

Minutes of Florida Academy of Sciences Council
Executive Board Room at the Orlando Science Center
September 19, 2015

Call to Order, Council Attendance and Approval of Minutes

The meeting was called to order at 11:00 am by Jeremy Montague. Two non-Council guests were recognized: Dr. Sessa Srinivasan from Florida Polytechnic University (Lakeland, FL), and Ms. Jenny Bouchard (FAS Office Manager).

The following Council members were in attendance in person: Sumera Ackbarali, Tom Arnold, John Baker, Darin Bell, Georgui Bourov, Meghan Buckley, Kelli Hunsucker, Al Karlin, Jeremy Montague (minutes), Brian Pearson, Sanjay Sesodia, Jack Stout, John Trefry, Richard Turner, and Pat Zalo. (Present by phone: Carmen Carpenter, Rick Jimenez, and Dan Odell).

Apologies for absence were sent by James Austin, Iain Duffy, David Karlen, Donald Lovejoy, Laura Mudd, Norine Noonan, and Mary Vallianatos.

Jeremy Montague presented the Minutes of the 20 June 2015 Quarterly Meeting. Council approved these pending Richard Turner's correction concerning the calculation of the annual distribution from the FAS Endowment Fund using a rolling three-year average. (See endnote¹)

Status of Council: Jeremy Montague reviewed his record of Council composition; this will be updated again at the January 2016 Quarterly Council Meeting. Council was pleased to note that Pat Zalo is now "Dr." Pat Zalo.

Reports of Officers and Committees

President's Report/Executive Director's Report: Jeremy Montague reported progress on establishing a new FAS budget based upon his spreadsheet calculations (see also "New Business"). He noted our need to recruit and hire a new Executive Director. He has been working with Jenny Bouchard to update the FAS Membership records. Jenny has also been updating the FAS Office equipment and supplies inventory. Jeremy reported that we have received a written offer from Florida Polytechnical University in Lakeland to host the FAS 2-17 Annual Meeting (See also "New Business"). He also reported recent activities in FAS affiliations with Orlando Science Center, and with the Inventors Hall of Fame under the University of South Florida. Council approved this report.

Treasurer's Report: Sumera Ackbarali that we have a year-to-date (YTD) balance of \$689,744, and no current liabilities. Richard Turner noted that we have had expenses of about \$19,000 and operating income of about \$40,000 so far in 2015. Council noted that our current outlook on expenses is based partly on our vacancy in the Executive Director's position. We do anticipate a modest budget surplus, but we need to find constructive ways to spend our endowment funds. Richard noted that endowment funds should be used ideally to support scholarship and development activities, rather than funding the regular operations of the Academy. Council approved this report.

FAS Endowment Committee Report: Jeremy Montague discussed Don Lovejoy's report. Don noted that our Endowment funds totaled \$651,721.72 on 31 August, though market volatilities were apparent during that month. Richard Turner concurred on the overall good health of our Endowment. Sanjay Sesodia asked Sumera to contact Don concerning an apparent discrepancy in the balance of the Wells Fargo account (excluding the Hays Travel fund) of \$372,497.78 reported on 31 July vs. \$371,498.88 reported on 1 August 2015; Sumera agreed to do so. Pending clarification on this point, Council approved Don's report.

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Finance Committee: Jeremy Montague. No report.

Development Committee: TBD. No report.

Florida Junior Academy of Science Director's Report: Pat Zalo discussed the position of State Director-Elect of the Florida Junior Academy of Science; it is a three-year Council-appointed position. There are currently two candidates in consideration, and both have accepted designated roles in the FJAS 2016 program. There is also an open position of State Science Talent Search Coordinator. Pat wrote a draft for the Director's position, which she sent to both persons under consideration. She emphasized that she does not select the next Director; rather, it will be a matter for Council selection. She has agreed to participate in a trial administration. Council should consider an interview format for the purpose of the final selection. Kelli Hunsucker asked if it was too late for a third candidate to be considered (she had one in mind); Council agreed that we should proceed with the current pair of candidates. There was a suggestion that Council exercise a three-year endorsement for the next FJAS Director. Pat next thanked University Communications of St. Leo University for sending her a CD of photo images taken at FJAS 2015. She discussed the use of photo images on the FAS website. In general, group pictures would not require individual consent waivers, but individual photos might require individual consent waivers. Council discussed the issue, and requested clarification on current standards and practices in website images. Pat thanked David Karlen and Jeremy Montague for reviewing six AJAS scholarship applications and nominations. Council approved Pat's report.

Florida Scientist Editor's Report: Jeremy Montague discussed Jim Austin's report. Issue 1 for 2016 is currently in production. At this time, there are no acceptances beyond this issue. Council encouraged all interested Council members to consider contributing manuscripts to the Journal. Council approved Jim's report.

Journal Business Manager's Report: Richard Turner reported that JSTOR is now digitizing all of our journal volumes going back to Volume 1 (1936); Richard will retain 25 paper copies of each volume; this will clear out much needed space. The Charlotte Harbor Symposium special issue for 2016 is expected to bring in roughly \$19,000 in journal income. Council approved this report.

Charter & Bylaws Committee: John Trefry reported that the Charter & Bylaws have been updated concerning the issue of replacing an officer; Jenny Bouchard now has an updated copy, and we should send the updated document to Dan Odell for online posting. Council approved this report.

Honors Committee: Sanjay Sesodia reported that he sent invitations out to Council requesting nominations for the 2016 FAS Medalist. There will be a deadline for these nominations in December 2015.

Nominating Committee: Jeremy Montague. No report.

FAS Delegate to NAAS/AAAS: Norine Noonan. No report.

History & Archives Committee: John Baker noted that he is working on a photo backdrop to use for lobby display at FAS 2016 (USF-SP); he will discuss this design at the January 2016 Quarterly Meeting. Council approved this report.

Membership Committee: Jeremy Montague. No report.

Website: Dan Odell reported that all current web links are functioning correctly. Kelli Hunsucker recommended that we create a single hyperlink to be used for meeting registrations and for abstract submissions. Council approved this report.

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Awards Committee: David Karlen. No report.

Program Chair: Kelli Hunsucker noted that Sanjay Sesodia has volunteered to serve as Interim Chair for Social Sciences (SOC). Kannan Nagarajan will serve as Interim Chair for Geological & Hydrological Sciences (GHS). Al Karlin (Chair, URB) discussed the idea of reorganizing GHS and URB into a combined section; Laura Mudd and Ana Jimenez have proposed a similar re-organization for BIO and MED. Though too late for FAS 2016, these re-organizations should be discussed at the 2016 January Quarterly Meeting if we are to implement changes for FAS 2017.

Local Arrangements 2016: Norine Noonan. No Report. Al Karlin noted that USF-SP parking policies are strictly enforced, and that Council should review these thoroughly at the January Quarterly Meeting.

Section Chairs' Reports: No reports. Jack Stout (RES) requested that Kelli Hunsucker and Laura Mudd (BIO) consider sending him any abstract submissions dealing in any way with rare and endangered species. Al Karlin discussed creating a link between FAS and URISA: this is the Urban and Regional Information Systems Association (URISA) is an independent, not-for-profit 501c(3) organization established in 1966. Al will discuss this in further detail at the January Quarterly Meeting.

Old Business

Executive Director Vacancy: Jeremy Montague discussed the on-going need to fill the position of Executive Director at our earliest opportunity. To this end, he circulated a copy of a proposed job ad. Some discussion ensued, centering largely on the issue of our expectations for the experience of the successful applicant (e.g., mid-career vs. late-career/retiring, prior experience in research non-profits, etc.). Richard Turner recommended that our first step in this process should focus on our own budget planning to determine our ability to sustainably fund the position (see "New Business").

FAS Office Printer: Jenny Bouchard noted that we now have a newly purchased office printer; she is working on the set-up with the FAS office computer. Council thanked John Trefry for his generous personal contribution towards the purchase of this printer.

Hosting FAS 2017: Jeremy Montague noted that three institutions have expressed an interest in hosting 2017: (1) Florida Polytech in Lakeland, (2) University of Central Florida in Orlando, and (3) St. Thomas University in Miami. To date, only Florida Polytech has offered written confirmation of institutional support. Sessa Srinivasan will discuss this further at the January Quarterly meeting. Jeremy received a positive note of interest from UCF's VPAA, though she wrote that FAS will need a strong advocate within UCF for a successful hosting to occur. UCF's Dr. Peter Delfyett (FAS 2015 Medalist) could be such an advocate, and Jeremy will pursue this angle.

New Business

Calculations for a proposed Annual Budget: Jeremy Montague and Sumera Ackbarali presented an Excel spreadsheet for budget modeling and projections. Richard Turner critiqued it and thought that the formulas and formatting were correct.

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Proper Accounting for a Non-Profit Organization: Al Karlin suggested that in today's financial climate, FAS will need a more systematic approach to accounting. For as long as any of us can remember, FAS has kept its books in simple ledgers and Excel spreadsheets (occasionally linked, but usually unlinked), and maintained by unpaid and (more or less) amateur treasurers elected by the FAS membership. Al donated a book ("Practical Guide to Starting & Building a Nonprofit," published by Nolo.com) to Council, and Jeremy Montague agreed to read it before the January Quarterly Meeting. Al said that reliance on amateur Excel spreadsheets for financial planning does not make good sense for an organization with an Endowment of our size; FAS should look into professional accounting methods and software packages such as Intuit Quick Books. Richard Turner agreed, noting that in 2018 the FAS Annual Endowment distribution will likely be in the range of \$35,000 (see endnote on the last page of these minutes).

Funding for the Executive Director Position: Council agreed that the successful candidate for the Executive Director position would be expected to develop sustainable funding to include the annual salary (\$10,000 at this time). John Trefry suggested that we might offer the incentive of The Executive Director keeping 10% of all raised funds.

Constructive Ways to Use Endowment Funds: Meghan Buckley recommended a list of funding priorities beyond the hiring of a new Executive Director: (1) Redesign of the FAS website, with more presence in social media; (2) Create more interactions between FAS and FJAS; (3) Increase marketing efforts; (4) Bring back the FAS polo shirts for sale to members; (5) Create a FAS writing and marketing style guide; (6) Develop and distribute a low-cost FAS "tchotchke bag" for attendees at FAS events; (7) Design and schedule a promotion workshop at the annual meeting; (8) Redevelop a FAS "Science Café" series; (9) Develop scholarship funding opportunities outside of the Hays Travel Awards framework. In addition, Council suggested that FAS might develop an internship program with Indian River State College in Ft. Pierce. Pat Zalo discussed her recent letter to organizers of the State Science and Engineering Fair (SSEF), noting that SSEF participants who had also competed at FJAS garnered more awards in SSEF than those who had not participated in FJAS. This represents a potentially powerful recruiting opportunity for FJAS, and funding from the Hay Travel Awards might be particularly useful.

Other Endowment Possibilities: Council considered the possibility of providing partial support for sabbatical-leave activities. Also discussed was the idea of developing published monographs written by selected authors. Pat Zalo mentioned that we might expand the categories for FAS and FJAS awards into such fields as robotics, bioinformatics, embedded system software, material sciences, etc.

Next Council Meeting: 11 am - 2:30 pm, Saturday, 23 January 2016 at the University of South Florida-St. Petersburg campus.

Adjournment: 2:30 pm

ⁱ Richard Turner communicated the following note to Jeremy Montague on 19 September 2015: "Formerly, the [FAS] endowment distribution was not based on a rolling three-year average [of the undesignated value], but action of Council in March 2015 changed the spending policy to

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specify calculation of the annual distribution based on a rolling three-year average. This policy will be effective in January 2016. In this case, that average is about \$455,000. This means that 5% of that amount is approximately \$22,770 [sic] (starting in January 2016).” (see Richard’s calculations below):

Month	Endowment Undesignated Value
Dec-13	\$306,756
Dec-14	\$378,121
Dec-15	\$679,031
Three-year rolling average:	\$454,636
5% of this average:	\$22,732