC1 adds we must spend it on FACSS activities. IL adds that the funds are held at no interest so there is no value to hold on to them.

SciX 2018 potential locations are: Atlanta, Raleigh, Cincinnati, Providence, or Palm Springs. The FACSS GB will vote to empower negotiations. Presently, meeting location plans are: 2015 – Providence; 2016 – Minneapolis; 2017 – Reno; and 2020 – Reno. RK recommends a strong section location – Cincinnati. RL recommends Raleigh and Providence to grow sections in those areas. AS adds that for a student boost – Cincinnati; for air service – Atlanta; no to Palm Springs. AD adds there are a lot of airports near Cincinnati. RD recommends an East Coast location including Cincinnati.

KB1 moves to recommend any of the locations listed but Palm Springs; RD 2nds. Motion passes 20-1, 1 abstain (BSG, KM1, MM2 absent)

IX. Unfinished Business

A. TPM Report – Marketing the Society

Bill Cunningham



Tech Partners
Marketing to SAS Cor

BC2 shares that we have had lots of advertising sales, but some loss on the print side due to the economy downturn. He's hoping for increased budgets to change that. We've created a buyers' guide – Marketplace; we've realized \$40,000 in digital ad revenue by the end of 2014. To capture new opportunities, he's proposing a budget for marketing of \$15,000 to expand the Marketplace. He plans to include some marketing questions in the up-coming SAS membership survey. There are challenges, but lots of opportunities. The budget will cover travel to different conferences like Photonics West. He sees a definite return on investment (ROI) from doing this – to get new advertisers. LK asks if this was included in the proposed budget. BC1 replies that it is part of the \$15,000 marketing budget. This money is for anyone doing marketing. Expenses must be approved by the EC. NJ asks if there was a risk to the Society monetarily. BC2 replies that it isn't expected; there is usually always an ROI. He earns a commission on his sales. PG adds that you need to sow the seeds and it may take a year or two to reap the rewards. RD asks if the \$40,000 in digital revenue is in addition to what is in the report. BC2 replies no; that is included. RD adds this is still excellent work on Marketplace.

RD moves to accept the report; JJ 2nds. BC1 adds that Photonics West, like CLEO, wishes they are at PittCon; there isn't much overlap. Motion passes 22-0 (BSG, KM1, MM2 absent)

B. Journal Updates/ Publications

Michael Blades



Journal Report
August 2014 Scix Fin

The first four pages of the report is info on the market currently. The Journal office is working well and the Journal looks good – a hybrid with Open Access (OA) papers. Our Focal Point articles have been all along. We

have 2 OA papers so far. Subscriptions numbers are down – the 2nd lowest in 7 years. Paper submissions are up and continuing. Our impact factor is the highest in the last 5 years...driven by solicitation of Focal Point articles (1/3 of the citations). NJ asks if OA articles break the chain. MB replies that some say to go totally OA, but he doesn't recommend it – we won't earn enough and it would be crap.



SAS Publications
Committee Report Fa

From today's Publications meeting, they appointed an ad hoc committee on alternative publication providers. We currently use Allen Press for publishing and Ingenta for posting – two entities to deal with is problematic and not giving us good value. There is no marketing to libraries. OSA says they market, but not reality. Ingenta is antiquated – no metrics. Allen Press can't keep up with production and there is lots of turnover. We are looking for a new home with one roof – lots of benefits.

BC1 moves to empower the ad hoc committee, that includes the editorial team, to investigate alternative publishing models and/or publishing partners for Applied Spectroscopy, providing editor approval; GC 2nds. RD asks about cost savings. MB replies that savings is likely, but it is getting better service. We have a very conservative proposal with costs for transitioning legacy content.

[At this point in the meeting, JW (Parliamentarian) needs to leave to present a paper. Doug Gilman from FACSS steps in.]

NJ asks if a performance clause is included. MB replies that he is open to that idea. IL adds we would create these requests in further negotiations. MB adds we'd move to Highwire – a better situation. NJ requests to protect us in contract to deliver now and 5 years from now. KB1 comments that this was worth considering based on experience with Allen Press. BC2 offers to assist with contract language. AS adds it isn't like in the past when we had folks nearby. KM2 comments about beating on them daily. DP1 adds that the cost part of this needs to be considered. BC1 comments that they make more money if subscriptions increase but even without a cost benefit, the services will be tremendous. Looking at the numbers, we will save. MB adds that even if the cost is the same; we should still do it. LK adds with the marketing piece; we should gain. IL adds there will be savings in work effort for the Journal office too. PG says that 2015 cost savings is modest; onward can be up to \$50,000. RD asks about timing. IL replies it is too late for the beginning of the year; maybe February or end of 1st quarter. Our contract is a 30-day notice. NJ asks if we can have a document with Allen Press issues and new product on deliverables.

Motion passes 22-0 (BSG, KM1, MM2 absent)

BS adds that documents are public-domain on our newsletter – we must be careful. We can distribute information to GB only.

IL moves to recess for 10 minutes; BC1 2nds. Motion passes 22-0 (BSG, KM1, MM2 absent) 4:47 PM

IL calls back to order 5:00 PM; Doug Gilman checks for quorum – still good.

C. Constitution and Bylaws (C&BL)

Diane Parry

The report was submitted after the 30-days requirement so a vote on the report will occur at the next meeting. DP asks to consult the report chart.



2014 SAS
Constitution and Byla

IL confirms there will be no request to approve today, but suggestions are welcome and then we'll restart the 30-day communication. NJ asks if there were any issues with operating without having it in C&BL. IL replies that all our activities were cleared by JW. RD comments that a correction is needed on reference on voting; it is pointing to the wrong section of the C&BL. RD would like to create an "E section" for Women in Spectroscopy. KB1 replies

this is a good idea. We may not need to create an “E section” but include it in the technical sections as a lot of them operate virtually. IL comments we wanted to consider that as some of the speakers in the session aren’t members – yet. AD adds having it open is more welcoming, so keep our LinkedIn page as open. GS adds that our LinkedIn page is for members only – to control content or people drop out. BS adds we should add a free section for special interest groups like SASsy. RD concludes we should still consider including a special section in future C&BL edits.

D. Fellows

Ian Lewis



Report of The
Fellows Committee 2C



2014 Fellows
Additions.pdf



2015_Fellows_Nomin
ations.pdf

RD shares that she is very honored to be a Fellow, but the Fellow position was created for top scientific efforts – not service. JDH confirms he was President when Fellows began and RD is correct. The Distinguished Service Award is not supposed to go to EC members because of that work. KB1 adds that it is the Fellows Committee that recommended the adjustments. BC1 comments that for the APS you must be a member; ACS? KB2 answers yes. BS confirms –Fellows must maintain membership. RL adds that the ACS includes service. IL adds that current proposed language is ok. DP1 concludes they will line up with the ACS Fellows language as the 3rd option. [KM1 has joined the call]

BC1 – we should delay until more work is done. DP1 will adjust the document and put out for 30 days when final version goes out to RTSS. RD thought it was more like 90 days. PG is concerned that 30 days is too long – can we shorten it now that we are digital. NJ adds that connections when traveling can make it tricky to meet that timing. RD agrees and sections usually meet once a month. DP1 concludes that the consensus is 30 days. NJ adds to accept all but Fellows. DP1 and IL concluded that there is a need for all to have documents.

[JW returns to the meeting and Don Pivonka (DP2) joins as well]

E. Office Proposal/RFP Summary

Mary Kate Donais/Ian Lewis

IL goes over the embedded slides:



Office_Proposal_RFP
_Summary_SAS Press

BC1 comments that this doesn’t include savings of changing to new publishers. AS adds that this assumes nothing else changes – linear extrapolation is tricky. BC1 replies if no change in cost; then linear is a good estimate. If more members change to on-line, there is less print cost. JDH asks about those members that paid ahead. IL and BC1 reply nothing – that is a contract. JDH added that it looked like a good idea – what are the numbers? Office cost is ~\$100 per member.

LK moves that we move forward with the EC to continue studying the proposals to create a graph of comparisons that is apples to apples. RL adds to clarify it. DP1 asks to share her perspective. Presently, the timing doesn’t match. We are out of time. Our rent contract is up at the end of December. The home office requires a year contract. We have a plan to get back in the green during 2016 or even sooner if TPM delivers. At PittCon, we should develop a single vision rather than 3. RD adds she supports DP1 – she is the next President. DP1 continues that we have Allen Press changes too and she doesn’t recommend we do both. We continue our saving plans and move to a home office for the next year and continue evaluations. MB adds that the earliest Publishing change would be the end of 1st quarter. NJ asks if there are any temporary spaces that don’t require a contract. SI answers we are in line to get a non-profit space but with the home office in BS’s basement, there is no rent; no charges. DP1 adds there is no problem with other options but we still save \$20,000. RD suggests we look at the budget. IL replies that the budget isn’t hard and will be approved at the end of the meeting. JDH adds that with 30-day rent space – you can get removed for a longer-term renter.

IL concludes that LK accepts DP1 version of the motion. DP1 – continue evaluations, work on savings, and move office to BS’s basement for a year. KB2 calls to question – no more debate on the topic.

Call passes 22-0, 1 abstain (BSG, MM2 absent)

Motion passes 21-2 (BSG, MM2 absent)

F. Web Savings Proposal

Bonnie Saylor

BS presents her proposal to move from Cactus (\$138/hr) to Bixley (\$65/hr). This will save \$16,000/year, however there will be no dedicated programmer. She is requesting to pursue this cost saving with BC1 and AD once the PayPal addition is complete.



WebSavingsProposal
9-18-14.pdf

RD moves to accept into record; KB1 2nds. NJ adds that while this is attractive, can we get bids? BS replies that D’Jango programmers are expensive – Bixley is a middleman and they bid out their work.

IL moves to empower BC1, AD, and BS to move forward for 2015; DP1 2nds. Motion passes 23-0 (BSG, MM2 absent)

IX. New Business

A. Dues Increase Proposal

Ian Lewis

IL presents the embedded proposal:



Updated_2014 Dues
Proposal_Rev1.pdf

BC1 moves to institute the increases as described; RD 2nds.

RD comments that we must do this; we haven’t done this in years. IL adds it is a managed increase. AS comments that he sympathizes on possible loss of members, but we can’t afford the Journal subsidy. SF asks how it is administered - proposals to RTSS committee and presented to EC for approval? The proposal has no details. FL asks are there any comparable dues numbers? MD replies that SPIE electronic dues are \$105/year. DP2 adds that members don’t realize this number difference; a lot would change to digital only now. IL answers that it will be communicated when notification goes out. NJ wonders how many members have employer support. DP1 answers we’ll get some information from the survey. IL adds that converting to digital will lose some advertising revenue – they like print. DP2 – so we should stay print because of this? IL replies yes; minus the subsidy, we make money on print. When we move to new publishers, we’ll have print on demand.

Motion passes 23-0 (BSG, MM2 absent)

B. Appointment of New Officers

Ian Lewis

IL informs the GB that we need to re-appoint MB as Editor-In-Chief (EIC).

KB1 moves to appoint MB as EIC; NJ 2nds

RD asks if there are any requests from MB. IL replies no.

Motion passes 23-0 (BSG, MM2 absent)

IL informs the GB that KM1 is stepping down as Membership Chair after SciX. Ingebord Petterson volunteered to complete her term.

RD moves for IP to complete KM1’s Membership chair term; KB1 2nds.

KB1 asks when the term ends. IL answers at the end of 2015; we will need to repeat this at SciX 2015.

Motion passes 23-0 (BSG, MM2 absent)

C. Certification Proposal

Bonnie Saylor

BS presents the embedded proposal:



Certification
9-23-14.pdf

SF asks if a member pays once. BS answers that a member would pay for 3 years. MKD asks if we can test drive without web changes to see how it goes. BS answers that we could skip the front end (the part the member sees on the web); but we would need the back end (database) to store the data. IL comments that we can include this on the survey to see if it is wanted. RD adds that it is needed in the consultant field or for job seekers. It gets us visibility too. RL comments that members might be less in need of this; if the survey is tepid on the subject – not sure – it might still work. RD asks if it would have impact in industry. JW replied yes; there are pros and cons of course, but it would be good after workshops too. BC1 adds that as far as web effort, income streams have to show up somehow, so it is needed. LK adds that it would help in marketing; especially to Pharma. SF adds that for legal work; certification is good. KB2 comments that the Coblenz Society found this idea to be a negative – how to develop the documentation; creates an insider club. BS recommends reading some of the certification levels – they are based on the member’s CV. KB1 remarked that there is no degree for spectroscopy, so adjustments will be needed. BS agrees and informs the GB that a committee will be created. IL adds that the Coblenz Society stopped because their proposal was to create a certification test. The liability made this idea unfeasible. BS adds that the potential costs of this proposal are not in the budget and estimate it to be around \$6000. If we do nothing; we get nothing. NJ asks if any other societies do this and what is there reputation. BS replies that she is not aware of any others – she did follow up with the Ecological Society of America and they highly recommend it. Their society is larger than ours. SF comments that she is aware of certified geologists. BS adds it is a low-level investment. Low numbers, but no try – no gain. RD moves to accept this proposal; LK 2nds. Motion passes 20 – 2; 1 abstain (BSG, MM2 absent)

D. Voting on Budget

Bruce Chase



Treasurers report
final1A Sept 2014.pdf

IL moves to approve the budget report with an amendment for the certification proposal; DP1 2nds. NJ asks if it will include the dues increase. BC1 replies no. LK asks what it doesn’t include. BC1 replies that it doesn’t include the dues increase, the home office savings, or the certification budget. There is a budget entry for marketing (\$15,000) and Journal work (\$20,000). Travel expenses for the EC and GB used to be \$35,000 and will be cut in half next year – he will formalize the budgets formula; GB members still get \$200 each. NJ asks about line item 6400 – member services differential; Marketplace expenses put into this category? BC1 replies that he’s going to work with Mary Anne to create an approve line for Marketplace. We did a conservative budget and hope we do better. KB1 adds that we projected \$100,000 (negative), but it might not be as bad. NJ asks what is “% of investment to cost”? BC1 replies it is hard to break out. [IL steps out] RD - \$600,000 in investments? BC1 replied no; \$300,000 in Vanguard. RD moves to approve the budget; JJ 2nds. Motion passes 21 – 0; 1 abstain (BSG, IL, MM2 absent)

E. Chemical Heritage Foundation

Ian Lewis

[Report embedded in VII. Delegate Reports]

NJ moves to drop the CHF membership; BC1 2nds.

RD disagrees – this provides SAS visibility – especially at PittCon.

[IL returns]

IL comments that we get a logo on their website. KB1 adds that we have a logo on their (physical) wall. While it is a good experience to visit, she doesn't see the value to the Society. BS adds we should ask Dave Trimble – what are our benefits to remain a member. KB2 adds that they have the archive of the Society and that's why we are a member. RD adds there will be an IYL promotion – instrumentation. RD offers a friendly amendment to contact Dave Trimble. NJ refuses the friendly amendment – they do excellent work however.

KB2 calls to question; RL 2nds. Call passes 23-0 (BSG, MM2 absent)

Motion fails 4-19 (BSG, MM2 absent)

KB1 moves to request a pros and cons presentation by Dave Trimble and how we increase value; RD 2nds.

NJ asks about timing.

KB2 calls to question; DP1 2nds. Call passes 23-0 (BSG, MM2 absent)

Motion passes 23-0 (BSG, MM2 absent)

F. Strategic Planning

Ian Lewis

IL proposes to move Strategic Planning to PittCon 2015; DP1 accepts the proposal.

NJ asks if we can start virtually – 6 months is a long time. DP1 answers that she will accept input during the interim but we need team building.

BS asks if the Fellows Report was approved; GS looks back at the notes and replies no. RD asks if the Teller's report was approved. IL replies that the Teller's report was accepted already.

DP1 moves to approve the Fellows list; NJ 2nds.

RD asks if there will be any changes for 2016. IL replied – yes.

Motion passes 23-0 (BSG, MM2 absent)

XI. Adjourn

At 7:58 PM, JJ moves to close; JC 2nds. Motion passes 23-0 (BSG, MM2 absent)