



## 2021 AAS Executive Committee Meeting (and Committee Chairs) – Agenda & Notes

### Virtual Meeting June 26, 2021 6-9 pm ET

**In attendance:** Greta Binford, Deb Smith, Paula Cushing, Brian Patrick, Mark Harvey, Cara Shillington, Sarah Rose, Alex Berry, Rich Bradley, Daniel Gloor, Petra Sierwald, Andy Roberts, Brent Opell, Kasey Fowler-Finn, Mercedes Burns,

**Regrets:** Lenny Vincent, Eileen Hebets, Brent Hendrixson

#### Movement to accept EC minutes from 2020 EC Meeting:

- Andy moved and Deb seconded. Minutes approved.

#### Summary of EC Actions in past year:

- New website created and launched. Content transferred. New membership page established with improved tracking capabilities. New conference hosting infrastructure including support for virtual components at annual meetings.
  - Daniel was formally recognized. Daniel thanked Heiko and everyone who contributed to content for new website.
  - Petra – at some point we talked about adding reports from award winners to the website. E.g., HLMFAR, Student winners, etc.
  - Paula suggested publishing abstract length end-of-year reports that could be published in the newsletter instead.
  - Paula will follow up with chairs of award committees to ask that awardee reports be included in *American Arachnology* newsletter. Reports should be written as 200-250 word abstract length with photo.
- Outreach Committee formed and work initiated (see report).
- Hosted Virtual Meetings in 2020 and 2021
- Made progress on societal response to increasing Diversity, Equity, and Inclusion in the society. Efforts to expand reach of society.
  - Mercedes was praised for very effective DEI workshop and panel discussion at this year's 2021 Virtual meeting. Brian, Andy mentioned that the DEI was powerful, moving, and effective.
  - Recording and chat was saved.
- Updated Constitution led by Andy Roberts.
  - Thanks to Andy for taking care of this update of the Constitution.
- Committee formed for new AAS award: "Norman Platnick Award for Taxonomic Research," based upon donations raised after Platnick's death. First awardee to be announced during 2021 Virtual meeting.
  - Mark said that all those nominated knew they were nominated. We can discuss what feedback to provide to all nominees.

#### Outstanding 2020 or older Action Items:

- Repository for back issues of JoA? No longer an issue. JoA back issues no longer exist.

- Deb Smith will henceforth be receiving the 10 extra copies of each issue to make up copies lost in the mail, full year subscriptions, etc. Is there a source of \$\$ for postage to mail out requested issues?
- Schlinger Grant is now defunct – there is no more money from this original grant used to support travel for retirees or non-student members w/ no institutional support who wished to present at AAS meetings.
  - Lenny indicated that the entire Schlinger fund has not yet been settled or distributed so there is a chance that AAS will receive additional funds in the future. He wrote:
 

““Perhaps it is advantageous to keep open the AAS Schlinger account even as it, if has not already, runs out of money. We closed down the Schlinger Foundation several years ago but in doing so we had to leave some money with the law firm that represent the foundation, in case of future legal problems. Within the next couple of years that money should be released to the three former directors. I am one of them. So it is possible I may be able to direct my share of the remaining foundation money to the AAS.]
- JoA issues: Roles of Editorial Board members:
  - Review manuscripts upon request (resolve conflicting reviews; special expertise)
  - Combined advice on knotty issues: right now, issue about a Brazilian fossil
- terms of Editorial Board members
  - No information on term of service – we could set one, we could check each year with members continued willingness to fulfill the duties
  - Members are rarely called upon to do anything.
- changes to Instructions to Authors
  - Done – though must be updated on Peertrack

## Reports:

- **Secretary (Paula Cushing): Election Results** – on the ballot was President Elect (candidates Michael Draney and Linda Rayor); Treasurer (candidates Cara Shillington or write-in); Director (candidates Kenny Chapin, Marc Milne, Daniel Proud, Sarah Rose, and Hannah Wood). **President Elect Winner** – Linda Rayor ; **Treasurer** – Cara will continue as Treasurer; **Director** – Hannah Wood
- **SNAIM Report (Paula Cushing):** Between Jan 2020 and June 2021, AAS sold 12 e-versions of SNAIM and 185 spiral-bound copies.
- **American Arachnology newsletter report (Paula Cushing):** Cushing is trying to send out two issues per year: one in April/May and one in October. May issue was late and was sent in June (issue # 86).
  - Is there a way to get the word out about the newsletter to Social Media team so that those who get news mainly thru social media hear about this mechanism for publishing natural history?
  - We should also highlight when JoA is published, particularly open access articles.
- **JoA Press Officer Report (Paula Cushing):** Cushing works closely with Deb Smith to identify possible articles for Press Releases. The most recent PR sent about Martin Nyffler’s review article on spiders eating snakes has received quite a bit of press interest and is resulting in good coverage.
- **Treasurer Report (Cara Shillington):** Report attached.
  - Our new bank acct is an interest-bearing acct.
  - Funding that comes in thru membership and SNAIM does not cover costs – we don’t have enough money to cover costs of website.
  - Contacted Charles Schwab about our investment account. We have about \$90K in that account. There is a transfer fee but no payment fees for taking payment out.

- Cara's suggestion is to pay for website from Schwab account.
- We need to figure out how to have a budget to balance costs and expenses.
- How do we want to manage the funds from the Norm Platnick GoFundMe - \$10K as a standalone fund will get minimum returns. Can we lump that in w/ Charles Schwab account?
- It was suggested that we use any income from the 2021 virtual meeting pay the remaining costs for website upgrade work.
- Brian – we probably should maintain a minimum balance in the Schwab acct so that we don't overdraw.
- Maybe also re-pay account if we do w/draw from the investment acct.
- Cara suggested developing guidelines about expenditures.
- Maybe set meeting costs so that the society does make a bit of money from the meeting.
- We should maintain a small fee for virtual attendance.
- Next year's meeting is a good opportunity to raise the fees in order to not only meet expenses but raise some additional income for society.
- Brian indicated that we cannot rely too much on membership fees. Even if we increase membership by 100 people, that still won't meet expenditures.
- Treasurer's report approved.
- **Membership Report (Brian Patrick):** Report attached.
  - See report – numbers a bit down but nothing to worry about. Difference between last year's higher #s and this year's may reflect the difference in cost during last year's virtual meeting between members and non-members.
  - \$5 increase in membership fees resulted in about \$3500 additional money. If we increase by another \$5, we could probably raise another \$3K. We could put in another proposal for an increase in membership.
  - Andy agreed that we are absurdly cheap. We should revisit this.
  - Transition of membership database into virtual world has required members to reset their membership account – response has been spotty at best. Will get better when Brian sends membership letter in early 2022.
  - Paula suggested that we re-instate membership requirement for those who present at next year's meeting. And that if we increase membership fees, we consider a sliding scale. Andy pointed out that ESA has regular membership fee of \$151 and \$42 for developing country members and student members.
  - Greta pointed out need for sponsored membership even in this country.
  - Andy suggested that a small committee form to survey other society membership policies and to make suggestion about membership fees for AAS. Broad agreement for this idea. And this committee could also explore development/donation issues more broadly.
- **Journal of Arachnology Report (Deb Smith):** See attached two reports.
  - Cost per page is \$142 per page but total cost is down.
  - Income from BioOne and JStor did not cover total expenditures. Deb suggests that we cannot continue like this. Another cost is honoraria to editors (\$1K each).
  - Since 2018 we have been charged taxes by Allen Press. Deb needs to get tax exempt documents from Cara and Andy and provide those to Allen Press and ask for reimbursement of taxes.
  - Color plates are another thing to consider in terms of raising funds to cover costs.
  - We have no easy way for people to pay page charges. That is easy to do. Page charges should be up to Editorial Board to propose.
  - Need safe back-up mechanism for journal. There has been issue w/ BioOne that links are not always active. Daniel will research this.
  - Permit requirements. Editorial Board charged to address this issue regarding permits and any requirements about this w/in articles.

- Editor in Chief, Associate Editors, and Editorial Board members must also discuss the following issues prior to Jan 1, 2022: 1) steps necessary to balance the costs of journal production; 2) any addition to Instructions to Authors or article review process necessary to ensure data integrity standards; 3) any revisions to Instructions to Authors regarding permit requirements surrounding specimen collection.
- **Student Grants (Brent Hendrixson):** Report attached.
  - Need to better advertise student awards – will be done in AA.
  - Need to announce Nov/Dec. But we are already trying to get announcements out via the newsletter, via the membership email, via listserv.
  - Winners should also be published on website – not just in newsletter.
- **Herb Levi Memorial Fund for Arachnological Research (Petra Sierwald):** Report attached.
  - Get about 10 proposals a year. Eileen, Paul Selden, Todd Blackledge, Petra are on the committee. Eileen is stepping down and they need replacement. Discuss Rebecca Godwin, Shawn Wilder, Sean Walker. Lean toward Sean Walker based on conflict of interest (in terms of appointed committee members who may potentially apply for the grant).
  - Faunal survey proposals often rank lower but typically come from places where biodiversity research is critically important. Difficult to frame faunal survey proposals in innovative/transformational way.
- **Engagement and Outreach Committee (Eileen Heberts):** Report attached (see new business).
- **Graduate Student Report (Alex Berry):** Report attached
  - Tried to recruit already via GoogleDoc. No response.
- **Common Names Committee (Sarah Rose):** Report attached.
  - Committee up and running and working. Ray Fisher recruited to join the committee. He works w/ mites and ticks. There are a lot of mites on the list. That's why they recruited Ray.
  - Committee coordinates with Whitney Cranshaw who is in charge of EntSoc common names committee.
  - They will create mechanism for suggesting common names on the website.
  - Plan to come up with meaningful common name for every NA family of spiders.
  - Some common names contain derogatory words – they plan to change these.
- **Website Update (Daniel Gloor):** Report attached.
  - New website launched. Some issues have been ironed out re membership registration.
  - Test driving virtual meeting section – seems to be working well. Had initial concerns about server load – does not seem to be an issue.
  - Still have some improvements re membership section. Should eventually be able to connect membership site w/ PayPal.
  - Still need to plan for next year's meeting. Need some sort of dedicated template for the meeting so can have dedicated login for just the meeting.
  - Jerry Rovner will continue to answer questions from the public via the website.
  - We initially had hosting plan that did not meet our requirements so switched to virtual (more expensive) hosting plan – this was the right decision. Worth the investment.
  - Need to discuss long-term storage (e.g., JoA issues and covers). How can we archive documents properly so they are stored long-term.
  - Need to discuss what goes in Resources section – has received lots of suggestions. May be good for Engagement & Outreach committee to help frame content.
- **Future Meeting Sites (Andy Roberts):** Will present at EC meeting
  - We have none. Jason (Davis) 2022: Sarah Ceccarelli in Baja 2023; maybe Todd Blackledge in Akron for 2024.
  - Yann Hénaut is very interested (in Mexico)

- Neil McReynolds (southern Texas) may be willing.
- Might be worth contacting Maggie Hodge (Louisiana), Michael Brewer.
- **Platnick Award Committee (Mark Harvey):** Report attached.
  - Committee will create award certificate for winner.

#### **New Business:**

- How do we want to **structure a formal team for diversity, equity and inclusion?**
  - Mercedes suggested that we renew idea for career path mentorship; have some regular contribution to history of society. Mercedes nominated herself as chair of a new 3 person committee to draft ideas for DEI initiatives.
  - Maybe ask Jillian K. if she wants to be student rep on such a committee.
  - Should this be a stand-alone committee or part of existing Engagement and Outreach committee?
  - Rich and others felt strongly should be stand-alone committee. Part of charge to committee chair is to work with outreach committee but doesn't mean they need to be part of outreach committee. If they are stand-alone, they can better provide advice for the society as a whole and for all other existing committees.
  - Brian agrees. Should have student rep; maybe postdoc rep.
  - Greta made motion to create stand-alone DEI committee. Unanimously approved.
  - Up to president to create new committee and to appoint chair. Greta and Andy will work together given upcoming transition.
  - Mercedes willing to put together a proposal to create an ad hoc committee and propose members.
- What **aspects of the last two virtual conferences should we maintain** for future in-person meetings?
  - Want to maintain zoom option. What do we need to do to support the hosts so that it is not a great deal of additional work to add this zoom component.
  - Deb thought making posters available online is really effective. All agreed.
  - Rich – maybe outreach committee could be charged with developing the online component.
  - Affiliated programing done by outreach committee was a huge amount of work.
  - Brian thinks we should table this because of the staff/budgetary implications. Maybe meet sometime no later than October 1, 2021 to create guidelines for future hosts.
  - Paula suggested that we not make all elements of a meeting offered virtually. Maybe just certain components like maybe plenary talks, posters, ancillary lectures/events.
  - Brian made motion to table discussion; Andy seconded. Not unanimous but nearly so.
  - Greta will meet with next host (Jason Bond) and will get feedback from Virtual meeting participants and virtual meeting organizers to make suggestions about what aspects of virtual meeting will be incorporated into future meetings while keeping in mind any costs associated with this.
- Should **AAS purchase a business Dropbox Account?** (provides up to 5 terabytes of space for \$150 per year)
  - Cara will make note to add this possible cost to our expenditures as a possible future cost.
  - Otherwise we will table this and continue to use the DB folders provided by DMNS.
- **How should Society use the money made from the 2021 meeting** via registrations (between \$9 - \$10K)?
  - Virtual meeting raised \$10 K gross. Our net (minus expenditures) was about \$6K.
  - Greta feels that this profit is largely influenced by the social media push.

- Paula felt that this should go into general funds and not earmarked for any special project or initiative given the financial status of the society.
  - Mercedes pointed out that if this money will largely go to support website development and since website development played such an important role in making this virtual meeting successful, then it is appropriate to go to the general fund.
  - Motion made by Greta to put this money in general funds, Cara seconded, all in favor; passed unanimously.
- How assets related by **Platnick fund** will be used and how long they will last? Do we want a separate donation button on website for Platnick award?
  - Agreed – Daniel and Cara will create this donation mechanism.
- **Reassess list of advisors on website** reflecting on current issues.
  - List of possible advisors/mentors on website will remain. We can revisit at a later date to ask individuals if they would like to remain or should be removed.
- What aspects of the most recent virtual meeting do we want highlighted in the next *American Arachnology* newsletter?
  - Paula will reach out for reports about meeting to be included.
- Do we want to continue to **provide travel grants for non-students** given that the Schlinger \$ has run out?
  - Should not offer it next year until we get a renewal of this fund.
  - Can we add donation button for non-student travel awards. How many donation buttons do we want to add?
  - Brian said that the more buttons, the more diffuse your funds. We should carefully consider (outside of this meeting) any additional options for donation buttons.
  - Andy suggested that we need a development committee.
  - Membership dues should be considered by development committee.
  - Motion made not to offer Schlinger fund in 2022 (travel grants for non-members) going forward until fund gets re-established. Motion made, seconded, and passed unanimously.
  - Cara pointed out that # of donation buttons is sort of moot since it never amounts to as much as we spend.
- **Platnick Award:** Should there be a monetary award associated with this and, if so, how much (Mark Harvey requested that EC decide).
  - Mark indicated that he could take care of certificate for awardees.
  - Mark suggested cash prize of \$400 which, given no additional donations, would allow current funding to last for 25 years.
  - Mark thinks the value of the award will mean less than the award itself.
  - It was proposed that \$500 might be a better “sounding” award.
  - Plaque should be standardized. Usually cost about \$30 - \$50.
  - Leave the wording to the committee to come up with standardized wording that can be used each year. Create plaque that can hang.
  - EC agreed on \$500 for the award amount.
  - Committee will suggest standard wording for the plaque.
  - A separate donation button will be created for this fund.
- **HLMFAR** Committee chair requested that the AAS EC help recruit a new (up-and-coming) committee member who can replace Eileen Hebets (who stepped off this committee). [maybe Shahan D?]
- **HLMFAR** Committee also expressed concern in their report about the low success rate of faunal survey proposals. From report: “Faunal surveys are urgently needed in many parts of the world, yet faunal surveys cannot be framed within innovative or transformative research. The committee requests that the AAS EC considers securing funding for at least one faunal survey annually.”

Committee has been granting total of \$5K [maybe we could just increase that and ask committee to reserve up to \$1-\$1500 for a faunal project?]

- EC suggested earmarking one of their grants for faunistic studies with no expansion of the budget.
- Motion so made that existing HLMFAR may earmark some of existing funds for faunistic study if one is submitted but without allocating additional total funds. Greta made motion; Andy seconded. All voted in favor.
- **JoA Items from report:** Loss of our paper spare copies; Back-ups for our digital volumes!; Periodically checking that links to JoA publications on BioOne are live; Page charges – we need more clarity (and money); Legal collection of specimens appearing in JoA publications (it's more complicated than you might imagine); Next year is JoA's 50<sup>th</sup> birthday. Logo for the cover? Special color for cover? Historical review?
  - EC requested that Editors and Editorial Board draft full proposal regarding page charges and how to deal with increasing expenditures and present that to the EC.
  - EC requested that Deb reach out to Cara and Andy and get copies of our non-profit papers to send to Allen Press and request that we get reimbursed for taxes back to 2018 and that we not be charged taxes.
- **Engagement and Outreach Committee discussion items** (summarized here but see that report):
  - Is there a max amount of \$\$ that might be available for funding outreach project requests (e.g., *Into the Wild*) and, if so, is this something the committee can formalize into an annual competition? Are there enough funds to create an "Outreach and Engagement" grant competition each year or every other year?
    - It was suggested that outreach committee receive ad hoc proposals as they come in as long as the proposal is fully fleshed out and includes a budget and that the committee provide a recommendation to the EC to fully support; partially support at some level. It will be up to the EC to make a final decision about funding.
  - Requests that the EC consider compensation for an AAS twitter team (see report). Compensation (minimally) might be free membership, meeting registration, possibly travel funds to the meetings (especially if they will be tweeting at the meetings), or a yearly stipend.
    - Cara – in terms of meeting costs, budget extra to support some of this work. It would be part of the registration fee.
    - Andy has problems w/ funding this job. Doesn't think this is a question of privilege. This is the kind of work we do as service for the society. This should be a service component. We should not have to pay for it.
    - Rich – Outreach committee is not just for meetings. Activities would occur throughout the year. But he agrees with Andy (as do Paula and Brian).
    - Greta – closely watching impact social media has had has made her realize the generation gap in how the younger generation is getting their information. Social media can have a huge impact on our society.
    - Brian pointed out that we are a very small society w/out resources to compensate people for all the service work they do for the society.
    - Mercedes – even the larger societies don't have the resources to compensate folks who are doing this kind of outreach activities on behalf of the society. It is a mismatch – we can be forward thinking but point out that if they are taking so much time doing these outreach activities, they should re-think their time investment. The activities have to be sustainable without those activities taking so much time that compensation is necessary.
    - Greta and Andy will discuss with Eileen a structure for acknowledging the work of outreach committee members and others providing service to the society.

- Mercedes suggested having the arachnology twitter be guest hosted to share the workload.
  - Strongly encourages the EC to consider compensation for AAS members that run workshops or other Outreach and Engagement activities at the annual conferences. This could be in the form of free registration and/or travel and/or a one-time stipend.
    - See discussion above about compensation.
- **Grad student rep on EC** – Alex has not had luck finding replacement; EC needs to find a new grad student rep.
  - EC members will provide suggestions about Alex’s replacement directly to Andy and Greta. For equity reasons Greta wants to send out another GoogleForm to try and recruit a new student rep.

**ACTION ITEMS:**

**Andy – before next issue of JoA:**

- Send Deb a copy of any tax exempt form for AAS that you have.
- Suggestions for future meeting hosts made at EC meeting included: Yann Hénaut (Mexico), Neil McReynolds (southern TX), Michael Brewer, maybe Maggie Hodge (LA).

**Brent:**

- Send 200-250 word end-of-year reports from student award winners (ideally along with one or two photos) for inclusion in Society’s newsletter. Deadline corresponds with deadline for newsletter articles (April 15 for May issue; October 15 for Fall issue).

**Cara - deadline for all, ASAP:**

- Coordinate with Mark Harvey to send \$500 award to 2021 winner of the Platnick Award (Ivan Magalhaes) – directly following 2021 virtual meeting.
- Send Deb Smith copy of our tax exempt paperwork.
- Pay for balance of website development from 2021 virtual meeting profits.
- Transfer most of the SNAIM profit to the Schwab investment account.
- Nothing was definitively decided about the Platnick GoFundMe money – since the website expenses can be paid primarily using profit from the virtual meeting, should this GoFundMe money be deposited in the Schwab account since awards in the future will be minimal (\$500 per award)?
- Work with Daniel (and Development committee) to consider adding donation button for Platnick Award.

**Daniel:**

- Find safe back-up mechanism for journal issues and covers.
- Research why links via BioOne to JoA articles are problematic.
- Work with AAS President and next meeting host, Jason Bond, to develop dedicated template for annual meetings with dedicated logins.

**Deb Smith (JoA items):**

- Work with editors and editorial board to draft full proposal regarding page charges and how to deal with increasing expenditures and present that to the EC by **Jan 1, 2022**.
- If page charges are re-instated, add PayPal option for page charges to website w/ help from Cara and Daniel
- Find out why we have been paying taxes on our Allen Press bills for the past 3 years (and not prior to that time). Did we lose non-profit status? Get tax exempt documents from Cara and Andy that you can send to Allen Press. **Deadline – before billing for the next issue.**

- Open access policy – After one year do ALL JoA papers become open access on both AAS Website and BioOne? Yes, they should. Coordinate with BioOne to make sure they do become open access after 1 year.
- Work with editors to develop more specific instructions for reviewers (e.g., check to make sure figure legends match figures).
- Work with editors to develop plan to celebrate and highlight the 50<sup>th</sup> anniversary of the formation of the AAS in 2022 and first publication of JoA in 2023.

**Eileen:**

- Work with Engagement and Outreach committee and Daniel to develop content for Resources section of the AAS website.
- Communicate with broader Engagement and Outreach committee that if they receive ad hoc proposals for outreach activities, that committee can consider such proposals as long as the proposal is fully fleshed-out and includes a detailed budget. The committee should then provide a recommendation to the EC via the President requesting that the EC make the final decision about funding (no funding, partial funding, full funding). Funding level for such ad hoc proposals will ultimately be at the discretion and vote of the EC.
- Since AAS cannot presently provide compensation for this work, EC requests that Engagement and Outreach Committee formulate clear guidelines for sustainable expectations of committee members (e.g., how many tweets to send out, how many online engagement activities are expected, possible honorary guest hosting, etc.).

**Greta:**

- Work with Andy and Mercedes to create new Diversity, Equity and Inclusion committee
- Meet with Jason Bond (next meeting host) and organizers of past two virtual conferences as well as participants of virtual conferences to determine what aspects of virtual meeting should be incorporated into future meetings while keeping costs and work load for virtual elements in mind.
- (With Andy): Find new member for HLMFAR committee to replace Eileen, who is stepping off – deadline before April 1, 2022.
- Decide on new student representative of AAS EC
- Work with Andy and Cara to create an *ad hoc* Development Committee

**Greta, Andy, Cara:**

- Create Development committee that can consider - ASAP:
  - Develop guidelines regarding society expenditures
  - Suggest meeting registration cost guidelines to ensure that the AAS makes some profit from hosting annual meetings.
  - Maintain a small feel in the future for virtual attendance
  - Survey society membership policies and make suggestions about increases in membership fees to ensure society remains solvent.
- Communicate to Engagement and Outreach committee that the AAS does not have the money presently to routinely support any level of compensation for work done by members of the Engagement and Outreach Committee. If supporting virtual elements of future meetings becomes consistent responsibility, this will be considered separately.

**Mark Harvey – directly after 2021 Virtual meeting:**

- Work with Cara (AAS Treasurer) to transfer the \$500 award to Ivan.
- Work with your committee to create a certificate of award or plaque – please standardize the wording so it can be used each year. AAS can pay for printing costs and shipping costs.

- Discuss with committee any additional feedback to present to those nominated for Platnick awards.

**Mercedes – before Jan 1, 2022:**

- Create new three ad hoc person committee to draft ideas for DEI initiatives. Maybe consider Jillian K. if she wants to serve as student rep or find student/postdoc rep.
- Work with new DEI committee to revise and broaden the existing society Code of Conduct so that it applies to society business in its entirety rather than just annual meetings.

**Paula:**

- Include in future newsletters 200 word (abstract length) reports from various award winners (student, HLMFAR) to include in *American Arachnology* newsletter with photos.
- Publish reports about 2021 Virtual meeting in next newsletter – including winners of student research awards, HLMFAR awards, Platnick award winner, and student presentation winners.
- Request that EC members send suggestions for graduate student representative who can replace Alex Berry directly to Greta and Andy.
- Communicate with our social media team when the society newsletter is published (<https://www.americanarachnology.org/news-projects/aas-newsletter/>)– make sure all are aware this is a good mechanism for publishing general natural history observations.
- Communicate with Engagement and Outreach Committee when each issue of JoA is published on so they can broadcast on social media..
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**Petra:**

- Request that HLMFAR winners write and submit to committee chair 200-250 word end-of-year reports for inclusion in newsletter with one or two photos from field or lab. Deadline corresponds with deadline for newsletter articles (April 15 for May issue; October 15 for Fall issue).
- Communicate with HLMFAR committee that EC passed a motion that HLMFAR may earmark some of existing funds allocated for HLMFAR awards for faunistic study if one is submitted. Total award allocation will not increase. Amount allocated for faunistic study is at discretion of HLMFAR committee.

**Sarah:**

- Work with Common Names committee and Daniel to find a mechanism by which members can suggest common names via the AAS website.