**Executive Committee Meeting -** **Agenda & Notes**

**Lexington VA, June 18, 2019**

**In Attendance:** Rich Bradley, Nadia Ayoub, Deb Smith, Andy Roberts, TJ Jones, Marshal Hedin, Cara Shillington, Brian Patrick, Brent Opell, Alex Sweger, Greta Binford, Paula Cushing

**Regrets:** Lenny Vincent

**Movement to accept EC minutes from 2018:** Deb Smith moved; TJ seconded

**Summary of EC/President actions in past year:**

1) Approve donation to help with Arachnology rebuild in Rio de Janeiro. Sent $2000.

 2) Approve annual donation to support World Spider Catalog ($5,000/yr.).

3) Approve funding (exact cost still unclear) for creation of new web site.

4) Approve dues increase for 2020 (with plan to re-check needs in 2022).

5) Decision to have Heiko Metzner (psbrands) develop new web site for AAS, cost is being developed (Greta/Heiko).

6) Daniel Gloor accepts position as new Webmaster to occur when web site is transferred to new one. Will be given a stipend of $1000 per year.

7) Approved raising dues for 2020 (to $60 regular, $35 students).

8) Approved plan to re-visit dues for possible additional increase in 2022.

9) Re-formed “Common Names” committee, chair Sarah Rose, members Susan Riechert, Louis Sorkin, Kari McWest, Richard Bradley.

**Rich summarized the “expensive” items proposed last year:**  Approval to upgrade to website and Greta is leading effort to move forward on this.

**Reports:**

**Secretary** (election results): Cara Shillington will continue as Treasurer; Andy Roberts and Todd Blackledge ran for President Elect. Andy won. Mercedes Burns and David Nelson ran for Director and Mercedes won.

Paula also reported on *American Arachnology* (rejuvenated newsletter). 1st two issues came out and is distributed and posted online. 3rd issue will come out in the fall and will report on the 2019 meeting.

Maybe at the business meeting, Rich can encourage people to submit articles for *American Arachnology* newsletter.

Paula Cushing also reported about continuing effort to produce Press Releases on upcoming *JoA Articles.*

**Treasurer**Cara presented treasurer’s report. Membership is up a bit. Overall we are down in our total assets. BioOne is down. SNAIM sales were OK. Schwab account was down last year but it is now back up. We are continuing on somewhat of a downward trend. Journal expenses are up a bit due to increased page #s. We are seeing more membership coming in through paypal.

Upcoming expenses: $2K to Rio Museum; Update to AAS website (including a $1K stipend for new webmaster; Annual support for WSC ($5K per year); Increased dues that will kick in in 2020 ($60 regular and $35 for students). Increased dues will result in approximate increase in $2250 per year.

Two new sources of income (not including dues increase) – last year’s meeting resulted in $9K surplus that will go to AAS and this year’s meeting might result in some surplus.

Should check actual printing costs for *JoA*. We are not listed as a non-profit with Allen Press. Cara just got series of communications from the Press and each one listed different amounts (costs) due.

Paula pointed out that SNAIM will ultimately be produced as an e-version. When that happens (if Pierre Paquin and Paula) can pull that off in 2020, that will be another source of revenue.

Brian pointed out that there will be an increase in mailing costs for JOA.

Paula asked if we had a strategy for dues increase. Brian said yes – he will increase 2020 dues costs when he sends out reminders about membership in the Fall.

Cara indicated that student award payments were chaotic so she is going to implement a Google Form that student winners must fill out in order to get their awards. Sometimes Cara is charged a paypal fee and sometimes the student is charged the fee. She cannot seem to control that. Bank transfers are sometimes the only way to get payment to the students and in order to do this, Cara must do bank transfers in person at the bank in Walpole. Cara feels like the Google forms should really help.

Rich indicated that it might help to include wording in the grant form that the student winners’ grant will be reduced by any fee amount.

Greta said that it might be helpful to just write a check for student winners. Won’t help for international winners.

Movement made by Brian Patrick to accept Treasurer’s report; Greta Binford seconded. All approved.

**Membership** We ticked up in membership from 437 to 480 including in an ICA year. 59 of new members are from the US (never been members before). Students went up a bit. Regular members went up a bit. Maybe because when Brian put out call for members, on a regular schedule and sent pretty aggressive reminders to re-join. That may have helped. Institutional membership stayed level.

Brent pointed out that we only need to make a motion to approve Treasurer’s Report; not any of others.

**Journal of Arachnology**There was a page increase from 446 in 2017 to 556 in 2018. # of papers went from 40 in 2017 to 53 in 2018.

Our impact Factor is 1.236 (up from 0.988 in 2016). We were just over 1 in 2018. We are ranked 41 out of 96 journals in entomology.

Acceptance rate 35% of all manuscripts; 46% of mss sent for review.

According to Deb, income from BioOne went up from $35,020 to $41,694. No report yet from JStor, according to Cara, went from $4582 to $4577 (about the same). Cara re-checked and verified that the discrepancy was just due to a lag time of BioOne sending deposit to AAS.

Deb listed institutions worldwide that are the top BioOne users.

Editors have eliminated backlog of papers. There is nothing in line for issue #3.

Marshal Hedin asked about review time. Deb did not have those data. Biggest lag is finding reviewers to review papers.

**Student Grants**Andy Roberts said that there were 25 total submissions. One student was ineligible due to membership problems. They were not a members and could not pay. Applicants by education level: 10 PhD; 6 MS; 8 undergrads. W/in two subcommittees, ARF allocated $10K and VRF allocated $5K. (see his report for other stats).

See report for names of winners.

Overall, things going well. Will have to find a replacement for Andy since he was elected as President Elect – Andy will reach out to Anita Aisenberg

ARF subcommittee made up of Anita Aisenberg (chair), Al Cady, and Jason Schmidt.

The Vince Roth Fund (VRF) is chaired by Marc Milne with Dan Proud, and Bruce Cutler. Bruce is stepping down. So overall committee is trying to find a replacement.

Rich asked if expanded committee solved problem of overload. Andy agreed. Proposals are improving and students are staying w/in framework. Wondered if new ISA grant (Oscar and Jan Francke Research Grant) explains why there is a decrease in international applications.

Brian asked that chairs of funding committees be diligent about checking with him to make sure applicants are in fact AAS members.

**Herb Levi Memorial Fund for Arachnological Research** Petra never sent report (follow up for her report).

**Status of 2018 EC Action Items**

Brian is going to drop the idea of a membership survey.

See other Status Document for other items.

**Old Business:**

1) Progress on Action Issues from 2018 meeting (see word file “Status2018ActionItems.doc”)

2) Revisit idea of forming a social media committee (from Brian Patrick, see below);

“At our last EC meeting, we discussed then tabled establishing a social media committee because we wanted this integrated with the launch and management of the new website.  We need to again talk about this.  Paula suggested we just toss it to the grad rep, but I think that is actually a terrible idea.  I do think the grad rep is a good place to start, but it is a huge task and requires a lot of people, and I think it needs at least a couple of people in more “permanent” positions.  Currently, only Casey Richart manages our Facebook and Twitter accounts.  He has finished his Ph.D. and is now in a post doc.  He simply doesn’t have time by himself, and it has been neglected as a result.  This is not to say anything negative about Casey—he did a fine job while he was active.  It’s just too much for a single person, particularly one still studying or looking for jobs.”

Brian explained that he felt grad student rep would not have the time to commit to lead this effort. Brian feels like we need to find a committee that will lead this effort and that social media is too important to neglect developing active web presence. Maybe Amy Bianco who is attending this meeting (her first) and is really into Social Media on arachnids.

Rich asked – what about having a regional person.

Brian said there needs to be a chair.

Rich: does something formal need to be done or can Rich just do it?

Rich – Action item: Rich will recruit committee chair and three others.

Greta: maybe an outreach committee is better rather than a social media committee.

Rich: to clarify, should be an outreach committee with chair and three additional members. That committee can include social media efforts with other kinds of arachno-outreach efforts.

Rich and Greta will work together to develop a structure for this new committee.

Brian asked that the EC thank Casey Riechert for all his work on the existing social media platforms.

**New Business:**

1) Need to find a new repository for paper back issues of JOA.  Jim Carrel cannot store them anymore. It is a bulky, heavy, set of boxes.

It was suggested that one or two complete sets be sent to the AAS Archives (Smithsonian). And we could add the Smithsonian archives as a gratis institutional member so they get additional (future) issues.

Jim can put together an inventory and we could offer up to membership. Anything not claimed could be recycled.

Paula suggested we make sure to offer up to developing country members – ideally still for the cost of shipment to that country.

Rich and Brian will get clarification from Jim Carrell (Action Item).

Deb Smith might be willing to archive future extra issues.

2) Do we need to find a new person to handle requests for back issues?  ... or should we offer remainders for sale/distribution then dispose of surplus (recycle).

3) Revisit status of the various grant funds.  Do we need to change annual expenditures again? Do we need additional sources of funding (Schlinger fund is closing).

The student Research grant committee is happy with the amount.

4) Discussion of new web site costs and progress.

Greta: working with Heiko Metzner (who redeveloped ISA website). He runs PSBrands (website Development Company). We have agreed to hire him to re-design the AAS website. Had a Skype meeting about a month ago (Greta, Paula, Peter Michalik, Brian) about AAS website. Heiko’s estimate came in around $14K.

ISA wants some improvements for their website that are similar to ours (particularly automated membership site) that can be co-developed to keep costs down.

Questions that remain are how best to receive payments. Right now decided to stick with Paypal.

Also questions about maintaining the Journal on the website.

Deb: when we get to the stage of implementing the website, Deb is only now finding old outdated copies of Instructions to Authors lurking on the website. There is one on site where authors submit their mss. That is also not current copy. Editors decided during meeting at last ICA to develop even more extensive Instructions to Authors but need to ensure that any old versions are deleted.

Having PSBrands design our new site provides us with professional support. It will also mean paying fee each year and every few years maybe an increased fee for upgrade. System is built in Typo 3, which Daniel Gloor is familiar with. Daniel is involved with WSC.

Brian: Should we develop target launch dates? Greta will ask Heiko.

Rich: EC approved developing a plaque thanking Jan Weaver for her work as webmaster since 2008. Brian had plaque printed but forgot to bring.

Picture of plaque will be shown at Business Meeting so that Jan can be recognized there. Plaque will be sent to Jan.

Alex said that relative of his is in computer science and Alex ran the price estimate from Heiko and his relative said that price was right on par.

Items from the floor?

5) Website for Journal – see above (Journal related stuff that needs to be updated on the new website).

6) Funding source for outreach projects.

Marshal – suggested broadening the scope of the Herb Levi grant.

Greta – this should be something to be considered by the new outreach committee.

6) Cara and Brian plan to standardize forms for all payouts (student, non-student, travel, research, etc.) payouts.

6) Codify process for JoA – this should be done by the editors. Document could be included as an addendum to the Constitution (which will have to be voted upon). This document should:

* Process by which Associate Editors are chosen.
* Outline the roles of the Editorial Board members (they have agreed to review journal articles if sent by Associate Editors).
* How long someone can/should serve on the Editorial Board.
* Process for adding/changing Editorial Board members.
* That any changes to Instructions to Authors, formatting requirements, etc are up to the Editors.
* The honoraria granted to JoA editors (capture the amount or at least that they should receive an honorarium for their work).

7) Greta has no host for 2021. Next year is UCDavis (Jason Bond). Rebecca Godwin will pitch the 2020 meeting.

Sara Ceccarelli (Baja – with CICESE) has offered for 2023. Greta might be able to get her for 2021. Greta said that when she thinks about membership, most obvious people have already hosted. Marshal suggested Jessica Garb.

Greta wanted to put on record idea that the AAS expand outreach of society leading up to the meeting maybe in the form of a bioblitz maybe instead of or as another option to the field trip. Greta feels like we should do something effective for capturing biodiversity of a region.

Nadia said meeting host should have nothing to do with this. Likes the idea.

Maybe this is a good thing for the outreach committee to talk about.

8) Bruce Cutler may have an item for new business but he needs to develop a motion.

Brian made a motion to close the meeting; Deb Smith seconded.

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**ACTION ITEMS**

**Paula:**

* Send Brian request for items for *American Arachnology* newsletter. Deadline for items October 1, 2019
* Reach out to all committee chairs including Alex Berry (Grad student rep), Petra Sierwald (HLMFAR), new chair of Student Research grants; Karen Cangialosi (chair of Schlinger committee) and remind them to update their info on the AAS website by Oct 1.
* Remind chairs to check with Brian before deciding upon winners to ensure that all grant winners are, in fact, members of the AAS – by Oct 1st.
* Follow up with all committee chairs to get reports on winners of all competitions for next newsletter – request sent June 26th.
* Send Webmaster updated governance board for website – October 1.

**Rich & Greta:**

* Find Chair and committee members for new Social Outreach Committee. Sarah Rose is interested. Alex Berry has been collecting names of students who are interested and Alex is interested. Sarah may be willing to chair committee but both Sarah & Alex should be contacted for committee membership ideas.

**Rich:**

* Send Casey Riechert a formal thanks from the AAS EC for all his work on the existing social media platforms – deadline ASAP.

**Rich & Brian:**

* Get clarification from Jim Carrell about JoA back issue holdings (maybe put together an inventory).
* Follow up with Deb Smith about archiving future extra issues of JoA.
* Once inventory is in hand, Brian to send out msg to membership to find out if anyone (particularly members from developing countries) are interested in any back issues.

**Greta:**

* Continue working with Heiko on developing new AAS website.
* Find 2021 meeting host.
* Reach out to 2020 host to consider idea that AAS expand outreach of society leading up to the meeting maybe in the form of a bioblitz or another option to a field trip. Something that might capture biodiversity of a region.

**Andy:**

* Find replacement chair for AAS Student Grant committee (maybe Anita Aisenberg). Let EC know who the replacement is no later than Oct 1.

**Cara & Brian:**

* Draft and implement Google Form that all winners of all AAS grants (student research, student travel, Schlinger, HLMFAR) must fill out in order to receive their payments – deadline Oct 1. Be sure to indicate that the grant amount will be reduced by any resultant fees (PayPal, bank transfer, etc.)

**Brian:**

* Send out reminders to membership about membership rate increase (to be done in Fall of 2019) – deadline whenever you are scheduled to send msgs out to membership.
* Send Plaque of Recognition to Jan Weaver.

**Deb Smith:**

* Verify that you are willing to store future back issues of JoA – ASAP
* Google search for old copies of JoA Instructions to Authors and delete all but curre3nt copy.
* Lead effort with JoA editors to codify processes related to JoA. Document could be included as an addendum to the Constitutions (must be voted upon). This codification should include:
  + Process by which Associate Editors are chosen.
  + Outline the roles of the Editorial Board members (they have agreed to review journal articles if sent by Associate Editors).
  + Decide how long someone can/should serve on the Editorial Board.
  + Decide process for adding/changing Editorial Board members.
  + Make it clear that any changes to Instructions to Authors, formatting requirements, etc. are up to the editors.
  + Indicate that honoraria are granted by the EC to JoA editors (capture the amount or at least that the editors should receive an honorarium).

**EC Action item for next EC meeting:**

* Revisit status of the various grant funds.  Do we need to change annual expenditures again? Do we need additional sources of funding (Schlinger fund is closing).
* Review financial status of AAS overall.