

SFS BoD New Member Breakfast
25May2016
Meeting convened at 730am

Attendees: Mike Swift, Colden Baxter, Emma Rosi-Marshall, Emily Bernhardt, Steve Thomas, Joanna Blaszczak, Becky Bixby, Ryan Hill, Walter Dodds, Angus Webb, Natalie Griffiths, Sally Entrekin, Sue Norton, Amy Marcarelli (called in)

Summary of next actions

Steve will send out monthly and quarterly calls schedule

Checo Colon-Gaud and Judy Li will submit an INSTARS proposal report for next BOD business meeting

Charles Hawkins will reinstate ad-hoc Committee (Charles Hawkins Chair) in June that will send webpage RFP for review by the BoD

Emily will form a second ad hoc advisory committee that calls for representation from all standing committees that have an interest in the website to be formed.

Sue will work with Emma to update by-laws. Constitutional revisions committee has that responsibility and keeps updated by-laws.

Operations manual: Steve Thomas is the keeper of the manual. Steve will update and circulate it to the board.

Emily will appoint an ad-hoc committee to work on code of conduct and grievance diversity statement, finalize code of conduct

Steve will contact the Endowment committee to let them know they will review new Early Career travel grants.

Colden Baxter will begin to appoint committee that will run Detroit 2018 meeting.

Emily will organize a Raleigh committee that will decide how to acknowledge members that recently died.

Colden Baxter will begin to appoint committee that will run Detroit 2018 meeting.

Emily will write a letter to Fellows. Emily will notify fellows and form an ad-hoc committee to determine what the committee will do or not do.

Emily will work with Becky to identify a new PIP member to work on Press Releases that will include a Template for press releases, and interact with the PIP and annual meeting committee to help with Press.

Quarterly meetings

***Next action:** Steve will send out monthly and quarterly calls schedule

Tentative time: Schedule: 2nd Wednesday, 1pm Eastern

BoD quarterly: June, Sept, Dec, March

Zoom for conference calls

INSTARS funding

Action: Finance committee decided last Friday to make instars funding available for next 3 years up to \$30,000 to INSTARS committee pending submission and approval of a proposal.

***Next Action:** Checo Colon-Gaud and Judy Li will submit an INSTARS proposal report for next BOD business meeting

Krista Capps has been appointed as fundraiser for Instars

Website redesign:

Charles Hawkins is reappointing an ad hoc website committees as discussed at the PubComm meeting. He will just reinstate the RFP development committee (as currently constituted).

New action: Emily will form a second ad hoc advisory committee that calls for representation from all standing committees that have an interest in the website will be formed. Essentially that second committee is intended to ensure that there is a person responsible for gathering, collating and prioritizing committee desires for the website that Ryan can communicate with.

Redesign advisory committee: consists of a representative from each standing committee to communicate with Ryan Hill as he works on the design.

Steve Thomas will communicate with the committee and Ryan Hill

One more year before new website, so no major overalls this next year

Minimize changes for the next year before roll out.

Consider providing example websites for Committees to review before working out the new framework

Figure out the current framework

***Next Action:** Ryan Hill will send out June RFP for review by the BoD

***Next Action:** Website design: another announcement needed to fill out survey

Classified section: students post

Find someone to help Deb Finn write in the drift so less time sink

Who posts: individuals post to classified, PIP newsletter right now

How to get access if access is needed: Contact the PIP (Becky Bixby)

Diversity statement

***Next Action:** Emily will appoint an ad-hoc committee to work on code of conduct and grievance diversity statement, finalize code of conduct
Steve Thomas, Petra Kranzfelder, Joanna Blaszcak

Next quarterly meeting: By-laws amended.

Discussion: Process for amending. Most recent version is not obviously available

Responsibility: keeper of by laws? And need last 5 years.

***Next action:** Sue will work with Emma to update. Constitutional revisions committee has that responsibility.

Committee members with contact information are available from Steve Thomas.

Operations manual

***Next action:** Operations manual: Steve Thomas is the keeper of the manual. Steve will update and circulate it to the board.

Early Career and Non-academic recruitment and retention

Report with advice to promote and retain early career and non-academic members will be provided in December by Early Career Committee (Chair: Natalie Griffiths) and President (Emily Bernhardt)

Resolution to use endowment to support Early Career travel.

***Next action:** Steve will contact the Endowment committee to let them know they will review new Early Career travel grants.

Ryan Hill will update the website as needed to avoid confusion by individuals submitting to other Endowment categories

Ad-hoc aimed at non research academics, consultants, government official recruitment and retention formed. Chair: Elizabeth Sudduth. Social and committee to support different professional goals. 250 from what fund? Have dues to support a social. Other ideas will come

Obituaries

See SIL examples for obituaries.

***Next Action:** Emily will organize a Raleigh committee that will decide how to acknowledge members that died the year before. Suggestions during the discussion included moment of silence and presentations during the Opening Introduction. Memorial information will need to be solicited and provided to the committee prior to the meeting. PIP committee has obituary information and will send to the Raleigh organizing committee (Contact: Becky Bixby).

Sponsorship responsibility

Ad-hoc committee was formed to fund the 2017 Raleigh meeting.

Students, Instars, Sponsorship for meeting and long-term

Journal endowment: Editor, Business Manager of journal, chair of publications, BoD will be Colden Baxter, Associate Editor: Alonso Ramirez
Colden Baxter will begin to increase international enrollment

Next SFS meetings

Raleigh: Special session call next week (30May2016)

***Next action:** Colden Baxter will begin to appoint committee that will run Detroit 2018 meeting.

Fellows program

Qualifications: All awards of excellence members, environmental stewardship, 10 year membership

Fellow: Walter Dodds will be the point person. Form a committee to....be acknowledged. Organize the committee to select incoming fellows. Set up operations manual and elect new committee.

***Next Action:** Emily will write a letter to Fellows. Emily will notify fellows and form an ad-hoc committee to determine what the committee will do or not do.

Press releases

Press release: discussed a formal way to announce Awards and meeting content.
Podcasts discussed as another way to advertise and go to the university

***next action:** Emily will work with Becky to identify an new PIP member to work on Press Releases that will include a Template for press releases, and interact with the PIP and annual meeting committee to help with Press.

Adjourned at 8:45am