

Society for Freshwater Science

Board of Directors meeting

Sept 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
Todd Royer-Vice President Elect
Mike Swift-Treasurer
Kim Haag-Financial Committee Chair
Sally Entrekin-Secretary
Stuart Findlay-Non-academic representative
Walter Dodds-Academic representative
Chuck Hawkins-Publications Committee Chair

Invited guests: Ryan Hill (Webmaster), Ayesha Burdett (PIP Committee), Jeff Muehlbauer (Constitutional Revisions Committee Chair), Nick Aumen (Long Range Planning Committee), Joy Brisighella (USU)

Next Actions

USU Contract

Colden and Amy may contact BOD to consider or vote via email between now and Dec BOD on the USU contract.

Upcoming meetings

Emily suggests another conversation with the Annual Meetings sub-committee to ensure proper registration and input on hotel bookings.

Joy will send the final annual meeting report from Angie to the BOD and the elections and place committee. Joy suggests that it will go out the week of September 18th.

BOD suggests more names for SLC local committee and arrangements and send to Todd and Jen. Consider soliciting help from members that worked on the Inclusivity and Diversity committees in Raleigh.

Chuck will pass on the old logo and submitted logos that didn't make the first cut to Jen and Todd as possible 2019 logos.

Joy will contact Jen and Todd to work on local arrangements.

Jen will call Chuck for advice on meeting planning and will be sure to include Joy in the calls with USU.

Elections and Place committee should be reviewing the meeting vendors proposals for Madison 2020. BOD will need to vote on Madison 2020 vendor selection - it might need to happen via email before the Dec BOD meeting.

Membership fee structure

Emily moves to approve the membership fee structure as presented by Kim and Peter. All in favor with one abstention (Kim). Membership will vote on the change at the 2018 annual meeting. Chuck will contact Irwin as Pubcomm Chair to review proposal for income-based fee structure changes before it goes public members.

Code of Conduct

Amy will work with Steve and the Code of Conduct committee to get feedback and advice on what should be included.

Logo/Website

Board will review the final 3 logos before they are provided to the SFS membership for a vote on the final.

Amy will arrange for the SFS Committee chairs to work with Ryan to decide on web material that should be archived vs highlighted on the new website.

New Action: Amy will work on Website with Ryan as the Primary issue for the October meeting to make sure the discussion can move forward about content migration.

Executive Director Duties

BOD send direct edits on ED scope of work to Colden, Sally, and Amy. Get those edits to the committee by the end of September.

Sally will revise per edits (Kim's received) and add a mission statement taken from the Ad and then send on to Colden and Amy for final review and edits.

Current requests for strategic and discretionary funds

Mike and the finance committee will lead and develop a broader discussion and report that examines who gets paid to do what by SFS funds.

Need LRPC feedback on the Congress Aquatrop conference (formerly Macrolatinos workshop) and then consider if BOD needs to vote-only if the funds come from strategic planning account.

Sally will review the meeting notes that have the LRPC process for proposal review.

Kim will look through her notes to find the LRPC proposal review process.

Nick and LRPC will review and recommend edits to the LRPC proposal process.

Amy and Steve will integrate the process for funding requests via LRPC during the fall revision of the Operations manual.

Motions

Approve past meeting notes. Unanimous support.

Mike moves to approve the membership fee structure as presented by Kim and Peter. All in favor with one abstention (Kim). Membership will vote on the change at the 2018 annual meeting.

Emily moves to let the artists give modification to logos, then circulate to BOD to approve, and then allow membership to vote for 1 of 3 logos. All in favor. Chuck abstains.

Emily moves to support Checo Colon-Gaud request for funds to the SACNAS meeting. All in favor.

Meeting Notes

Approve minutes from Raleigh BOD meetings - 1. [Annual meeting](#) - 2. [New BOD meeting](#)

- Amy moves to approve the annual meeting notes, Emily moves to approve. Unanimous.
- Amy moves to approve the New BOD meeting notes, Emily moves to approve. Unanimous.

Quick updates (important context for discussions to follow):

USU update - Angie has taken another position at USU - Joy, who will be joining the call, is taking back over as our primary contact through 2020. Working on revisions of contract. **Next action: may need BOD to consider or vote via email between now and Dec BOD on the USU contract.**

Successful conclusion to Executive Director search - Andy Leidolf will transition into this role between now and the end of this year, formally assuming the position Jan 1, 2018. (currently on vacation) - **More discussion on what this will look like later.**

Committee Reports:

- **Meeting updates (2 minutes each!)**

Raleigh 2017 (Joy, Emily) - [Draft meeting report](#)

- See major points in Angie's preliminary report.: financial damages were mitigated and how was explained in the report. A main point was younger members' book rooms differently. Some discussion may be needed to find a creative solution.
- Emily notes that need to make sure that you can't get a member registration rate without it being automatic. Joy mentions that increased membership numbers have just been entered.
- Kyle Downs, Michael Burton (USU) are converting to the new membership system. Automatic memberships with registration are built into the new software. This new system (or updated system) will be rolled out in November 2017.
- **Next action: Emily suggests another conversation with the Annual Meetings sub-committee to ensure proper registration and input on hotel bookings.**
- Stream cleaning for grad students was great and the diversity workshop was appreciated.
- **Next Action: Joy will send the final annual meeting report from Angie to the BOD and the elections and place committee. Joy suggests that it will go out the week of September 18th.**
- Joy mentions that every year things change in how the meeting hotel rooms are allocated. Each year, the numbers of government rate rooms are picked up. Currently at 33% of rooms booked have government rate. Joy says they review the data from the room bookings from the prior year before booking for the next meeting. Mike mentions that many of us switched from regular to government rates to get a better rate at the hotels USU reserved.
- Walter mentioned the issue of 3rd party vendors and is there a way to get "Lowest Rate Guarantee" in the contract. So, channels to websites like Travelocity have to be turned off during that event.

Detroit 2018 (Colden)

- Plenaries 3 to 4 are scheduled and R savvy folks are working on scheduling application.

Salt Lake City 2019 (Jen)

- Amy, Todd, and Jen worked through the conference document. Have a list of local arrangement chairs and co-chairs. Next Action: BOD suggest more names for local committee and arrangements send to Todd and Jen. Consider soliciting help from Checo Colon-Gaud on the diversity committee. Michelle Baker is working on the Plenary. Jen introduced herself to Joy to make sure they can engage. Next Action: Joy will contact Jen and Todd to work on local arrangements.
- Next action: Chuck is happy to pass on the old logo and submitted logos that didn't make the first cut to Jen and Todd as possible 2019 logos.
- Next action: Jen will call Chuck for advice on meeting planning and will be sure to include Joy in the calls with USU.

Madison 2020 –

- Colden discussed with ASLO leadership in late August the Madison meeting.
- Society Boards are considering the proposals from USU and Schneider group.
- Next action: Elections and Place committee should be reviewing the meeting vendors proposals for Madison 2020
- BOD will need to vote on Madison 2020 vendor selection - it might need to happen via email before the Dec BOD meeting.
- ASLO is also interested in 2021 Winter International meeting. Both Boards need to entertain venues for that meeting. ASLO leadership is likely to lean towards European. If SFS leads, then we could head up an AustralAsia meeting. *Follow up on this in December or March.*

JASM 2022 - no need to appoint ad hoc committee until MOU signed and CASS decides who will be lead society. Table until Dec BOD meeting at earliest. Michelle Baker is working on the MOU and is still being drafted. Not sure who the lead society will be. Once that is decided on then it can move forward.

International meetings - Macrolatinos, other opportunities (Colden).

No update. Still have plans for Macrolatinos meeting.

- **Finance committee (Kim) - update on the 2017 budget, proposed 2018 budget, results of discussion of income-based dues structure.**

2017-2018 Budget Projection

- On track to have income over expenses. Pretty close to projections.

Income-Based Dues Projection

- Peter Levi analysis conducted an income-based analysis for membership dues. The BOD voted on this analysis in principal but had not yet approved the fee structure. Emily notes that it's important to note how this could affect cost of journal access. Need to remind people that it will raise dues for a number of regular members. Chuck suggests might make extra 5K and Kim says there are too many unknowns because of member –self reporting. Kim does not think it is worth taking the risk. Emily is making the point that only pay membership because PUI and EC do not pay a fair price. Jen points out that this is an experiment around what larger, more successful societies are doing. Colden notes that it is the right thing to do regardless of the financial consequences. Mike suggests it is

a false assumption that having an income-based fee structure is a solution to membership recruitment and retention.

- Next action: Chuck will contact Irwin as Pubcomm Chair to review proposal for income-based fee structure changes before it goes public members.
- **Motion: Mike moves to approve the membership fee structure as presented by Kim and Peter. All in favor with one abstention (Kim). Membership will vote on the change at the 2018 annual meeting.**
- Emily suggests a pop-up survey that is associated with membership. Would you tell us if you would approve the income-based fee structure?
- Joy says need restructuring in membership data and will have a different membership tracking. Emily notes that can still have career stage. Add sub-categories. ESA does do this kind of income level.

Old Business:

- **Code of conduct - committee update (Steve).**
 - Ad-hoc committee has not met as a committee since Raleigh. Need to talk to a Lawyer retained about reporting and consequences for misconduct. Next action: Amy will work with Steve and the Code of Conduct committee to get feedback and advice from Loyola Law Clinic on what should be included. BOD mentions that no one mentioned or complained about the Code of Conduct form.
- **Bylaws revisions - (Amy)**
 - CRC, led by Jeff Muehlbauer, has made a heroic effort to lead the revision of SFS bylaws. See [revised bylaws with track changes](#) and [list of changes](#).
 - Working on final language for Early Career and revision of Student Resources committee text.
 - Loyola law clinic is ready to review bylaws. Are there any additions that could happen while it is under review? No suggestions were made.
 - Suggestions/discussion of final changes to make? Email voting did go through by-laws revisions via Loyola. Nick mentions to make sure that email voting is acceptable.

- **SFS Website Redesign and Logo Contest - updates (Chuck and Ryan)**

- [Update from the website redesign committee](#)

- 54 reasonably distinct logos from 29 individuals
 - logos were reviewed and have submitted 3 candidate logos for discussion
 - PubComm would like the BoD to provide a narrative for the goal of the logo.
 - PubComm narrowed down logos to 6 and provided 3 different logos
 - i. Realistic images (a river runs through)
 - ii. Abstract

- **SFS Website Redesign and Logo Contest - updates (Chuck and Ryan)**

- a. [Update from the website redesign committee](#)

- [Logo Redesign Contest Report](#) –

- Note from Chuck: we intentionally anonymized the 3 submissions we advanced to the Board. Some Board members may be aware of who authored one or more of the

submissions but in the spirit of being as objective as possible, we ask that no one reveal names (if they know)

Discussion on how to move forward with logo design choice:

- Board decision? Considerably discussion on if it is the Board Decision to pick the final logos. If the board wants to see all 6 or 12 but then what? Let the committee decide but let the board see the other logos. BOD should vote on the logos. Ayesha and Ryan will weigh in: Ryan thinks we need to let the membership to vote. Ayesha is worried about sending out the original logos but first asks for the recommendations for at least two of them and then put them up for a vote. Give the artists a chance to revise for logos one and 3. Then the board can vote on the other versions. Need to make sure when the transfer occurs then the society can do whatever they want with the logos.
- Colden suggests a full-on membership vote.
- **Motion by Emily to let the artists give modification to logos, then circulate to BOD to approve, and then allow membership to be told that we have 3 logos up for a society vote. Unanimous. Chuck abstains.**
- Next action: BOD will vote via email for logo approvals.
- Motion: 1. Clean up the logos 2 and 3, send out to membership to vote.
- Ryan, giving an update but can't understand him. Pull salient points from the report. Material transferred from the old website to new is starting to happen. He needs to know what the critical information is for the current website. July email conversation requested that PIP work on page that describes benefits of membership. PIP is reviewing other society benefits. Ryan suggests that the Pubcomm will work with the committee chairs and decide on how much material will be transferred vs archived.
- Amy will arrange for the SFS Committee chairs to work with Ryan to decide on web material that should be archived vs highlighted on the new website.
- Nov. 1st deadline (when membership is due) will be met for the new membership module. So, no absolute date for the new website.
- New Action: Amy will work on Website with Ryan as the Primary issue for the October meeting to make sure the discussion can move forward about content migration.

New Business:

- **Defining Executive Director role (Sally, Amy, Colden)**
 - [Proposed scope of work for Year 1](#)
 - Discussion: strawman for the content of a contract. Colden notes that more stream-lining is needed. Colden would like archiving work done but not sure that is a high priority. Missing items? Jen thinks at this point let Andy get a sense of what the duties are and then see how he feels about the list.
 - Andy will be on the next ExComm in October. Emily suggests a mission statement so that he feels like he is being true to that particular mission: memory of the society, financial support, and something else. But do need to have a clear scope of work.
 - Mike suggests that the details for covering VP and P are covered. First year, transition in partnership with Amy. Her point is to try to figure out why members aren't renewing, etc.

Walter thinks solicit some input from other VP and VP's. This list was from all meeting notes from the last 2 years along with the reports and then finally from the ad.

- Stuart disagrees and thinks that cookbook duties make sense to streamline management and be more efficient. Emily suggests that this is only for year 1. First few months, take a dive into the organizational operations and then let him figure it out.
 - Colden suggests a combined approach: provide a bulleted list of duties and provide time for the 360degree familiarization period.
 - Walter highlights that financial stability is a part of the position.
 - New action: BOD send direct edits to Colden, Sally, Amy. Get those edits to the committee by the end of September.
 - Next Action: Sally will revise per edits and add a mission statement taken from the Ad and then send on to Colden and Amy for final review and edits.
 - Need to balance priorities, times, and extent of prescription based on role as an independent contractor - see [final offer letter](#)
 - For background and context - See "laundry" [list of possible Exec Dire duties](#) compiled from ad and our meeting notes over the past year, [current duties of VP, Secretary, Treasurer](#), [SFS Exec Director cost/benefit report](#) and [Exec Director Advertisement](#)
- **Current requests for strategic and discretionary funds - how to do the most good? (Colden)**
 - [Summary of current opportunities](#)
 - Email based vote on the Southeast Asia workshop. Emily is concerned about the investment. Colden says proposers pay their own way and funds support travel. The ask was 18K. Colden agrees and recommends to LRPC and considers funding half and use 3k from presidential fund because of international agenda. More discussion on how to fund the request. LRPC is still reviewing. Need LRPC feedback on the Congress Aquatrop conference (formerly Macrolatinos workshop) and then consider if BOD needs to vote-only if the funds come from strategic planning account.
 - Next action: Kim will look through her notes to find the LRPC proposal review process.
 - Next actions: Nick and LRPC will review and recommend edits to the LRPC proposal process.
 - Next action: Amy and Steve will integrate the process for funding requests via LRPC during the fall revision of the Operations manual.
 - Colden asks to look through these. The issue is that a large portion of the funds from the strategic funds are allocated. Is this approach too risky? What is the precedence of requesting more funds than available from the
 - Recurring: Instars, leaf pack but at any point someone can submit a proposal. Kim notes that the LRPC used to use a process. Presidential discretionary has historically been a rolling ask. Nick notes that there should be some consideration of recurring funds that may inhibit spending on innovative projects. Some presidential funds get spent by 2 presidents, so correspondence and collaboration between current and elect is needed.
 - Chuck notes that some editors get paid and other does not. This issue needs more discussion. Next action: Mike and the finance committee will lead and develop a broader discussion and report that examines who gets paid to do what by SFS funds.

- Does the BOD need to vote on opportunities funded by LRCP? Mike says yes. Presidential discretionary money can be allocated without BOD votes.
- Jen asks about Process? Is this an RFP opportunity and people responding to a deadline? Colden responds that it is on-going and rolling. Need to be vetted by the long-range planning committee. Each is voted on by the BOD before funding has been granted. Nothing in the operations manual or that the decision is voted on.
- Kim and Mike are proposing to allocate 25k for strategic plan and 25k for presidential discretionary funds. The meeting funds will go into the savings account and be used as needed.
- Emily moves to support Checo Colon-Gaud request for funds to the SACNAS meeting. All in favor.

Motion to Adjourn by Emily at 3:33 pm CST

Quick Updates (no discussion needed or nothing really new to report):

Good action and progress on our own and in cooperation with CASS on WOTUS (Can read the letters here: [SFS letter](#) -- [CASS letter](#)).

DDIG initiatives seem DOA based on conversations with ESA leadership following their meeting last month. If BOD has any suggestions/ideas on this, please share with Colden offline.

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

Working on a replacement for Chapter coordinator - no progress to report yet

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

Organization and future of PUI committee - conversation ongoing.

Early Career survey draft report is still in progress - goal is to discuss in Dec BOD meeting.