



NOTES-Approved by Committee

Executive Committee Meeting, July 14, 2016

Attendees: Emily Bernhardt, Matt Whiles, Colden Baxter, Steve Thomas, Emma Rosi-Marshall, Amy Marcarelli, Mike Swift, Sally Entekin

Meeting notes are bolded.

Summary of next action items:

Recurring:

- Code of Conduct & Grievance Procedures (Steve, Joanna and Petra)
- Executive Director committee presentation (Dave Strayer lead)

BOD:

- o Approve June minutes
- o Review code of conduct and grievances procedures
- o Discuss SFS Executive Director as a new position and their duties
- o Retention of Early Career and Primarily Undergraduate Institutions. Two issues: extending definition of Early Career and the other of salary-based. Use some examples of other societies and use ESA as a model. Prioritize: Register for the early-career mixer with a fee (young professionals) that will not require a by-laws change
- o Some discussion on how to make SFS more appealing for international members and how to grow international involvement - December 14th meeting.

ExComm:

- o Discuss process for designing and voting on a new SFS logo design. Proposals during July ExComm: examples that are generated by graphic designers along with the current logo. Need to read the by-laws to guide procedure and may be have some webpage where new logos are posted.
- o Need to address the questions and survey approach to identify added member services for EC members. This could include context for the EC webpage.
- o Continued discussion on how to streamline bylaws for committee assignments.

Updated Action Items from June BOD call

- Get the website Ad Hoc committee started. Chuck will send a couple of bullet points to ask chosen people to serve on the committee
 - Steve has asked each committee to appoint a member to serve on this advisory committee, we will also ask the ad hoc PUI and Early Career committees to appoint a member*
 - · Steve Thomas will make sure he contacts Emma Rosi-Marshall for the by-laws that will be shared with BoD. Thomas - *This is in progress - still having a hard time finding the most recent and most complete version*
 - Operations manual updated by Emily Bernhardt and Colden Baxter will be sent to BoD
 - Updated operations manual has been sent to all committee chairs and provided to Ryan Hill who will post on the website - this needs to be in a more obvious location*
 - Discussion: Steve is not able to find this on the website. Operations Manuel is a working document, so no point in putting a link. Could put one up each year...living document. Some discussion about putting it on the web. Good if a version is available and just stated that it is working.**
 - Steve Thomas will send Committee member Roster to BoD and all committee members
 - Action completed - list is [here](#), still waiting for Ryan Hill to update website*
 - Angus Webb will update the board on what Bunn is thinking and have more information on international meeting - *will discuss at next BOD meeting, Colden & Angus have discussed*
- Still moving along.**
- Make sure we (BoD) talk more about the New Fellows selection process for who and how they will be celebrated
 - See below*

JUNE 2016 AGENDA

I, Consent Agenda (Steve Thomas) - call for approval

1. Approval of minutes of June BOD call
 - **Unanimous approval of April ExComm minutes. BOD June meetings will be voted to approve by BOD in September (Motion: Whiles, Second: Baxter)**
2. Approval of \$2000 fund request from Mark Wetzel ([see email](#)) to complete the process of digitizing and archiving all of the literature review efforts currently existing only in paper form by the SFS Literature Review Committee. This proposal was unanimously supported by the SFS Publications Committee.
 - **The funds could come from the Presidential Discretionary pool or the Strategic Plan budget. It is not clear if the Executive committee can approve spending. Next Action: Board of Director's will be contacted via email to vote on Mark Wetzel's request OR this will be an agenda item in September. (Motion to get approval to get a BOD vote on this was made by E. Bernhardt and second by M. Whiles).**

II, Updates (discussion not really needed at this point - brief announcements w/ links)

1. 2017 ESA award will be awarded posthumously to David Lenat - [decision letter from chair, Michelle Hornberger](#)
2. SFS Statement on US EPA and USGS technical memorandum on [Protecting Aquatic Life from effects of Hydrologic Alteration](#)
3. SFS 2016 Presentation award winner letters sent by ESB on 14 July ([list of winners](#))
4. Website redesign progress - [timeline from Chuck](#) (Steve Thomas)

- a. Advisory committee appointees being sought
- 5. Ad Hoc PUI Committee Progress - (*Emily Bernhardt*)
 - a. [Email](#) from *Elizabeth Sudduth*, committee chair
 - **Update by Emily Bernhardt: PUI Committee is seeking volunteers. So far there is a group of more than 15 people. They had considered forming a chapter, but are reconsidering their options because chapters have dues.**
 - **They are currently working on organizing several social events for the next meeting. A future discussion is how to accommodate groups that want to organize and have events, but have limited options for generating revenue.**
 - b.
- 6. Meeting Updates
 - a. SFS 2016 in Sacramento, updated numbers (Matt Whiles)
 - **Matt Whiles talked to Joy B and she indicated that the numbers had not changed since last ExComm meeting. They are waiting on invoices to finalize numbers. To date, the meeting was 17k in black. SFS 2016 had the most attendees as a stand-alone SFS meeting. Some discussion on the 5K from USGS that had not been approved but was probably included in the 17K estimate of revenue generated by the meeting.**
 - b. SFS 2017 in Raleigh, committee progress (Emily Bernhardt)
 - i. Burial of special session call and need for submission portal
 - **Special session announcement out. Meeting website is live. On track...**
 - c. SFS 2018 in Detroit (Colden Baxter)
 - **Colden/Amy: Donna Kashian co-chair and local organizer. 4 other folks will help organize. Al Steinman, Laura Craig, Dave Janetski. Need one other main co-chair. Want to not make it totally lake-centric because IAGLER will be the next week. Connections will be the theme.**
 - d. Potential for Brisbane meeting (Colden, anything to report?)
 - **Got a proposal and it was posted to a dropbox (?) that outlines the rationale and possibility for a joint meeting with ASLO and partner with Austro-Asia and NZ societies. Combine with SIL as Colden will be involved with the Brisbane meeting.**

III. Discussion Items

- 7. Update on SFS / ASLO Leadership discussion (Emily and Steve)
 - a. opinions of Executive committee on the possibility of having joint meetings every 4 years (initiating cycle with our first joint meeting in 2020)
 - **SFS/ASLO joint meetings that occur every 4 years were discussed. ASLO is enthusiastic. SFS would join ASLO every 2nd time ASLO has their freshwater conference. This will be an on-going discussion. ASLO board in enthusiastic. 2020 is Madison, WI; therefore, need to get the ball rolling to make this happen.**
 - **M. Baker is the CASS representative working with ASLO on the larger joint meeting initiative.**
 - **There was discussion of the JASM success: more people identified with SFS. JASM generated 120K in SFS revenue.**
 - **Discussed possibility to allow people to have joint membership. Membership could be coordinated with ASLO to maximize membership for both societies. Data are needed to identify how many people identify with either or both of these societies.**
 - b. Joint development of code of conduct and grievance procedures

- **Next action: to review code of conduct and grievances procedures for August BOD.**
 - **Consider the SETAC code as a model where you cannot submit your abstract unless you approve their code of conduct.**
- c. ASLO experience with executive director hire (they cannot share a position with us).
- **ASLO made 1.2 million dollars by having an Executive Director that raised money towards her salary plus added revenue for the Society. If you hire the right person they might grow the treasury. Next action for BOD meeting to discuss hiring an Executive Director for SFS.**
9. Opportunity to redesign SFS logo as part of our website redesign. This issue put forward by Chuck Hawkins (all attendees)
- Who has to decide on and vote on this??
 - **BOD Next Action: Prepare some new SFS logo examples that are generated by graphic designers along with the current logo. Need to read the by-laws and may be have some webpage where new logos are posted.**

10. Fellows Program - (*Emily Bernhardt*)

- d. [Draft letter](#) written and edited by Emily, Matt, Walter

Would like to offer free registration to fellows for year they are inducted

- **Discussion: Free registration for student winners and plenary. Can we do that for the Fellows? Mike says student awards will be paid for by the donations that Peggy Morgan solicits for that fund. Society covers the cost by increasing the registration. One time large investments that will cut into the meeting revenue. One time expenditure from Operations? ExComm and Board have to vote to do this. Kim Haag makes sure that there is a certain amount of money and we are there and SFS can avoid this expenditure. Put forward in email vote to Action item: draft a letter asking the BOD to vote on this via email so that run with this. Maximum will be stated and draft will go to the Kim and Mike first.**
- **Emily Bernhardt sent an email to BOD on August 3rd, 2016. The letter and motion to approve a one-time expense of all Fellows having SFS annual meeting registration paid for by the society was approved:**
- Motion: [Emily Bernhardt made the motion and Steve Thomas seconded that motion.](#)
- **Yays: 13 Nays: 1 Abstain: 1**

11. Early Career Committee Initial report prepared by Natalie Griffiths (Emily and Steve)

- a. Request to support EC mixer at the meeting (see [notes](#) here)

- **Yes, supportive by ExComm**

Discussion on funding mechanisms:

- **Charge on registration.**
- **3 years in not long enough to cover truly EC. 10 years is ASLO. Membership fee for ASLO is different and could impact SFS revenue if they charge EC as up to 10 years.**
- **Unclear demographic information. PUI and Early Career. Have income-based revenue so income resolves this issue. Next Action BOD: Retention of EC and PUI. Two issues: extending definition of Early Career and the**

other of salary-based. Use some examples of other societies and use ESA as a model. Prioritize: Register for the early-career mixer with a fee (young professionals) that will not require a by-laws change

- Kim Haag needs lead time and a BOD vote that will require at least a year. First, we just need to figure out how to have a mixer then by-laws and fees issue.

b. Survey of EC members for further member services

i. Mechanisms? Assistance from Utah State?

Next Action: Need to address the questions and survey approach to identify added member services for EC members.

c. Dedicated EC web page - Meryl Mims is preparing content

- MM might need dedicated point of contact to keep up to date
- Put Meryl on advisory committee for web redesign
- ASLO does a good job with EC content that can be used. Look at their webpage.

d. Redefining EC definition in bylaws (currently 3 years post PhD, ASLO uses 10)

- See 11.a for discussion

12. Undergraduate poster incident - aggressive questioning of an INSTARs student - Education & Diversity committee coming up with a strategy to prevent/manage similar incidents in future (Emily and Steve)

- Code of conduct is currently being drafted. Register for meeting and see code with the assumption that this could modify behavior.

13. Streamlining of bylaws, particularly for committee assignments (Steve Thomas)

- Committees come on line at different times and different committees have different protocols. Steve will table this for now and Excomm continues to discuss how to go about this...first need the by-laws. Suggestion: By-laws revision proposal society approves one statement for committee appointment so they have standard format. **Next Action:** continued discussion on how to streamline bylaws for committee assignments.

14. New Business

Entrekin → Briefly discuss who should be on what emails. I think it would be useful to send all committee chairs the notes from each ExComm and BOD meeting. I suspect few read notes from the web page and there is likely a significant lag between what is discussed and finally posted.

- Email committee chair notes that have been approved.
- Some discussion on how to make SFS more appealing for international members and how to grow international involvement. **Next Action** for BOD for December 14th meeting.

AUGUST PHONE CALL & BEYOND - ISSUES TO TABLE FOR NOW AND BRING FORWARD LATER

- Code of Conduct & Grievance Procedures (Steve, Joanna and Petra)

- Executive Director committee presentation (Dave Strayer lead)