**2018 AAS Executive Committee Meeting Minutes**

**7 PM, June 23, 2018**

**2018 AAS Meeting, ypsilanti, michigan**

Expected Members Present: Rich Bradley, Karen Cangialosi, Paula Cushing, Eileen Hebets, Marshal Hedin, Brent Opell, Brian Patrick, Andy Roberts, Cara Shillington, Petra Sierwald, Deb Smith

Regrets: Julia Cosgrove, Charles Griswold, Lenny Vincent, Jan Weaver

Notes from EC meeting taken by Secretary, Paula Cushing, in bold below. Action items highlighted and detailed in separate section at the end.

1. Approval of minutes from 2017 Executive Committee Meeting: **All actions items completed except audit of accounts (this will be done when Cara takes over as treasurer from Karen). Julia did not send out student survey. Brian did not send out survey to members to determine why they do not renew membership. [Move all this to old business]**

**Brian made motion to approve 2017 minutes; Andy seconded motion. All approved.**

2. Reports (see individual reports in dropbox)

• Membership – Brian Patrick

**In decline since 2007. Uptick in 2016 for the ICA meeting. By end of 2018, we should be steady at 417/500 #. See membership report. Institutional membership has reduced to 25 institutions. Drop due to availability of journal via BioOne and JStor for institutions.**

**Karen asked why money for individual membership has decreased when membership #s themselves have remained steady.**

**June 21st is date of Brian’s report. As of June 8th, Brian got contacted by new members that were not included in report (accounted for 20 – 25 people).**

**Procedural question from Brian: For future reports, he will update all #s in columns for years.**

**Tell Jan to include Brian’s gmail account address to the website as an alternate email for membership and send out same msg to listserv.**

• JOA – Deb Smith

**See Deb’s 2018 report. 101 submissions in 2017. Of these 48 were accepted; 40 rejected; 13 still in revision or review. For all papers, acceptance rate is 48% or 54% of mss w/ final decisions (compared to 32% in 23016, 42% in 2015).**

**Income for BioOne reported by KC is $39,628 and JStor $4,582 (corrections to Deb’s $32,020 and $4582 – this the same). Deb and Karen will reconcile their accts of profits. Cost based on 446 article pp (up 50 from 2016) at an average cost per p of $120 (up from 2016 ($113). Impact factor went from 0.691 in 2015-2016 to 0.988.**

**For other details, see Deb’s JoA report.**

**Our impact factor went up; # of pp went up; cost per page went up. One of reasons for latter is because had to do an additional run of an issue to take care of out-of-cycle subscribers.**

**For late joining members, Brian will tell them that they will only get green membership for earlier issues already produced that year to save on re-printing costs.**

* Website – Jan Weaver (\*presented by Bradley)

**Jan is anxious to transfer duties of website. She wants to step down. Wants a new image gallery but this can happen when new webmaster is appointed. This is old/new business.**

• Future meeting sites – Greta Binford

**2019 Nadia Ayoub will host in Washington & Lee in Lexington, VA**

**2020 Jason Bond will host at UC Davis**

**2021 Not yet scheduled. Maybe NE or South.**

**2022 Is the next ICA and it may be in the Americas. Uruguay has been pitched.**

• Treasurer’s – Cara Shillington or Karen Cangialosi?

**Total assets are close to last year but total membership for 2017 membership revenue is down significantly from previous years. Down about $19,785 – alarming. Karen Cangialosi is not sure what explains this decrease in membership revenue. We do spend more in research and travel grants but that doesn’t explain the reduction in membership revenue. Otherwise see Treasurer’s report. Total assets are $160,867 (a little lower than last year but nothing concerning).**

**Otherwise, see Treasurer’s report.**

**Karen and Brian will talk before Business Meeting to determine the disconnect between membership numbers and membership revenue.**

• Schlinger Travel Grant report – Karen Cangialosi, Lenny Vincent?

**No Schlinger report submitted. There was one final payment for this year. But Schlinger Trust is closing down. We received a final donation of $10,000. We will not receive more after this year.**

• Directors Report – Eileen Hebets

**T.J., Eileen, and Mercedes Burn were on committee. Came up with a rubric to determine winners. Scored each award, tallied #s, ranked them. Assessed need. Top two got 66%, next two got 45%, and next two got 25% of needs/request. Wanted to keep awards around $2K total. T.J. will continue with this process. Wanted to make awards competitive.**

**For Ballot, nominating committee, consisted of Eileen Hebets (chair), Tom Jones, and Laura Sullivan-Beckers. Sent out an email to broad membership to ask all if anyone wanted to self-select or wanted to nominate anyone else. Process worked quite well.**

• Student Research Grant report – Andy Roberts

**Most significant news was that managed to get separate committees formed to review grants. Received 32 viable applications. 22 in Arachnological Research fund and 10 in Vince Roth fund. Received permission from EC to spend up to $15K. Decided to go with less-is-more approach. Gave out a lot of full ($1K) awards. Had one person who submitted one for each fund (so 31 applicants). See report for rest of details. See report for student names who received funding. Allocate money between two award programs based upon # of applicants to each. This year because committee was provided more money to allocate, Andy worked with applicants to ensure that applications themselves were formatted correctly, etc. (this was new from last year when he eliminated applicants more harshly based upon format, etc. because he had only $5K to allocate.**

**Final reports of last year’s recipients were all submitted (except one). [Could go into new newsletter.]**

**Names of committee members are in report. Bruce Cutler will serve one more year and then chair will have to find replacement.**

• Herb Levi Memorial Fund for Arachnological Research (HLMFAR) Grant for Arachnological Research – Petra Sierwald

**See report. This past year there were only three applicants and all three were funded. Committee does not really have a good rubric for deciding. Would be helpful for Petra to develop a decision-making rubric (Eileen is on committee will discuss this and help develop such a rubric.)**

• Archivist Report – Lenny Vincent (\*presented by?)

**No archivist report submitted.**

• Grad Student Representative report – Julia Cosgrove (\*presented by?)

**No grad student rep report submitted. Julia is having health issues and has stepped out of academia for awhile. The EC should choose a replacement student rep. Marshal has a list of possible students and will work with Rich to choose a replacement and will let Julia know that she is off the hook.**

• SNAIM – Paula Cushing

**See report.**

• Press Relations Officer – Paula Cushing

**See report.**

• Election Results – Paula Cushing

**The new electronic ballot system worked extremely well and resulted in the most participation society has seen in a very long time with 170 ballots submitted out of 403 members (42% participation!).**

**Paula Cushing will continue as Secretary.**

**Nadia Ayoub was elected as the new Director.**

**Majority of membership voted to merge constitution and officers duties.**

**Bylaw and voting tallies will now be done by Secretary.**

**Members voted to reinstate the twice-a-year *American Arachnology* newsletters.**

**Members voted to remove the Webmaster as a voting member of the EC.**

**Members voted to waive meeting registration fee for EC members.**

**Paula will make necessary changes to constitution and will send updated/revised constitution to Jan to post on the website. Paula and rich will draft the new newsletter and will send draft to EC members for approval prior to distribution.**

Agenda items

**Old Business:**

3. AAS web site (Paula Cushing, Jan Weaver, Rich Bradley)

**Jan Weaver wants to step down as webmaster. EC discussed how to proceed with finding a replacement and redesigning the website.**

**Jan set up AAS website using Dreamweaver. It was thought not to use a university based person as the webmaster. Need to make AAS website more usable for mobile devices. Rich talked to Heiko Metzner who runs PSBrands that revised ISA website. Rich thought his company was quite good. Rich contacted him and asked for a pricing for re-doing AAS website and it was $12K US to carry out work. Continuing expenses would be for domain name. Is it a good idea to go with professional organization to set up new website? Should we just go with Heiko who has experience setting up arachnological sites?**

**Need motion to discuss.**

**Rich moved to discuss hiring a professional organization to revise AAS website. Motion was passed.**

**Paula pointed out that ISA hired PSBrands plus works with a webmaster and that new website must have operability to handle meeting registration. And that we also will need arachnology member to be webmaster.**

**Greta said that Jeremy and Peter worked closely with Heiko (PSBrands) to manage ISA website.**

**Brian said that Shane Minor can act as a webmaster for South Dakota Academy of Science. And is reasonably priced.**

**Eileen: has hired graphic designer to develop her website and hired same person to develop another site. Charges $90 per hour. That kind of person would develop backbone of website and it costs about $3K for full skeleton and he would train someone to use Wordpress to develop and update content. For Eileen they hired this guy and then use grad students to update content. When 1st developing a website, would be hesitant to work with someone in another country. Need to be sitting with someone to work with developing website.**

**Karen – good idea to have an AAS member to be the webmaster.**

**Brent – now we own our website. What is the status if we hire a professional company and then we don’t want to continue with that company – what happens to content? Who owns it?**

**Rich – typically the content can be migrated. And URL can be kept.**

**Paula – don’t we have to find a new server to host website?**

**Rich & Karen – that would be job of company we hire – to find a new place to host the website. Having AAS content on a university server (as is currently done) is not good. That is the advantage of hiring a professional company.**

**Brian – suggested that someone (maybe him) send out a msg to membership to see if there is someone who is interested. EC did not think this was a good idea – might get someone over-enthusiastic and over-confident and someone who pushes their agenda rather than the society’s.**

**Rich – should we hire professional company to redesign our AAS website? Called question. All approved.**

**2nd motion (Rich): Moved that we set up a committee to investigate new webmaster who would be involved in finding new hosting service.**

**Paula suggested her, Greta, and Brian. Eileen suggested we (committee) look for postdocs who might be more knowledgeable about cutting edge of web design.**

**Motion is to establish a committee – all approved.**

**Brent suggested that Rich can form committee. Rich suggested that Greta Binford, Paula Cushing, and Brian Patrick. Committee will draft msg to send out to key people such as Peter Michalik and Jeremy Miller before actually sending the msg to get input from larger committee.**

**Once we identify a path forward, it would be good to acknowledge Jan’s contribution and to have Jan send Dreamweaver code. It would be good to develop a plaque of thanks for Jan.**

4. Membership Survey (Brian Patrick)

**Brian has been developing membership survey to ask members why they do or do not renew membership. Has not yet completed this draft survey. Survey should be drafted by August and sent to EC for approval before he sends out to membership.**

**New Business:**

4. Regularizing the display of meeting results (web site, facebook, AAS listserve) (Rich Bradley)

**Wants to know that we are sending consistent msg to members about what happened at the meeting, list of student award winners, entire class of students who were in competition in a photo to reinforce the idea that these are all one cohort of researchers at one meeting. As it is, winners get acknowledged but all others kind of get lost in the crowd, despite often giving excellent presentations. Also, number of attendees at mtgs – would be nice to have solid #s for those attending meeting. Presumably host could provide that. I.e., some structure for reporting on annual meetings. Some of this could go in past meetings part of website, some could go in newsletter, etc – but there should be standardized way to capture information about each meeting.**

**Cara Shillington: maybe develop rubric.**

**Greta: great idea & maybe also winners of travel grants.**

**Karen: maybe to website.**

**Brian: last year’s meeting, established a social media committee that largely fizzled away. Casey Richart is the last remaining active member of that committee. Would be good to get 1 or 2 tenured or tenure track people on that committee. Brian has a couple of leads.**

**Rich: if this is a good idea, should I appoint committee? What he is talking about is different that social media.**

**Rich will create rubric about what kind of information we should always capture and will reach out to key people for what should always be captured every year.**

5. Re-imagining American Arachnology (Rich Bradley)

**80% of people approved this motion on the ballot. Some of these standardized information about meeting and student winners can be included in the newsletter. Include a news section – upcoming meetings, for example the ECA meetings, BAS, Australasian, etc. that are happening every year or so. Could include grant opportunities and other grant opportunities (like postdoctoral opportunities). Effort to set up outreach opportunities. We should start modestly and then add more to it. Maybe “creature feature” section. Very small studies like pilot projects, field trip reports, student studies. Member news (who retired, who is moving to a new position). Full length obituaries.**

**When? Three months after the meeting (in the Fall) and about 3 months before next meeting (early Spring). Continue to call it *American Arachnology*.**

6. Emeritus arachnologists materials (Lenny Vincent)

**We should contact these people and find out what they want to do with arachnological material (particularly historical material and specimens) and suggest they send to archives, donate to the society, send specimens to museums. Good idea.**

7. Proposal to change access to Journal to calendar year cycle (Brian Patrick)

**When 1st issue comes out, Brian sends out a msg to membership. Membership runs from calendar year. This means that at the beginning of the year, Brian should be able to send out new code for upcoming JoA issue. Need to update website to** indicate that membership is for calendar year. **Brian should send Paula wording to send to Jan to update the membership site. Deb will send Brian the next year’s password for members by Jan 1st of each year.**

8. Proposal to eliminate honorary membership (Rick Vetter)

**We should wait on this because there are still honorary members who are still living but we need not instate new honorary members.**

9. Proposal to assist Alan Henderson in creating North American spider ID app (Linda Rayor)

**There is an app – Rich is not crazy about it but it is OK. Linda was thinking of sending out a request for photos for Alan’s content. Might be a great item to put in the 1st newsletter. We don’t need to act on this.**

10. Eurozone privacy act, any relevance to us? (Rich Bradley)

**Because new law from EU resulted in new notifications resulting from revised privacy act. T.J. worried that we have people pictures on the website. Seems like for group photo should be an announcement that it will be posted on the webpage and if someone is uncomfortable with that, they should step out of the photo.**

**General feeling was that should seek advice from a lawyer about the Eurozone privacy issue. Rich will contact people from American societies to get their opinion and will send this out to EC once he has gotten additional information.**

**ACTION ITEMS**

* **Brian:** Go to website. Contact currently listed as: **MEMBERSHIP SECRETARY: L. Brian Patrick (2016 -2017),**Department of Biological Sciences, Dakota Wesleyan University, Mitchell, SD 57301 USA. Email:brpatric@dwu.edu. Send Paula and Jan updated contact info including email addresses to use. Brian to send this same info to arachnid listserv and membership if desired. **DEADLINE Sept 1, 2018**
* **Brian:** For late joining members, Brian will tell them that they will only get green membership for earlier issues already produced that year to save on re-printing costs. **DEADLINE Nov 1, 2018.**
* **Brian:** Brian will draft membership survey to ask members why they do or do not renew membership. Survey should be drafted by August and sent to EC for approval before he sends out to membership. **DEADLINE for draft to be sent to EC Aug 1, 2018.**
* **Brian:** Go to AAS membership page at <http://www.americanarachnology.org/membership/membership.html> . Send Paula and Jan exact updated wording desired to indicate that membership is for calendar year. **DEADLINE Dec 1, 2018.**
* **Deb** **Smith:** Send Brian the next year’s password for members by Jan 1st of each year. **DEADLINE Jan 1, 2019.**
* **Deb and Karen** will reconcile their accts of profits. **Action item done.** Disconnect due to profits for previous year reported in next year’s report.
* **Karen and Brian** will talk before Business Meeting to determine the disconnect between membership numbers and membership revenue. **Action item done.** Disconnect due to membership payments for previous year reported in next year.
* **Eileen working with Petra:** Develop rubric for judging HLMFAR applications. **DEADLINE Feb 1, 2019.**
* **Marshal:** Marshal has a list of possible students and will work with Rich to choose a replacement and will let Julia know that she is off the hook. **DEADLINE May 1, 2019.**
* **Paula**: Will make necessary changes to constitution and will send updated/revised constitution to Jan to post on the website. **ACTION ITEM DONE.** Revised constitution and instructions to remove old officers’ duties pdf sent to Jan.
* **Paula and Rich** will draft the new newsletter and will send draft to EC members for approval prior to distribution. **DEADLINE Sept 1, 2018.**
* **Rich**: Will create rubric about what kind of information we should always capture about the society, its accomplishments, announcements, etc and will reach out to key people for what should always be captured every year. **DEADLINE Aug 31, 2018** (information likely to be included in rejuvenated *American Arachnology* newsletter.
* **Rich**: Will investigate what effect new Eurozone privacy policy (if any) has on our AAS and will send information to EC once he has gotten additional information. **DEADLINE When possible.**
* **Greta Binford, Paula Cushing, Brian Patrick:** Website committee will draft msg to send out to key people such as Peter Michalik and Jeremy Miller before actually sending the msg to get input from larger committee. **Greta is working on this as of July 2018.**