

Minutes of the MAS Fall Conference Call
November 15, 2007

Present: Ian Anderson (president, IA), Jim McGee (Treasurer, JM), Valerie Woodward (Secretary, VW), John Fournelle (Director, JF), Luke Brewer (Director, LB), Kristin Bunker (Director, KB), Lou Ross (Membership, LR), Cathy Johnson (Sustaining Members, CJ), Vern Robertson (Corporate Liaison, VR), Phil Russell (Education, PR), Scott Wight (Computer Activities, SW), Paul Carpenter (Long Range Planning, PC), Heather Lowers (Brochure, HL), Joe Michael (M&M 2008 LAC, JRM), John Henry Scott (M&M 2008 Program Chair, JHS), Ed Vicenzi (Topical Conferences/Workshops, M&M 2007 MAS Program Chair, EV), Scott Davilla (Secretary nominee & observer, SD)

NEW ACTION ITEMS

ACTION ITEM: Ian will write to Norma Chodos informing her of the Potter fund name change to the Chodos fund.

ACTION ITEM: Ian will follow up with Schwab account signatories to make sure the transition is completed. According to Jim McGee, John Small has signed the papers but Joe Michael has not. **NEARLY COMPLETE** – Valerie re-signed the document and had it notarized, and mailed it to Gordon Cleaver on December 20; Jim McGee routed the form to both John Small and Joe Michael in December.

ACTION ITEM: Valerie will include uncompleted action items from 2007 WC and SC meetings as addendum to FC minutes with appropriate time frame. **COMPLETE** – the separate document is an Appendix to these minutes.

ACTION ITEM: Ian will write to each committee chair to explain the newly assigned 3-year terms of office and at the same time ask each person for web content about his or her committee and the chair position.

ACTION ITEM: When Ian receives the February 2008 issue of M&M, he will e-mail all Council members to see if those of MAS-only members received theirs, and then he and Lou Ross will follow up with Bostrom.

ACTION ITEM: Ian, Paul Carpenter and Phil Russell will work on guidelines for student chapter affiliations with MAS and AReS.

ACTION ITEM: Scott Wight and Paul Carpenter will discuss setting up an e-mail reflector and easy upload of workshops via the MAS website.

ACTION ITEM: Heather Lowers will send Ian the original instrument images that appear on her draft MAS trifold for use on the MAS website. – **COMPLETE**

ACTION ITEM: Paul Carpenter to lead group to revise MAS TC / Workshop guidelines, incorporating “lessons learned” from recent HI-II Workshop. Participants to include organizers of HI-II (Ed Vicenzi, Ian Anderson, & Paul Carpenter) and forthcoming TCs on EBSD (John Fournelle, Luke Brewer, & Joe Michael) and Particle Analysis (Craig Schwandt, McCrone). Jim McGee will participate to speak to MAS budget issues.

NEW MOTIONS

To approve the secretary's report	Approved
To follow the bylaws guidelines for committee terms of tenure	Approved
To table the strategic planning discussion until WC 2008 conference call	Approved

The meeting was called to order by IA at 3:04 p.m. without quorum

Ian welcomed everyone to the meeting and asked for introductions. He noted that MSA president-elect Bill Gunning was not able to join us as previously scheduled.

Secretary's report - VW

There were no corrections to the SC 2007 minutes and action items.

Review of SC 2007 Action items:

- IA shall draft letter to AReS officers reminding them of affiliation guidelines and encouraging MAS membership for individual members. IN PROGRESS
- LR will provide the list of temporary members to IA; IA will draft a letter of acknowledgement that will be signed by him. This letter will be sent to the temporary members and will encourage continued their membership. COMPLETE
- JF, JM, IA and HL design a trifold brochure with value-added info (resolution chart, periodic table, etc.) to hand out at local and regional meetings. Others may submit ideas for value-added item(s) to them. NEARLY COMPLETE
- VW will locate her table describing methods, type of information obtained and level of resolution and then send to JF. COMPLETE
- IA will identify two younger MAS members who want to be active in the Society but aren't ready to run for office to form a membership committee to help LR. COMPLETE, Heather Lowers and Dan Kremser have been appointed
- LR (or generically Membership Services Chair) will provide Council with a list of new members for approval in the membership report at Summer Council for approval. IN PROGRESS for SC 2008
- JF shall write a policy for web content review of vendor-submitted educational materials for the MAS reviewer to follow. IN PROGRESS with PFH
- PFH will review the vendor educational submissions for technical content and appropriateness and then pass on those he deems appropriate to the web content committee (president-elect, 2 incoming directors) for further review prior to posting. NOT STARTED
- PFH, IA, EV and PR shall develop promotional slides to go in each Tour speaker presentation to encourage membership. These will be accompanied by applications and brochure. NOT STARTED
- JHS or SW shall choose the colors that work best on the web and make those the logo colors for all applications (web, print, placards, etc.). COMPLETE

- Regarding electronic balloting and the concern that ballot design would provide the latitude for write-in candidates and additional initiatives, SW and LB prepare a sample ballot for Council review by Spring 2008. IN PROGRESS
- Regarding the motion on a dues increase to \$40 for regular members and \$10 for student and emeritus members, and a \$5 discount if the dues are received by December 1, 2007, PK will propose this motion to the membership at the business meeting on 8/8. Several noted that we must have 35 members present to vote (quorum). COMPLETE
- Part A: PK will inform the membership about electronic dues payment at business meeting on 8/8. This does not require a vote as it is not a by-laws change. COMPLETE. Part B: SW and LB will develop and apply electronic methods necessary for registration and payment of annual dues on the MAS website. IN PROGRESS
- JM will find out what is our IRS designation. IN PROGRESS
- VW will locate TC guidelines and proposal application and find out when last NIST-MAS proposal was submitted for approval. She will then send these items to PC and IA for review. COMPLETE
- IA shall attend the AReS lunch and propose the tour short course concept to the AReS representatives for feedback. COMPLETE
- IA will present the proposal for changing the Potter Fund to the Chodos Fund and his funding challenge to the membership at the business meeting. COMPLETE; IA is writing an article for MicroNews to share with members who were not at the business meeting.

ACTION ITEM: Ian will write to Norma Chodos informing her of the Potter fund name change to the Chodos fund.

Review of older incomplete action items – see Appendix I

It was noted that a quorum of Executive Council members were now present.

NEW MOTION: to approve the secretary's report; LB moved, KB seconded, no discussion, approved.

New Business - IA

IA discussed terms of tenure for committee chairs and explained that the MAS program chair is listed for each year as a one-year commitment. 2005-2008 Year A Membership Services, Long Range Planning Committee, Sustaining Members; 2006-2009 Year B Computer Activities, Education, International Liaison, MicroNews; 2007-2010 Year C AReS, Archivist, Corporate Liaison, Finance. These terms of tenure are mandated by the bylaws; IA also noted some of the practical aspects of these terms to relieve burnout and provide opportunities to newer members.

NEW MOTION: to follow the bylaws guidelines for committee terms of tenure; VW moved, CJ seconded, discussion ensued regarding overlaps with officer positions and committee chair responsibilities, approved.

ACTION ITEM: Ian will write to each committee chair to explain the term information and at the same time ask for committee chair for web content.

Membership Services – LR

Membership totals to-date: 14 Emeritus, 11 Honorary, 304 Regular, 38 Student, 42 Sustaining Members (2 per vendor), and 8 Temporary; up from pre-M&M totals.

All membership items have been transferred from Thompson to LR.

The letter and receipt for dues payment is in progress and the welcome letter to new members is complete.

The new membership form IA designed still needs to be converted to an interactive PDF so people can fill it out online. LB said it only requires conversion with Acrobat Pro.

Journal subscriptions: back issues of M and M have been delivered and LR is working with Bostrom to get issues to those who have not received any. Bostrom sent clear guidelines to IA re: what they need from MAS in order to get MSA items delivered to MAS members on a timely basis, and IA stated that MAS will be more proactive. IA canvassed the phone conferees and found that roughly half receive their journal subscription through MSA membership and half through the check box on the MAS membership form.

ACTION ITEM: When Ian receives the February 2008 issue of M&M, he will e-mail all Council members to see if those of MAS-only members received theirs, and then he and Lou Ross will follow up with Bostrom.

VR said he does not receive M and M and asked LR would check his master list. LB noted that one has to pay extra if he or she is a MAS-only member; VR said he would check his MAS application to see if he checked the journal option.

LR stated that sometimes there are problems with late-renewing or late-joining members not receiving back issues. LR suggested that he can ask Bostrom to send him 10 extra issues of the year's journals to send out to these new members. LR also suggested that the new members don't start their subscriptions until January of the next year, since their memberships carry over into the new year. EV suggested that MAS reminds all new members that they have access to the journal at Cambridge University Press (CUP) online.

Membership renewal packages went out 11/14.

IA stated that in order for Bostrom to stay current with MAS members, LR and CJ should send membership lists to Cassida Razor, not Cynthia Keillor.

LB asked with what part of our business is Bostrom helping us. IA stated that since MSA owns M and M, we have to get our subscriptions through the MSA Business Office, but that is all that Bostrom does for us. LB also asked what we are doing through Thompson and LR answered that they are only doing our accounting now.

Sustaining Members – CJ

CJ noted that we have one new member, Horiba, and she is waiting on their payment. Four SMs are delinquent, and CJ is hoping to receive their payments by end of November so JM can close out books.

Only M&M 2007 issue was size of logos for SMs sponsoring workshops; although this is not an SM issue, but a couple of SMs complained to CJ because they thought she would know how to rectify the situation. CJ will send a letter to Sara Miller alerting her to this complaint.

IA asked about a condolence/tribute for Chuck Garber; CJ said he hasn't been a member for some years.

Publications – IA for RM

IA still working with RM on the repositioning of MN.

PFH submitted Tour Speaker article and AReS info to MN; together with RM they are trying to clean up the AReS list and may decharter some at the WC 2008 meeting.

IA noted two students (VaTech and UConn) have asked for affiliates at their institutions; for now IA is directing them to existing affiliates that are geographically close. He asked if we want to consider student chapters. JF was strongly in favor of this – if people have the initiative to do this, then we should encourage it; LR agreed. CJ was also in favor, but noted that in the past, part of the dissension was that student associations could be ephemeral or compete with nearest AReS; however, if this will increase student membership, then she felt it was a good idea. PR was also in favor of the suggestion, and said that the VaTech student would look into AREMS (Appalachian Regional Society), but the student still wants to form a separate group to foster more frequent meetings and analytical interaction.

ACTION ITEM: Ian, Paul Carpenter and Phil Russell will work on guidelines for student chapter affiliations with MAS and AReS.

Archives – JF

JF stated he received 7 boxes from Thompson, containing mostly financial documents; JM and JF will sort through the items.

JF also said he hasn't received much in the way of historical items. PC noted many items would be at Chodos home. JF noted he talked to Art Chodos' daughter who said some stuff may have been discarded. She said that she had e-mailed JF or some other MAS member, but had not received any response; JF said he was never contacted by any member of the Chodos family.

Computer Activities Committee – SW, LB, IA

IA asked if there were any comments about or objections to his version of the web site. By acclamation, all conferees and e-mail responders said it looked fine. One of IA's objectives is to regularize the web address.

SW stated that the only things he is currently working on are the e-pay and e-vote initiatives and that both are in progress.

LB has been working a lot with JM, and that JM has opened a separate parallel bank account in which to put PayPal monies. SW is looking into mechanisms to have info transferred from PayPal to the new account.

LB wants to have a mock election to test Election Services procedures, and would like to have it before WC 2008.

PC thanked SW for his very timely web updates. For upcoming workshops, SW's updates provide a good template that alleviates duplication of efforts. Things that would be helpful: access to website to ftp docs to and from workshop organizers and attendees, and job descriptions and how-to manuals that could be on the web with limited access. The job description and how-to manuals could be in a Council-only section. SW said these actions would require some tinkering re: Windows compatibility, etc, but that they are matters of logistics rather than money. PC also suggested that instead of a separate paper MicroNews, make it all part of the web site. IA said MicroNews will continue as a featured article type of publication as we still need something for archival purposes. PC asked about having an e-mail alias instead of list server and SW responded that it can be done easily.

ACTION ITEM: Scott Wight and Paul Carpenter will discuss setting up an e-mail reflector and easy upload of workshops via the MAS website.

MAS brochure – HL

HL asked for: any comments on the brochure as sent, asked for SM updates, and anything else to include. She noted that she wants to change instrument timeline. EV noted that since HI II is over, it should be deleted; IA asked if PC and the LRPC would review the brochure for correctness and timeliness and work with HL; PC said yes.

PC commented that HL shouldn't take HI II off because we should always advertise great things we have done as well as those coming up. EV countered that maybe the section could be re-titled "Recent and Upcoming Events."

PC asked everyone to look through the brochure carefully and comment. Example: instead of instruments, discuss science. He asked Beatrice Aispuro if she would be willing to do contract logo design for upcoming workshops for brochures and web; she was.

IA commended HL for the brochure work.

IA said that the historical instrument images were great and can also be used on the society history, honorary members and SM portions of MAS website.

ACTION ITEM: Heather Lowers will send Ian the original instrument images that appear on her draft MAS trifold for use on the MAS website.

IA noted that the brochure should be a dynamic document, changing as our info changes.

CJ asked about the value-added items (charts, tables, etc.). IA suggested that instead of having the application form as one of the panels, why not refer potential members to the website to join and use the free space for value-added items.

JF does not want to get rid of membership form because if someone is at a meeting and has money, if they are directed to the web they may forget to visit once the meeting is ended.

VR asked if we could have an insert to the trifold as a membership form. HL would prefer that because she had to pare down the membership form quite a bit to make it fit. JM noted that the brochure looks great, and we can refine it annually, but we need to get it out as soon as possible.

IA noted that we could make the brochure available electronically for download to the entire membership for handouts at meetings and workshops.

PC and VW suggested that the brochures be printed out as handouts for local meetings with a separate membership form.

Meetings – many

M&M 2007 – EV. Attendance was down vs. Chicago, but Chicago was a record year. We continued to have very strong microanalysis content and there was no sign that our representation will change in future. IA noted that the best paper award nominations were received from Lou Germinario (LG) and Dan Kremser (DK); these are the papers that were put forward by symposium organizers and MAS Council members. He asked that all of us look over papers received and get back to LG and DK before WC 2008.

HI II – EV. Attendance was 55 with 3 no-shows. ~50% of the attendees were MAS members with ~25% early in their careers. The student attendee goal was exceeded. The budget should come out ahead by ~\$500, independent of MAS-sponsored student registrations. EV commended IA for workshop/lab demos and said the conference was more successful than the organizers imagined. The 2.5 days included the regular program; a keynote and invited speakers, shorter contributions, posters, and lab sessions with software and experts. Many favorable comments were received. The last day consisted of a wrap-up, including revisiting of major themes and roundtable discussion about data format standardization. EV is working on writing up PDFs of the presentations, and he needs to make them secure and read only. IA asked EV and other organizers to postpone a specific “lessons learned” document because he wants to do a complete revision of the Topical Conference/Workshop guidelines and include the HI-II lessons in it.

ACTION ITEM: Paul Carpenter to lead group to revise MAS TC / Workshop guidelines, incorporating “lessons learned” from recent HI-II Workshop. Participants to include organizers of HI-II (EV, IA and PC and forthcoming TCs on EBSD (JF, LB and JRM) and Particle Analysis (Craig Schwandt, McCrone). Jim McGee will participate to speak to MAS budget issues.

American Geophysical Union, December 10-14 in San Francisco – JF. MAS will have a presence there with a booth, posters and symposia. EV sending HI-II mugs to JF to have at booth, and as part of a raffle.

Material Research Society, November 26-30 in Boston – LB said if brochures are available, he'll hand them out. VR said he didn't think vendors would object to having a handful of the brochures at their booths to hand out as well.

IUMAS-4, February 10-15, 2008 in Perth – IA. He said that he did not receive any student applications nor was IUMAS and the MAS-sponsorship well “fed back” by faculty and key individuals. IA will contact past MAS Distinguished Scholars to see if they would go. The level of MAS financial support could be 2 students at \$2000/student. Brendan Griffin said that there were no student registrants from the US. JM stated that we should only encourage students who submitted papers. Since Dave Williams donated his Duncumb award to the Chodos fund, JHS suggested funding 2 at \$2500 each. LB asked PR about difficulties for students to go; PR said the biggest one is scheduling (students in last year of grad school) as well as money, but if we are giving money, then the students can certainly work out the scheduling.

EBSD in May 2008 in Madison, WI – LB. JF, JRM and LB are the organizers and will run it as a MAS TC. So far, 6 invited speakers have committed with 4 titles already submitted. Funding is going well; tentative budget includes several vendors with EDAX TSL, HKL Oxford, JEOL firm and Hitachi pending. MAS committed \$2K; NSF orally committed to \$5K for students. There are a lot of offers for LAC help: the Midwest M&M affiliate and Madison Area Technical College to name two. The TC will last 3 days: the first day will be an intro for beginners (students and technologists). IA said the program looks fantastic.

PC noted that TC/workshop progress is great; the bigger picture should include coordination of potential sponsors for permanent support of a semi-annual workshop approach (all subjects) and lining up said sponsors in a coordinated fashion so there isn't double-dipping. CJ strongly supported that rationale. IA suggested that we present our SMs with our portfolio of TCs/workshops and they can choose what they would like to support (if any at all). JM reminded the conferees that all SMs should have the opportunity to review the portfolio.

M&M 2008 – JHS, PC, JRM. JHS stated that the program is set, and the abbreviated version of the C4P is at the printer and should go out the beginning of December. He said there are still some concerns about meeting manager, but program is in good shape. PC noted that from the MAS perspective, this should be one of best meetings for microanalysis content; he is working with session chairs to have a lot of diversity in microanalysis sessions. IA and JHS are meeting with new meeting manager on November 16 to discuss the PPM and venue in general. IA said that of the 22 technical people scheduled to attend PPM, 10 are MAS officers or are running for MAS office,

thus we are well plugged in to programming part. JHS cautioned that MAS representation in financial and logistical issues is not as good. PC noted that if we evolve to having one or two annual MAS TCs/workshops we should shoot for secure financial gain without gouging attendees in order to line our coffers for student initiatives and asked how far we can go before we cross the non-profit line. JRM – from the LAC perspective, this year is one of uncertainty because one management group is doing the exhibition and another is one doing everything else. So far there are two hotels – Doubletree and Hyatt, connected to Convention Center (CC). The satellites hotels, Fairfield and Embassy, will require shuttles. The opening reception is at zoo; there will be an open bar for 3 hours, food and entertainment. Hachero Hill is the new Meeting Manager and our liaison is Nicole Guy. IA is working with JRM on a venue for the MAS social. IA brought up Materials Camp, a successful outreach to HS students run by ASM International; MAS is being asked to support one during the 2008 meeting at the CC. This would require financial and people support (to teach students). JRM noted that the local chapter of ASM will not participate in Materials Camp; local groups are already spread a little thin, and this is normally done during school year not in summer. Albuquerque-area societies already do this during the year. LB felt this initiative is a good idea but the MAS members call conferees are already over extended and we would need a lot more volunteers. IA said he has told the ASM point person that the volunteer pool could not be from the local folks because they were already fully committed to the meeting logistics; JRM said that if it is self-contained and self-sustaining and only requires LAC to give them a room (not arrange transportation, etc.) then he could support it. JHS asked what would be the expected MAS contribution; IA answered no more than \$1K. VR reported that a similar camp was held at MS&T and it was popular, but contained no contact with any of the vendors; he figured that the vendors probably viewed it as a community-support type of thing, but otherwise of no value to corporate people. EV asked about liability and who is responsible for insurance. IA will inform IMS that MAS Council is not willing to support a Materials Camp at M&M 2008.

IA suggested that we table the rest of meeting discussions (M&M 2009, McCrone, Geo-SIMS, etc.) until the Winter 2008 Conference call.

IA asked to table Strategic Planning until WC 2008.

NEW MOTION: to table the strategic planning discussion until WC 2008 conference call; JM move, LB seconded, approved.

Treasurer's Report – JM

JM stated that his remarks would serve as an informal update, not a formal report, as will be presented at the WC meeting next quarter.

JM stated we are in the black to-date.

Between LR and JM ~80% of items have been retrieved from Thompson. He cautioned that we may not see any financial benefit from this move in 2007 but we definitely will in coming years.

He asked that when anyone is planning in general for meetings that he or she please keep JM in loop so that he'll be able to budget or advise accordingly. IA reiterated JM's request to please send JM info on planned 2008 events well in advance of the WC 2008 conference call.

The meeting was adjourned at 5:22 p.m. by IA.

Respectfully submitted,

Valerie Woodward
Secretary

Appendix I

FC 2007 update of incomplete action items from WC 2007

- JM to obtain paperwork to change signatories on Schwab account – **IN PROGRESS; signature form signed by Gordon Cleaver and John Small, en route to Joe Michael**
- LR to draft thank you letter to any donor to the discretionary funds, which will include tax-deductible statement – **transferred to IA who is waiting on tax status of MAS from JM**
- MicroNews Committee chair submissions – **IN PROGRESS, will be part of IA's action item to discuss terms of tenure with committee chairs**
- JHS to provide a wiki that would allow MAS members to upload content for the website. **PROGRESS UNKNOWN**
- LR to obtain an up-to-date membership list in Excel format from Thompson and provide it to the web maintenance committee and JM. **COMPLETE – both CAC and JM have the list**
- PR to poll microanalysis faculty re: how MAS can best support students and ask Inga Musselman (IM) if she would help him on this initiative – **IN PROGRESS**