SAS Governing Board Meeting Oct 2, 2012

1. Call to Order

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

1. 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.

1. 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.

1. Meeting Rules of Order

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

1. 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.**

1. 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.**

1. 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.**

1. 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.**

1. Unfinished business
2. 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.

1. New Business
2. 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.

1. 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.

1. 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.**