**2017 AAS Executive Committee Meeting Agenda and notes**

**5-7 PM, July 26, 2017, Room TBD**

**2017 AAS Meetings, Juriquilla, mexico**

**Expected Members Present**: Marshal Hedin, Rich Bradley, Charles Griswold, Brian Patrick, Paula Cushing, Eileen Hebets, Julia Cosgrove

**Regrets**: Karen Cangialosi, Andy Roberts, Jan Weaver, Lenny Vincent, Brent Opell, Deb Smith, Petra Sierwald

**1. Approval of minutes from 2016 Executive Committee Meeting**

--Minutes approved

2. **Reports (see individual reports in dropbox)**

* Membership – **Brian Patrick**
* JOA – Deb Smith (\*presented by Rich)
* Future meeting sites – **Rich Bradley**
* Treasurer – Karen Cangialosi (\*presented by Eileen)
* Schlinger Travel Grant report – Karen Cangialosi (\*presented by Eileen)
* Directors Report – Andy Roberts (\*presented by Eileen)
* Student Research Grant report – Andy Roberts (\*presented by Eileen). Winners include
* HLM Grant for Arachnological Research – Petra Sierwald (\*presented by Marshal)
* Schlinger Fund update – Lenny Vincent (\*presented by Marshal)
* Archivist Report – Lenny Vincent (\*presented by Marshal)
* Grad Student Representative report – **Julia Cosgrove**
* SNAIM – **Paula Cushing**
* Press Relations Officer – **Paula Cushing**
* Election Results – **Paula Cushing**

3. **Old Business:**

* **Marshal Hedin:** Donation of Matt Greenstone journal subscription (done), Kansas Spiders pocket guide (done), Election of new Grad Student Representative (done), letter of thanks to Damien Laudier (done)
* **Paula Cushing:** add auditor task to job description of the Past-President Director and send updated pdf to Jan to post on AAS Governance page (done)
* **All AAS Members:** It was decided that any requests for AAS expenditures (new requests; not established funds or grant pools) should be written as a formal request and submitted to the AAS President. These requests for new expenditures (e.g., for newly established grants, new projects to be supported by the society) will then be submitted to the AAS EC and will be voted upon from henceforth. **MOVE TO NEW BUSINESS**
* **Karen Cangialosi:** check cost of Peer Track (via Allen Press) **THIS IS IN JOA BUDGET SO IT WAS COMPLETED.**
* **Andy Roberts:** assess rules and criteria for AAS student travel grants **UNCERTAIN STATUS.**
* **Lenny Vincent:** re-assess whether fund should continue to be used only for emeritus or for general travel support. Criteria will be evaluated and new criteria for Schlinger fund travel awards posted online. – “From Lenny - I will leave the reassessment up to the voting members of the board present at the meeting. My original motivation for “old fart” travel grants was to help keep the farts active in the AAS in the absence of their former institutional support.” **CHANGED TO GENERAL SUPPORT FOR BOTH RETIREES AND OTHERS WHO HAVE NO SUPPORT.**
* **Alex Sweger:** work with new grad student rep to develop items of interest to students. E.g.: (1) Process to provide feedback for students participating in student presentation competition at the meetings. (2) Effective means of connecting with AAS Student members (Facebook?). (3) Additional networking opportunities for students. (4) Improved mechanisms for disseminating research to students. **JULIA COSGROVE IS NEW REP**
* **Paula Cushing & Brian Patrick:** Brian wants links to actual articles resulting from release of PRs. Paula will work with Brian to figure out a good way to disseminate this information to members. **DONE**
* **Deb Smith & Brian Patrick:** Deb Smith will work with Brian Patrick to find additional members to serve on Student Research Grant committee. Deb to draft a solicitation for new members that Brian can send to members. Or Deb will reach out to former grant recipients to try and convince them to serve on the committee. From Andy – “First, Deb and Brian did not, to my knowledge, draft anything to try and find additional reviewers for the grants. I tried, but did not get any volunteers. I'll take over that line item to continue recruiting. My committee (Al Cady and Bruce Cutler) have reached the point of revolt if we can't get more reviewers to help.”

**MOVED TO NEW BUSINESS**

* **Student Research Grant Committee:** AAS EC approved increasing pool of money available for Student Research Grants to $15,000 total. Committee will decide on any revisions to criteria or revisions to maximum award amounts per grant. From Andy – “I didn't recall the vote to increase funding for research grants, though it's a welcome change. Karen only gave us $5000 to award this year, not $15,000, and we had to turn away a LOT of otherwise reasonable grants. If we officially have the increased pool, then I will plan accordingly for next year.”
* **Charles Griswold:** New job added to Past-President Director: society auditor. Charles Griswold will work with Karen C. to carry out an audit before the end of 2016. (did not happen)

4. **New Business:** *Go to committee as a whole*

Marshal made motion, Eileen 2nded

* **MEMBERSHIP SURVEY VIA SURVEY MONKEY – WHY MEMBERSHIP DECREASING (Brian)**
	+ We have declining membership and we wonder why? Why do we lose active members? We can do Survey Monkey for minimal price. Brian has been asking people what they expect from society membership. Most people he has asked have been happy with what they get from the society. But those are the people who are still members. Brian’s idea is to contact former members whose memberships lapsed to ask them why they dropped membership. Maybe even contact new members with a slightly diff survey. Lapsed members are about ½ students and ½ non-students. European members usually renew.
	+ Brian already sent letter out to lapsed members explaining what they receive as a member. That resulted in some renewed members but not a lot.
	+ **EC agreed that the Survey Monkey cost was minimal and a survey was worthwhile. Brian will draft questions for the survey by Sept 30th and will distribute to EC.**
* **MORE REVIEWERS ON STUDENT GRANT COMMITTEE WITH MOLECULAR EXPERTISE**
	+ More reviewers (particularly for molecular grants from students) are needed. Andy Roberts, Al Cady, and Bruce Cutler are on the student grant committee. Brian’s suggestions: David Nelson, Michael Henshaw, Mercedes Burns, Marc Milne, Brent Hendrixson, Nadia Ayoub, Jessica Garb, Jason Schmidt, Suresh Benjamen, Shahan Derkerabetian, Hannah Wood, Lauren Esposito, Sarah Crews, Laura Sullivan-Beckers, Julie Peterson, Cynthia Tedore.
	+ **Pass these names on to Andy and suggest to Andy that Vince Roth Fund Grant should have its own chair.**
	+ **Suggestion by EC is that they be two committees: one for Student Arachnological Research Fund with its own chair and its own 2-3 members and one committee for Vince Roth Fund for Systematics Research with its own chair and 2-3 committee members.**
	+ **Suggest that all these people listed above be contacted to see if one of these people would be willing to serve as chair of the VRF grants and if there are others (number up to the committee) willing to serve on the committee to review grants.**
	+ **Paula will contact Andy with these suggestions and these names.**
* **MORE FORMAL TWITTER PRESENCE OR SOCIAL MEDIA PRESENCE**
	+ **Brian wants to step down as lead on our FB page. He suggested Sarah Rose. Paula suggested Nina Sandlin (but she is already co-administrator).**
	+ **Marshal suggested that we already have a PR person and the social media is part of this.**
	+ **We can create a Social Media/PR committee. We should find a chair of this new committee.**
	+ **Eileen wonders if there is some incentive that we could tie to this new committee chair. Maybe offer free registration at meeting or something.**
	+ **Possible people: Casey Riechert, Julia Cosgrove (willing to be on committee and may be willing to chair if there is someone else on committee good at Social media). Mercedes Burns would also be good.**
	+ **EC appointed Julia Cosgrove chair of new Social Media – PR committee. We just need to find two-three additional members who can spearhead promoting society via social media.**
	+ **Reach out to Casey, Nina, and Mercedes and see if they want to serve on new committee (Julia will do this).**
* **CONCERNS ABOUT STUDENT INVOLVEMENT**
	+ Feedback for talks: Julia has heard that written feedback that has been received has not been that useful (addresses presentation style more than substance).
	+ Julia said that poster presenters are happy with feedback they get from people who see posters. They want more feedback about what they could change about their work itself – about the research. Mostly oral presenters want more feedback.
	+ Rich suggested that at the banquet when awards are announced, he will introduce all the judges and will welcome students to seek out judges for individual feedback.
	+ Julia’s survey draft to students will ask students how they keep up to date with literature (which will help with the social media committee) and what mechanism they would like to use for discussions about teaching, research, and other topics.
	+ Rich suggested Google Groups in which you could create Google group for teaching pedagogy, for research methodology. Maybe Facebook group would be good.
	+ Julia will send draft survey for EC to review by 1 Sept.
	+ Brian suggested having pre-meeting workshops for special interests.
	+ Maybe good to have students or professionals in certain sub-disciplines being encouraged to gather together all those interested in certain sub-discipline to get together informally for meals or get-togethers.
	+ Julia could send out msg to meeting attendees asking if anyone wants to host informal gathering of those interested in certain sub-discipline and she can help arrange meeting place (e.g., restaurant, room).
* **PERKS FOR EC MEMBERS**
	+ **Proposal is to make motion to EC at large to waive registration fees for EC members to encourage their attendance each annual meeting.**
	+ **EC also felt that we should make a directive to future hosts to always fold costs of banquet into registration fee in order to encourage attendance by all participants and increase participation of students at banquet. This would be added to meeting host document.**
* **President Elect should be responsible for sending the Meeting Host Guideline document to each host and to update the document each year. This should be added to President Elect duties.**
* **DO WE WANT TO MOVE TO THE CONSTITUTION A STATEMENT THAT ANY NEW PROPOSALS SHOULD BE SUBMITTED DIRECTLY TO PRESIDENT? – Marshal will draft this change to constitution and will submit it to the EC for their approval before having the Secretary add this to the 2018 AAS ballot.**
* **Paula will revise the Meeting Host Document and will get Rich and Brian to review changes with the goal of simplifying this document and codifying folding banquet costs into registration costs so everyone can attend.**

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**ACTION ITEMS – Please act on these items before January 2018**

* **CARA SHILLINGTON:** Be aware that Student Research Grant pool was increased to $15,000 total expenditure available. This increase was approved during the 2016 EC meeting but was not implemented in 2016. This means that the total available funds to support applicants to the Student Arachnological Research Fund and the Vince Roth Fund for Systematics Research is $15,000. This does not mean that we have to spend that much money supporting applicants – just that up to $15K is available.
* **CARA SHILLINGTON AND MARSHAL HEDIN:** Marshal as Director (past president) will work with the new AAS treasurer to carry out a society financial audit. This audit should be **completed before the end of 2018.**
* **MARSHAL HEDIN:** Will review AAS constitution and draft change proposing that any new directive or funding initiative originating from membership should be submitted as a formal proposal directly to the AAS president. Marshal will draft this change (as well as any other change) to the constitution by **April 1, 2018** so that it can be added to the 2018 ballot.
* **MARSHAL HEDIN:** Will formulate an official proposal to support and incentivize attendance at annual AAS meetings by AAS Executive Committee members. Will send this proposal to EC members for their vote by **Dec. 1, 2017.**
* **ANDY ROBERTS:** Assess rules and criteria for student travel grants – this should have been completed last year (and may have been). Any revised information should be sent to Jan Weaver to post on the AAS grants site. **Complete by December 1, 2017**
* **ANDY ROBERTS:** Contact the following colleagues to see if you can create a separate student grant committee for the Vince Roth Fund for Systematics Research grants. The EC felt that there should be two separate grant committees: one with you (chair), Bruce Cutler, and Al Cady and a separate committee with its own chair for Systematics/Taxonomic grants (the Vince Roth Fund committee). Names suggested by the EC include: David Nelson; Michael Henshaw, Mercedes Burns, Marc Milne, Brent Hendrixson, Nadia Ayoub, Jessica Garb, Jason Schmidt, Suresh Benjamen, Shahan Derkerabetian, Hannah Wood, Lauren Esposito, Sarah Crews, Laura Sullivan-Beckers, Julie Peterson, Cynthia Tedore. **Form this new committee by Dec 1, 2017.**
* **BRIAN PATRICK:** Draft Survey Monkey questions to be sent to membership to assess why they join and/or why they let membership lapse. Will draft this survey for review by EC by **Sept. 30, 2017.**
* **JULIA COSGROVE:** Reach out to Casey Riechert, Nina Sandlin, Mercedes Burns (etc?) to see if she can add a few more people (in addition to herself as chair, Paula Cushing as PR officer, and Brian Patrick) to the new Social Media Committee. **This should be completed by Dec. 1, 2017.**
* **JULIA COSGROVE:** Draft survey for student AAS members to find out how they keep up-to-date with literature (which will help inform the social media committee) and what mechanism they would like to use for discussions about teaching, research, and other topics. **She will distribute draft survey to EC for review by Dec. 1, 2017.**
* **JULIA COSGROVE:** Will send message to meeting attendees prior to the 2018 meeting asking if anyone wants to host informal gatherings of those interested in particular sub-disciplines (e.g., behavioral ecology, Opiliones research, sequencing methodology) and she will help arrange meeting place with the meeting host.
* **PAULA CUSHING:** Paula will revise and shorten the meeting host document. Will include directive to meeting hosts to include the cost of the meeting banquet into the registration fee so that all registrants can attend the meeting banquet (where student awards are presented). **Task to be completed by Dec. 1, 2017 and sent for review to Brian Patrick and Rich Bradley.**
* **PAULA CUSHING:** Will revise the Codification of Officers Duties document and will add to the duties of the President Elect that s/he is responsible for sending Revised Meeting Host document to the next AAS meeting host. **Task to be completed by Dec. 1, 2017.**
* **PAULA CUSHING:** Will send reminders to all EC members about task deadlines!