



SFS Board of Directors Meeting, March 8, 2017

**Attendees: Emily Bernhardt, Steve Thomas, Chuck Hawkins, Emma Rosi, Matt Whiles, Colden Baxter, Amy Marcarelli, Mike Swift, Joy Brisighella, Kim Haag, Stuart Findlay, Joanna Blaszczak, Natalie Griffiths**

**Next actions summarized**

Annual Meetings

- Salt Lake City (SLC): Joy is contacting folks about the pull-outs by other society meetings because of governor's push to have national park status rescinded...Joy will ask Angie about it. They are considering Boise instead of SLC
- Joy will work with Colden and Amy to determine SFS/USU ability to negotiate SLC so that all members can decide to relocate due to Governor's stand on National Monuments and National Parks.
- Colden will talk to The Elections and Place Committee about Boise instead of SLC.
- Joy will check to make sure that the nominations that are submitted trigger an email that goes to the chair of the committee.
- Meeting committee will make sure the fellows have a room and have lunch and a time and space to work out Rules.

Executive Director

- Emily and Steve need to converse with the Finance Committee to make sure everyone is clear about where the funds for the ED will come from.
- Emily will contact ASLO Executive Director for more ideas of where to post the SFS ED ad.
- Steve and Amy will contact the Loyola lawyer to see if the Executive Director position needs to be added as an ex-officio member to the by-laws.

In the Drift

- Chuck with PubComm will put out an ad to replace Deb. PubComm will consider the division of labor, skills, and time commitment that it requires and the kind of person that would be most appropriate for the position. This can also be discussed at ExComm.

Website

- Chuck will share mock-up for website with BoD to get input prior to roll-out. Roll-out should be close to the June annual meeting.

By-laws

- Steve will make sure they are finalized so they can go to press by May1st.
- Emma and Matt will read the By-Laws and then send the BoD a summary of their perspective by March 17th.
- The BoD will review draft sent by Matt and Emma and then BoD can insert comments and vote via email.

Early Career

- Natalie will split out respondents by students and non-students to see what the society would like to see as added ways to engage EC.
- Emily will work with Natalie to write a short note for the Presidents environment that summarizes the EC survey and make a note of proposed changes to the fee structure to reduce costs for EC.

#### Membership

- Joy and Kim will figure out what those numbers are. Emails were sent to BoD following the meeting.
- Sally will work with Joy on the annual membership report for the June annual meeting.

#### Code of Conduct

- Steve and Joanna will work on finalizing language for Code of Conduct that will guide how SFS responds to complaints at the meeting for the next BoD.

Meeting discussions are red, yellow highlights are next actions and blue highlights are motions.

#### Action item:

\_\_\_\_\_ Approving Minutes from the December BoD meeting (minutes can be found [here](#))

**Motion: Move to approve: Chuck moved and Emily second with a unanimous vote**

#### Quick Updates

##### Annual Meetings

- Raleigh meeting (updates from Joy Brisighella): **832 abstracts so far, 152 registered, all numbers on-par with what was last year.**
- **Detroit meeting (Colden & Amy), 2019-Finalized theme statement. Developing list of plenary speakers. Will soon send out a message to the member to recruit input for the meeting logo. Consider doing it through Twitter and email. Amy and Colden are also soliciting input from friends. USU will either do one or clean up a submission from an outsider.**
- **Next Action: Salt Lake City (SLC): Joy is contacting folks about the pull-outs by other society meetings because of governor's push to have national park status rescinded...Joy will ask Angie about it. They are considering Boise instead of SLC**
- **Next Action: Joy will work with Colden and Amy to determine SFS/USU ability to negotiate SLC so that all members can decide to relocate due to Governor's stand on National Monuments and National Parks.**
- **Another Next Action: Colden will talk to the The Elections and Place Committee about Boise instead of SLC.**
- ASLO x SFS in Madison in 2020 (need to bring USU into this conversation): **Executive director at ASLO (SG group is used by them). ASLO is open to a proposal from USU for this meeting. From Joy's standpoint, USU will put in a proposal and they are confident that their funds are reasonable. Joy will need to be in touch with the ASLO Executive Director.**
- **Emily will send the contact to Joy so she can send out a proposal-now posted on the SFS website.**

2017 Award Nominations - get em in folks!

- Emma has gotten one Award of Excellence. It's a May 1<sup>st</sup> deadline. Two distinguished service...so there are nominations. Can everyone confirm that the system can be accessed that has the nominations.
- **Next action: Joy will check to make sure that the nomination that are submitted triggers an email goes to the chair of the committee.**

Fellows inauguration (SFS)

- Plans headed by Jen and Eugenie are getting fellows books passed around. Graduate students are working with the Fellows. Mike notes that no one has asked for a reimbursement. Set time aside for fellows to decide how they want to inaugurate new fellows. Emily points out Rules for nominating Fellows has not been determined yet. Is there a meeting room?
- **Next action: Meeting committee will make sure the fellows have a room and have lunch and a time and space to work out Rules.**

### More Involved Updates

Finance update (Kim Haag)

Vote to approve [projected Budget](#)

- Only discussion was on where the executive director costs would come from. It was proposed that funds get taken from the reserve for the next 2 years. Some discussion about where the funds should come from. Mike notes that 10 or 15K could be taken from the reserve and it will not lower below recommended maximum by much.
- **Next action: Emily and Steve need to converse with the Finance Committee to make sure everyone is clear about where the funds for the ED will come from.**
- The operating budget (that was sent by Kim) was reviewed and 15K was allocated for the Executive Director and then the additional 10K will come from the reserves.
- **Motion: approve the operational budget that includes a total of 25,000 for executive director: 15K for ED from the operational budget and 10K from the reserve: Emily, Second Mike. Unanimous.**

Replacing Deb Finn for "In the Drift"

- Chuck Hawkins (PubCom) will communicate to Deb that an ad should be drafted and sent to members to see who wants to work on the Drift (comes with a 3500k salary/year).
- Some discussion about if the publication committee needs to discuss.
- **Next Action: Chuck with PubComm will put out an ad to replace Deb.** PubComm will consider the division of labor, skills, and time commitment that it requires and the kind of person that would be most appropriate for the position. This can also be discussed at ExComm.

Website and Logo Updates / Timeline (Chuck Hawkins)

- timeline / input / progress

- **Agentic meetings:** published a mood board. Floating general ideas for color schemes, etc. Discussed logo types that they liked. They should have logos out soon. Close to having some candidate logos maybe by next week or by the 20<sup>th</sup>. Website progress: need to make a decision on the logo before they do anything with the website.
- **June meeting** Chuck will talk to Agentic, but will hope to have the entire website up and running. Is there any way to get Board input on the website?
- **Next action: Chuck will share mock-ups to get feedback and comments.** Chairs of committees have been contacted for input. Mid-April a mock-up done. Mid-May and alpha version and then beta version quickly following. Update on membership renewal and retention (Joy Brisighella)
  - What is the uptake on the automatic renewal option? **42 have opted to use the auto renewal for this year. 697 renewals as of now. 1509 renewed last year.**
  - What is our current membership?
  - **Next action: Membership: Joy and Kim will figure out what those numbers are. Emails were sent to BoD following the meeting.**

### Discussion items

Bylaws revisions & streamlining (Emily and Steve)\_

See SFS Bylaws (as of 2016) here and proposed revisions to bylaws here

Motivation - cleaning up / standardizing the language around committee makeup and assignments (current standing committee attributes)

? for discussion - Do we approve these for printing in the SFS 2017 program and membership vote or do we punt and wait for SFS 2018?

- **Jeff Muelbach has been working on the updated b-laws. Dave Strayer (past, past President) went through and provided comments. Board members can go through and make comments on highlights and comments made by Dave. For next month, Board members comment on the By-Laws submitted to Steve. Deadline for by-law changes need to be out by the time program goes to press, which will be 3 weeks before the conference.**
- **May 1 deadline for the updated By-Laws. Board support to move forward with this? Most important for Emma and Matt to make sure the changes are clear and nothing has been omitted. Dave's comments focus on standardizing committee times and whether or not language describing President to make all appointments is executive over-reach.**
- **Next Action: Get these comments back to Steve by next ExComm. Emma and Matt will read the By-Laws and then send the BoD a summary of their perspective.** The BoD will have time to review and then BoD can insert comments and vote via email.

If we move forward, we will create a list of revisions (by category) that can be voted on independently by the membership at the business meeting

Executive director (Emily and Steve)

- Approval current job advertisement. Link found [here](#). Language of the ad: no expectations for educational background. Some discussion of whether or not the applicants should have some background in aquatic science.
- **Motion: Approve the ad as currently written with edits Emily made the motion and Chuck.**
- Vote Salary: \$28,000k with 15k from strategic planning budget and the rest from operational budget. **Emily motion: Propose to invest a two year period. The vote was unanimous.**
- Where to advertise: Websites: SFS, ASLO, Eco-Log, High-Country New, non-Profit realm, ID list.org.
- **Next action: Emily will contact ASLO Executive Director for more ideas of where to post the SFS ED ad.**
- Schedule
  - Announcement posting (ASAP): **Next Actions: Joy will post the ad on the SFS Website and send a hyper link to the members (Done).**
  - Application deadline (May 1st): **Application deadline is rolling and review will begin on May 1<sup>st</sup> and will continue until the position is filled.**
  - **Question: Because strategic plan link requires a login, someone needs to know why strategic plan is behind the membership wall. Could have potential applicants contact the Chair (Matt) for a copy of the strategic plan. Joy could provide a link to the strategic plan.**
  - **Kim and Mike will draft language for the Operations Manual to address the invoice and payment procedures for the proposed Executive Director position.**
  - **Do we need to add something to the by-laws that describes the position of an Executive Director? Does a contractor need to be in the by-laws? USU contract is not in the by-laws.**
  - **Action item: Steve and Amy will contact the Loyola lawyer to see if the by-laws need to immediately added the Executive Director position as an ex-officio member to the by-laws.**
  - Plan for finalist(s) interview(s) in Raleigh:

SFS Early Career Survey

Summary provided by Natalie Griffith

Results can be found [here](#)

- **EC will have a workshop for grant writing next meeting.**
- **Next action: Natalie will split out respondents by students and non-students to see what the society would like to see as added ways to engage EC. Share the information back to all the members that includes the graduate students.**
- **Next Action: Emily will work with Natalie to write a short note for the Presidents environment along with what we want to do with dues.**

- **Angus notes that need more international meetings for stated in the Survey.**

SFS and public engagement

New social media guidelines from PIP

**Please submit comments to Jo Latimore (latimor1@msu.edu) by April 7th,**

2017, we will discuss and hopefully finalize this at the at Raleigh BOD meeting

SFS and the #MarchforScience -- coordinating meetups document

- **BoD feedback by committee. Discuss at the Raleigh BoD meeting.**
- **Letter of the President did get picked up by some media. Developing tools for upcoming March for Science on the 22<sup>nd</sup>.**
- **Will endorsements for the March for Science need to be voted on by the Board? Not so different from the President writing a letter about the Water Rule. Policy committee has to approve any endorsement by SFS.**
- **Next action: Steve and Johanna will make sure to work on finalizing language for Code of Conduct that will guide how we respond to complaints for the next BoD**
- **Adjourned: Emily makes a motion to adjourn and Amy second.**

**DON'T FORGET!!**

**SFS BOD Reception in the Presidential Suite on evening of Saturday, June 3rd (7pm)**

**SFS BOD MEETING AHEAD OF THE SFS 2017 MEETING, SUNDAY JUNE 4th (9am-5pm)**

