



SOCIETY FOR
FRESHWATER
SCIENCE

Society for Freshwater Science
Board of Directors meeting
Dec 13th, 2017
2 - 4 pm ET

Attendees:

Emily Bernhardt-Past President
Steve Thomas-Past Vice President
Colden Baxter-President
Amy Marcarelli-Vice President
Jennifer Tank-President Elect
Mike Swift-Treasurer
Kim Haag-Financial Committee Chair
Sally Entrekkin-Secretary
Stuart Findlay-Non-academic representative
Walter Dodds-Academic representative
Michelle Baker-Publications Committee Chair
Angus Webb- International Delegate
Natalie Griffiths-Early Career Committee Representative
Andy Leidolf-Executive Director

Invited guests: Ayesha Burdett (PIP Committee), Joy Brisighella (USU)

Action Items

Executive Director

- Amy (VP present) and Andy (ED) will add the process for international travel reimbursement to the Operations manual and it will be an offer but not a requirement.

Publication and Information and Publicity Committee (PIP)

- Ayesha (PIP chair) will identify an FWS member to liaise with local media person for the Detroit meeting.
- Ayesha will contact John Olson (SPC-PIP liaison) to identify the way to communicate relevant policy issues.
- Andy will engage with Ayesha and PIP to update the operations manual from both international engagement and policy issues as information only. Colden suggests that Mike Paul or a representative from the science advisory committee also be involved.
- Ayesha and Mike Swift will work with setting up the line-item cost for Mail Chimp.
- Joy will contact Ryan about keeping the members-only and registration logins separate to save a lot of money and then make a recommendation to the BOD committee.

Publication Committee (ad-hoc FWS editor search committee)

- BOD provides input on the FWS Editor advertisement drafted by PubCom after the ad-hoc committee works with Michelle Baker to draft it.

Elections and Place Committee

- Colden will send an email to ASLO executive director to get a list of issues that will be coming up at the Madison 2020 joint meeting with ASLO and past-president can inform Elections and Place of issues they need to weigh in on.
- Emily will be sure to talk with Michelle Baker and CASS to finalize the JASM MOU and get FWS signed-on.
- Andy asks if SFS would consider a second meeting: joint + regular meeting and this requires more discussion. This will be for a later date.
- Joy will send Emily a list of SFS-specific agenda items for JASM 2022 and that information needs to go into MOU that will be reviewed by Elections and Place.
- Emily will remind Elections and Place that 2021 place needs to be decided.
- Natalie Griffiths will work with Steve and LRPC to draft process for submitting the proposals and financial options for supporting this EC travel support initiative.

Long Range Planning Committee

- Long range planning committee will take- up the issue of providing financial need to other BOD members on an as-needed basis as part of a larger initiative for proposal submittal processes.
- LRPC will engage with the International committee and Angus Webb to identify a process for funding international travel support that also includes a more formal RFP on a process that is distributed broadly for funding various strategic goals.
- Nick Aumen and Amy are going to integrate LRPC RFP process into the modular operations manual.

Ad-hoc Code of Conduct Committee

- Steve Thomas will bring recommendation for code of conduct to ExComm in January that will also include a conversation of the process for legal review.

Motions

Board of Directors

- Emily made a Motion to approve the September BOD minutes. Unanimous approval. Motion carries.
- Emily moves to approve the by-laws with the edition of the Education and Diversity committee that is from the restructuring of the committees including a representative to the BOD. Unanimous. Motion carries.

Long Range Planning Committee

- Amy made a motion to support funding the LeafPack workshop with Strategic Funds on October 20. BOD supported unanimously 14/14 members. Motion carries.

- Steve Thomas moves to approve the recommended funding for Aquatrop. All in favor. Motion carries.
- Kim made a motion to approve the request from the TCP for \$9650 for website improvements, chironomid image library, and meeting travel expenses for the TCP coordinator. All approved and the motion carries.

Elections and Place Committee

- Amy made a motion via email on 27November2017 that states ASLO will lead with SG as the conference planner. 14 of 15 voting members responded. 13 voted to support, 1 abstention approved. Motion carries.
- Kim makes a motion to provide reimbursement for attendance at the annual meeting for the BOD International Delegate. All in favor. Stuart and Angus abstained. Motion carries.
- Colden moves to approve USU contract after Joy adds language that USU is still working with SFS on the membership-specific needs during joint society meetings. Contract dates go from 2021 to 2024 because USU knows they will be working on the 2024 with ASLO. Noting that the 2022 is the joint meeting that USU may or may not be a part of. All in favor. Motion carries.

Publication and Information and Publicity Committee (PIP)

- Jen moves that the Mail Chimp be added as a 30\$/month line item to the budget. All in favor and the motion carries.

Meeting minutes bolded

Minutes:

1. **BOD VOTE NEEDED** - minutes from the [September BOD meeting](#)
2. INFORMATIONAL ONLY - No vote required: [October Ex Comm](#), [November Ex Comm](#)
Emily made a Motion to approve the September BOD minutes. Unanimous approval. Motion carries.

Committee Reports:

- Meeting updates (2 minutes each!)
 - a. Raleigh 2017 (Joy, Kylie, Emily) - [Final meeting report](#)
 - **Finances: 6K conference money. Came out in the black. Joy suggests more years to come in the black the hotel booking process is refined.**
 - b. Detroit 2018 (Joy, Kylie, Colden)
 - **8 abstracts, 3 registrants**
 - **Mike mentions that fun-run income was less than cost. Need to adjust entry fees. Joy notes they are making sure that doesn't happen again.**
 - **Joy will include all committee members in the Detroit program.**
 - c. Salt Lake City 2019 (Jen)
 - **Have diversity of hotel options that include low cost options.**
 - **Jen and Todd are working on theme to put in the program for Detroit and will work with Michelle on theme and plenary.**
 - d. Madison 2020 -
 - [BOD vote finalized on 27 Nov](#) - ASLO will lead with Schneider Group (SG) as conference planner.
 - Both USU and SG have been notified
 - Next step is to draft MOU with ASLO so that we will alternate lead societies for joint meetings - key points are that the lead society will decide on meeting planner, and that we have a plan for how to handle meeting profits/deficits.
 - **Amy made a motion via email on 27 November that states ASLO will lead with SG as the conference planner. 14 of 15 voting members responded. 13 voted to support, 1 abstention approved. Motion carries.**
 - **Colden is point of contact between ASLO-SG-USU. Emily suggests that the 3 presidents always be involved in the communication: Past, Current, Elect.**
 - **Next action: Colden will send an email to ASLO executive director to get a list of issues that will be coming up at the Madison 2020 joint meeting with ASLO and past-president can inform Elections and Place of issues they need to weigh in on.**
 - e. JASM 2022 - need to review and decide whether we are ready to sign MOU.
 - [Most recent draft MOU](#) from Nov CASS call

- **Next action: Emily will be sure to talk with CASS to finalize the JASM MOU and get FWS signed-on.**
- Michelle was the JASM representative. She notes that they need a lead society before any other decisions can be made. Once a lead society is identified then earnest money may or may not be needed. Then a venue will be selected.
- Jen asked how much AFS members vs SFS are predicted to participate. Michelle thought it would be about the same number.
- Election and Place want to make sure our members get credit as SFS members and make sure they sign up as SFS members. Michelle only needs Elections and Place to say they approve the MOU.
- Walter notes that AFS could cause registration to go too high and need to make sure student registration, in particular, does not increase.
- **Next action: Joy will send Emily a list of SFS-specific agenda items for JASM 2020 and that information needs to go into MOU that will be reviewed by Elections and Place.**
- **Next action: Emily will remind Elections and Place that 2021 place needs to be decided.**
- Is a BOD vote required? Yes, there will be an email vote on the MOU that is approved by Elections and Place sent by Amy after the holidays.
- **Next action: Andy asks if SFS would consider a second meeting: joint + regular meeting and this requires more discussion. This will be for a later date.**
- From Nov Ex Comm Agenda: from CASS, DRAFT [JASM MOU](#) and [Implementation Plan](#).

- Finance committee (Kim)

We discussed the idea of supporting the International Member attendance at the BOD meeting, for the following reasons:

1. the International Member serves to further our Strategic Plan, which calls for a higher international profile for SFS;
2. the International Member has an inherently high travel costs for attendance at the BOD meeting each year

Therefore the Finance Committee recommends we reimburse the costs of the International Member on the BOD for annual meeting attendance. That expense would be approximately \$3,000/yr. **If the BOD approves the recommendation**, we could add guidance to our operations manual to that effect.

BOD support for international delegate annual meeting expenses

- **SFS Accountant suggested that the BOD be supported to attend the annual meeting. See the above link to the associated costs.**

- A recommendation was made to approve support for international member. BOD is asked to vote on this. Angus notes that it could help support future international participation. Angus suggests SFS pay for airfare only.
- Next action: Amy and Andy will add the process for reimbursement to the Operations manual and it will be an offer but not a requirement.
- Several BOD members suggested that requests be taken on an as-need basis by other BOD members to accommodate the participation of a more diverse representation (e.g. those living farther from the venue, have fewer internal/external funds for travel)
- **Kim makes a motion to provide reimbursement for attendance at the annual meeting for the BOD International Delegate. All in favor. Stuart and Angus abstained. Motion carries.**
- Next action: Long range planning committee will take- up the issue of providing financial need to other BOD members on an as-need basis as part of a larger initiative for proposal submittal processes.

The Finance Committee also discussed supporting the entire BOD and we believe that at this time it would be unwise to commit to another new unfunded expense. There is no revenue stream to fund the entire BOD member attendance at the annual meeting. It would have to be paid for directly from our reserve account. The cost for supporting all members attendance would be substantial (up to \$36,000; [see attached spreadsheet](#)). We have just committed to funding the cost of the new Executive Director for 3 years, and we believe that we should adjust to that cost before committing to paying up to \$36,000 annually for the BOD attendance at the annual meeting.

- **Taxonomic certification program requested \$9,650 for testing centers, website, and chironomid imaging data. The Finance committee asks the BOD to approve the funds. Emily asks that SFS branding is clear on the website.**

\$6,200 for improving the website at Stroud

\$2,476 to improve the chironomid image library

\$974 to support 2018 meeting attendance by TCP coordinator

\$9,650 total

- Kim also has suggested SFS branding is included in pamphlet and that SFS members have the pamphlet and provide text that supports the certification via SFS
- How do costs for web updates compare to SFS web costs? No one really knows.
- **Kim made a motion to approve the request from the TCP for \$9650 for website improvements, chironomid image library, and meeting travel expenses for the TCP coordinator. All approved and the motion carries.**

Financial disclosure

- Three years federal and Illinois form 1990 will be posted on the public pages of the updated website and post 3 years of financial statements and treasurer support will be posted behind a members-only wall.
- Executive Director report (Andy)
 - a. Update on operations manual revision

Working on updating the by-laws and operations manual.

See complete report here: [Slides here](#)
 - b. Annual meeting
 - **Kim asks if Andy will help with media at the next annual meeting.**
 - **Andy notes that local person would be better for local media because it requires that connection.**
 - **Ayesha (PIP chair) will identify an FWS member to liaise with local media person for the Detroit meeting.**
- PIP (Ayesha/Eric)
 - a. Email service provider: I put together a [summary of options](#) and we recommend Mailchimp
 - **Easier to use and cost is reasonable**
 - **Mike notes that regular payment should be a line-item so it can be separate from the**
 - **Jen moves that the Mail Chimp be added as a 30\$/month line item to the budget. All in favor and the motion carries.**
 - **Next action. Ayesha and Mike Swift will work with setting up the line-item cost.**
 - **Andy likes the ease of customization and is supportive of the motion.**
 - b. Posting political content to social media. PIP produced an [internal document](#) last year to give us some guidelines about social media use
 - **Items that have caused some concern is policy information coming through CASS and out through SFS Twitter.**
 - **Emily suggests that Science Advisory committee approve statements that come through SFS network and be reviewed prior SFS position.**
 - **Concerns from members: encouraging members to make a political stance on a position, for example, the graduate student tax issue.**
 - **Jen suggests continuing to put information out but more careful in taking a stand so that advocating for a particular stance for our members without a committee approval statement.**
 - **Colden notes that some issues that are outside of freshwater, but linked to science, could make it more complicated**
 - **Emily suggests a policy issue or policy round-up as a newsletter that could be communicated via John Olson. Ayesha will contact John Olson (SPC-PIP liaison) to identify the way to communicate relevant policy issues.**
 - **Consider passing along information across the societies.**

- **Stuart asks who determines if the policy is an information pass-through or a positional stance. That is the role of the science and policy for approval. If the item is not positional, then dissemination needs to be frequent and in-bulk. Amy notes that on Twitter that becomes difficult.**
 - **Asheya also notes that if it is an international issue then this becomes more challenging. Next action: Andy will engage with Ayesha and PIP to update the operations manual from both international engagement and policy issues as information only. Colden suggests that Mike Paul or a representative from the science advisory committee also be involved.**
- c. Update on website progress - Update on website progress - “the critical pages and content of the website are almost complete and ready for staging. I anticipate having all content transferred and ready in about a week. One final piece will be training Ross (*In the Drift*) and other contributors (e.g., Keysa on classifieds section) on how to add/edit pages to their respective sections. At this point, the ball is in USU's court to get systems in place for launching the website and integrating membership management.”
- **Website can be launched if USU can leave their members-only page as a separate log-on.**
 - a. **Joy can use USU members-only page where interface with members and website occurs.**
 - b. **Committees can update the rest of the website on Drupal CMS**
 - c. **Basically, the membership-only will require a separate login to the membership registration but the same login info can be used. Same email in membership and members-only page.**
 - d. **Single-sign on for members only but cost 6K instead of 25K**
 - e. **Next action: Joy will contact Ryan about keeping the members-only and registration logins separate to save a lot of money and then make a recommendation to the BOD committee.**
- Pubcomm (new chair, Michelle Baker) - Searching for a new editor for FWS
 - A. [Draft process for recruiting a new editor](#)
 - B. [Draft ad - FWS Editor](#)
 - C. For convenience/background - [Pam's Resignation Letter](#) - [Distinguished Service Award Letter](#) - [Input/advice from Irwin](#) via email on editor search
 - **Irwin is supportive of the change in dues based on the fee restructuring**
 - **Michelle ask that Irwin be voting member if needed to break a tie**
 - **Person in place by Detroit meeting**
 - **Michelle will provide ExComm monthly update.**
 - **Finalists will participate in BOD meeting. Jen asks if there are any of the Editorial Board members interested. Self-nominations should be encouraged and that the process will be done before the annual meeting.**

- Stuart notes that aquatic sciences cherry-picked from past editorial board and it maximizes the likelihood that someone will agree to take the position.
 - Mike suggests that remote interviews be used.
 - Colden thanks Michelle for taking the lead in working with PubComm.
 - Emily asks what the compensation should be and they also hire someone to help the Editor with technical issues. Michelle will get Pam's compensation number and work with the hiring committee and finance committee to suggest compensation.
 - University of Chicago will be contacted next by Michelle.
 - Next action: BOD provides input on the FWS Editor advertisement after the ad-hoc committee works with Michelle Baker to draft it.
- Long-range planning committee (Steve)
 - a. LRPC has recommended funding for AQUATROP - [see email from Nick Aumen](#) with proposed budget for Strategic Funds request. **BOD VOTE NEEDED** to approve this expenditure.
 - LRPC approved 1/3 of requested
 - 5K left in budget
 - **Steve Thomas moves to approve the recommended funding for Aquatrop. All in favor. Motion carries.**
 1. Colden notes that he committed up to an additional 10K from presidential discretionary funds that match LRCP
 2. Any additional funds will need to be reported on.
 3. Angus notes that this is the part of the international strategic goals by SFS
 - b. BOD also voted via email to approve the Leaf Pack workshop request - [confirmed on 17 Oct.](#)
 - Bern Sweeney has requested Strategic Plan funds to repeat for the 2018 Detroit meeting the successful Leaf Pack workshop they held before the Raleigh 2017 meeting. I'm attaching the combined report on 2017 and proposal for 2018. The LRPC has reviewed this proposal and is in very strong support to fund the workshop this year.
 - **Amy made a motion to support funding the LeafPack workshop with Strategic Funds on October 20. BOD supported unanimously 14/14 members. Motion carries.**
 - c. Committee held back about \$5K for any new proposals that might come in, but if they do not, we would lean toward giving those funds to AQUATROP.
 - d. Discussion needed - whether a fund to support international scientists fits into the LRPC or would be better served by a separate funding program.
 - e. LRPC plans to have a formal RFP for all fund requests in the future - will be ready for discussion at March BOD.

Next actions: LRPC will engage with the International committee and Angus to identify a process for funding international travel support that also includes a more formal RFP on a formal process that is distributed broadly for funding various strategic goals.

- **LRPC will develop 2 dates to send it proposals to begin a more formal submittal process and some text to be presented no later than the next BOD. Next action: Nick Aumen and Amy are going to integrate LRPC RFP process into the modular operations manual.**

- Early Career committee (Natalie)
 - a. Early Career survey report - [Final Report](#) - [Early Career Survey Data](#) - [Early Career Survey Data CONDENSED](#)
 - The key questions from the BOD following the 2017 meeting included:
 1. Would Early Career (EC) members be interested in an international meeting location? Or would cost or travel restrictions be too prohibitive?
 - a. **Cost is an important factor but there is also interest in international meetings.**
 - b. **International meeting could be reduced at a University, chose a cheaper location.**
 2. Meeting location is important. Does this mean people like fun/good locations, or does it mean cheap locations are important?
 - a. **More senior early career felt location was more important, while cost was more important for earlier-early career.**
 3. What are the most important perceived benefits by time-since-degree?
 - a. **Although not supported by strong statistical support: registration cost, meeting theme, and co-worker attendance were important.**
 - b. **Time commitment and location were more important to more senior EC.**
 - c. **Travel grants and web resources were more important for earlier EC members.**
 4. Given the survey results, what should the SFS Strategic Plan address to ensure that the needs of EC members are met?
 - a. **Reduce Cost**
 - b. **EC events-only**
 - c. **Improve networking**
 - d. **Tiered mentoring program (Established-EC-graduate-undergraduate)**
 - e. **Bring in an international member (probably a good idea for all committees)**

Fellows may be able to engage with the EC as mentors. Walter notes that there is an attempt to bring younger people into the group and a proposal to do an early career panel.
 - b. Travel awards for Early Career members

- **BOD in Raleigh had a conversation about funding EC via endowment or some way to help defray costs. An action item was to address this and Amy asks for suggestions.**
- **Jen suggests that the travel come with some kind of leadership role that can be coupled**
 1. **Next actions: the process and funding source of funding is needed**
 - a. **Endowment and financial committee will report on expenditures and available funds to support EC**
 - b. **Next action: Natalie will work with Steve Thomas and LRPC to draft process for submitting the proposals and financial options for supporting this EC travel support initiative.**
 - c. **Joy suggests that USU can add a check-box to pay for membership/registration for another member. Kim notes that there could be a lag-time. This will be discussed at another time. Jen suggests this should be a separate issue from the endowment side.**
 - d. **Past next action: report on membership payment for services like In the Drift.**

Old Business:

- Bylaws revisions - (Amy)
 - a. Loyola approved our bylaws revisions on [12/8! Email](#) - See [final version with all edits accepted](#) and [list of changes](#)
 - b. Key final change - structure and representation of Education and Diversity committee on BOD, would now include PUI.
 - c. **BOD VOTE NEEDED** to approve these changes
 - **Education committee and PUI with Inclusivity and Diversity have agreed that PUI is part of Education Committee similar to PubComm and many dynamic sub-committee are adapted.**
 - **Desire for Education and Diversity to be represented on the BOD just like Publication committee, etc**
 - **Committee will come up with a proposal for delegate selection.**
 - **Emily moves to approve the by-laws with the edition of the Education and Diversity committee that is from the restructuring of the committees including a representative to the BOD. Unanimous. Motion carries.**
 - **These by-law revisions will be voted on at the Detroit meeting**
 - d. Next step - society vote at Detroit meeting
- USU contract revisions (Colden)
 1. [addendum](#) signed and returned to USU 11/2
 2. Discuss [contract 2021-2023](#)
 3. **BOD VOTE NEEDED** to approve this contract

- **Colden moves to approve USU contract after Joy adds language that USU is still working with SFS on the membership-specific needs during joint society meetings. Contract dates go from 2021 to 2024 because USU knows they will be working on the 2024 with ASLO. Noting that the 2022 is the joint meeting that USU may or may not be a part of. All in favor. Motion carries.**
- **Colden will work with Joy to finalize the final, final wording for the contract.**
- Code of conduct - committee update (Steve)
 - a. For reference - [Annual Meeting Code of conduct](#)
 - **Steve notes that the entire AGU code of conduct was approved by lawyers.**
 - **He suggests adopting the code of conduct by AGU that also includes consequences.**
 - **Jen asks if this got feedback from Student Resources Committee.**
 - **Steve notes that EC and SRC folks have been involved.**
 - **Left it at process of reporting but the no consequences associated**
 - **Next action: Steve Thomas will bring recommendation for code of conduct to ExComm that will also include a conversation of the process for legal review.**
 - **Joy notes that it is on the registration form now but that is the code that doesn't have any actions following an offense.**

Colden Motion to adjourn. 3:34pm CST

Other ongoing items - to discuss at upcoming ExComm or BOD meetings

On Deck for Jan/Feb Ex comm and March BOD - a comprehensive discussion of membership needs, recruiting and retention, including linking membership to meeting registration and abstract submission; benefits of SFS membership; broadening our membership base; outreach and advocacy; what else? Perhaps this should be taken on by an ad-hoc committee to work with Andy?

Working on a replacement for Chapter coordinator - Colden has been reaching out to individual chapters

Newsletter - Pubcomm and BoD still need to discuss what they want from the newsletter.

Succession planning for (1) Finance Chair and Treasurer; (2) Sponsorship and Development chairs

Need a discussion of what positions are financially supported in the society, and how to insure comparability/prioritization - (e.g., newsletter, officers, journal, website, etc).

Need to revisit archiving initiative - consider archiving hard-copy material - process for collecting, scanning and storing?

Follow up on fee restructure - BOD voted to approve in Sept, need to confirm that fee structure is okay for journal with Irwin. Michelle is leading this as PubComm chair.

Awards nominations - follow up to confirm that web portal is working as planned. Deadline of Award of Excellence, Distinguished Service, Environmental Stewardship and Hynes award will be March 15 this year. Jen is leading this as Awards chair