

Minutes of the 2008 MAS Winter Council Meeting

Saturday, February 2, 2008 12:00 noon – 3:00pm EST Conference Call

In attendance:

(IA) Ian M Anderson	President (2007-2008)
(CJ) Cathy Johnson	President-Elect (2008)
(PK) Paul G. Kotula	Past President (2007-2008)
(JM) James J. McGee	Treasurer (2007-2008)
(SDD) Scott D. Davilla	Secretary (2008-2009)
(JF) John Fournelle	Director (2006-2008)
(MW) Masashi Watanabe	Director (2006-2008)
(LB) Luke N. Brewer	Director (2007-2009)
(KB) Kristin L. Bunker	Director (2007-2009)
(SM) Stuart McKernan	Director (2008-2010)
(NR) Nicholas Ritchie	Director (2008-2010)
(PC) Paul Carpenter	Strategic Planning (2005-2008)
(SW) Scott Wight	Computer Activities (2006-2009)
(PR) Phillip E. Russell	Education (2006-2009)
(VR) Vernon Robertson	Corporate Liaison (2007-2010)
(DK) Dan Kremser	Nominee

New Action Items

WC_2008-001: Anderson - Follow up letter to MSA about sustaining member status regarding point system and appeal system. CC letter to MSA meeting manager.

WC_2008-002: Ian Anderson - General call regarding MAS Duncumb Award, due March 7th. also ask individual/members to submit nominees. by Feb 6th. make submission part of package.

WC_2008-003: All Council – Suggestions for topics to emphasize/de-emphasize for 2009 program based on previous meeting programs, send to Luke Brewer.

WC_2008-004: Ian Anderson, Cathy Johnson and Stuart McKernan - Form a sub-committee to draft a letter to all regional societies within the next two months regarding a review of their status.

New Motions

- Approved - To approve Secretary's Report.
- Approved - To approve Treasurer's Report.
- Approved - To approve new members since August 2007 listed on Membership Service Report (by-laws requirement).
- Tabled - To remove Sensors and Surface Technology Partnership Affiliation.
- Approved - To table motion to remove Sensors and Surface Technology Partnership Affiliation.
- Approved - To form a sub-committee to draft a letter to all regional societies within the next two months regarding a review of their status (Ian Anderson, Cathy Johnson Stuart McKernan and Paul Hlava to form sub-committee).
- Approved - To approve the MAS Best paper award nominations and the first place

finisher in each of the 4 categories.

- Approved – To reassign the task of judging outstanding paper awards at M&M from first year directors to second year directors.

- Approved - To approve the President's nominations of Committee Chairs during the term of office 2008-2011 as follows:

Membership Services Committee: Dan Kremser;

Strategic Planning Committee: Paul Carpenter;

Sustaining Members Committee: Lou Ross.

- Approved - To approve Luke Brewer as MAS Program Co-Chair for Microscopy and Microanalysis 2009, scheduled for July 26-30, 2009 in Richmond, VA.

- Approved - To approve the President's nomination of Brendan Foran as MAS Program Co-Chair for Microscopy and Microanalysis 2010, scheduled for August 1-5, 2010 in Portland, OR.

- Approved - To table Strategic Planning Committee Report until Spring Council 2008.

- Approved - To approve 2008 budget with changes to decrease income/expenses to \$59,925.

The meeting was called to order at 12:00 pm by IA, a quorum was present.

Ian welcomed everyone and introduced our new Council members, president elect, Cathy Johnson and secretary, Scott Davilla.

Secretary's Report - SDD

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

- Review of Past Action Items: (see Appendix I – Action Items)

Motion- Approved (JF, seconded CJ) - To approve Secretary's Report.

Treasurer's Report – JM

- All functions extracted from the accountants office except for the annual tax preparation and auditing of the tax preparations. JM in possession of all records and is reviewing them to see what needs to be retained.

- Our official address is still the accountants office, Membership activities uses Lou's membership office address, Treasury activities uses JMs.

- Official tax status is 501C3 tax-exempt organization.

- Journal subscriptions are down a little, Schwab's dividends and interest was up from last year and Contributions are pretty good.

- Chodos Fund contributions split off as a separate line item, With the previous Council of renaming the Potter Fund to the Chodus Fund, there needs to be discussion about their disposition – unrestricted or students use.

- Topical conference, new budget item

- Society management expense was higher due to \$2700.00 2006 carryover accounting billing.

- Membership office expenses have jumped due to addition of the cost of dealing with dues and ballots which was previously handled through the accountant.
- We ended up with a slight net proceed for 2007.
- Have 2 M&T checking accounts, one is used for our normal transactions, the other is basically a holding fund for PayPal receipts.
- Accounting. The accountant role of reviewing and auditing will be retained and tax filing. Cost estimates for this are in progress.
- Proposed Budget
 - dues were based on average membership numbers, 21 sustaining members
 - Contributions to the Chodus Fund that is based partly on the membership donations so far and Ian's generous match
 - Potter Fund support is basically the funds we'll use out of our reserves to fund other activities
 - Topical Conference is based on the numbers that Luke and John presented in their report. Expenses tend to match income.
 - Proposed income for M&M 2008 is about double from 2007.

Discussion:

LB, PK expressed concern about the increase in M&M income. JM told by treasurer of MSA that projected income should actually greater so this number is a conservative amount. Any deficit would come from the Schwab investment account. IA was told the final numbers should be ready by the program production meeting.

Motion- Approved (LB, seconded SDD) - To approve Treasurer's Report.

Committee Report – Membership Services (IA for LR)

- membership numbers are roughly similar to last year, more unpaid regular members than last year.
- renewal applications went fine, contributions to the letters, acknowledgement letters have been sent out and general dues letters have already been sent out. Email renewal reminders sent at end of February and the end of April.
- need to officially elect new members to our role who have applied since August of 2007

Motion- Approved (JM, seconded NR) - To approve new members since August 2007 listed on Membership Service Report (by-laws requirement).

Committee Report – Sustaining Membership (CJ)

- 23 on the books, all paid except two in 2007.
- only two issues
 - Booth sign up priority seems to not give credit to smaller sustaining members that have continuous membership.
 - major push this spring on recruiting new sustaining members.

Discussion:

IA – there was considerable discussion at MSA Council about the point system.
 CJ – While MSA and the trade show manager have that criteria, they're not following it.

The explanation from MSA is missing records due to trade show manager turn over. IA - one of the things that was resolved at the MSA Winter Council meeting was to make it clear what the point system was based on and allow different companies to dispute the basis of their points.

Action Item - WC_2008-001

Ian Anderson - Follow up letter to MSA about sustaining member status regarding point system and appeal system. CC letter to MSA meeting manager.

Committee Report – Computer Activities (SW, LB)

- new website look, lots of new pages and information including Topical Conferences, Mailing lists and password protected content. PayPal implemented and functional.
- e-voting, not much progress since last Council meeting. Will try for a mock election before Spring Council meeting.

Discussion:

IA was told by MSA business manager that e-voting would be expensive. LB two major reasons for e-voting, cost reduction and create voter turnout. Voting runs about a dollar a vote and can be more depending on different levels of support and customization. So about \$300 for our memberships. JM the cost of ballots and the dues mailings and what not, last year was \$1800. While this included some color printing, the mailing cost and turn cost is significantly higher than the electronic balloting

Committee Report – Publications (IA for CL)

Microscopy & Microanalysis (CL) – report submitted.

MicroNews (IA) – no report but doing basic infrastructure, using website to create content that gets propagated to MicroNews.

Committee Report – Tour Speakers (IA for PH)

- PH was assigned to look into lapsed affiliate societies and requested suspension of two: the Pittsburgh Society and the Philadelphia Society until we see if there is any activity.

Discussion:

KB - Pittsburgh Society had a early December meeting with about 30 participants, also have written their by-laws. IA - Philadelphia Microscopy Society is being looked into by John Friel. Paul Hlava did recommend we vote to suspend the affiliation of the Sensors and Surfaces Technology Partnership – SST in Rhode Island

Motion- Tabled (NR, seconded JF) - To remove Sensors and Surface Technology Partnership Affiliation.

Discussion – concerns about disaffiliating societies when trying to increase membership and the cost of keeping them is zero. IA - affiliated regional societies are required to submit a yearly report detailing their activity and showing evidence that they've had both a business meeting and a technical meeting. These requirements are defined on our website. JM – some affiliated regional societies are very active yet have

not followed the requirements so there is some questions as to if all societies are adhering to them.

Motion- Approved (SM, seconded JM)- To table motion to remove Sensors and Surface Technology Partnership Affiliation.

IA – suggested the formation of a sub-committee for the review of the status of every affiliated regional society with regard to our affiliation by-laws.

Motions- Approved (SM, seconded NR) - To form a sub-committee to draft a letter to all regional societies within the next two months regarding a review of their status (Ian Anderson, Cathy Johnson, Stuart McKernan and Paul Hlava to form sub-committee).

Action Item - WC_2008-004: Ian Anderson, Cathy Johnson, Stuart McKernan and Paul Hlava - Form a sub-committee to draft a letter to all regional societies within the next two months regarding a review of their status

Committee Report – Awards (IA)

MAS 2007 Best paper award - (DK, LG) - top two choices compiled from input various session chairs, Council members, and personal attendance. Consideration was the quality and applicability of the work itself towards utility

- The Birks Award, the nominee is Scott Davilla, *Event Streams Spectrum Imaging* and the second is Shang-Cong Cheng, *TEM Investigation on the Failure of Laser Components Made From Calcium Fluoride*

- The Macres Award, the nominee was Dougherty and Kunzelman and its *Computing Local Thickness of 3D Structures with Image J* and the second is Winkleman's *Simulation of Electron Backscatter Diffraction Patterns*.

- The Cosslett Award, Jesse and Company, *Mapping the Nucleation and Growth of Ferroelectric Domains Using Switching Spectroscopy Piezoresponse Force Microscopy* and the runner-up Soltau et al, *High Rate Spectroscopy and Imaging with pnDetectors*.

- The Castaing Award (Best Student Paper), the nominee was Demers and Gauvin, *A General X-Ray Fluorescence Correction for Electron Microanalysis by Monte Carlo Simulations* and the second is Woo et al, *Multivariate Data Analysis of Repeat Volumes From Tomograms of Quick Frozen Ca²⁺-activated Isometrically Contracting Insect Flight Muscle Reveals Unconventional Cross-bridge Confirmations*.

Motion- Approved (SM, seconded MW) - To approve the MAS Best paper award nominations and the first place finisher in each of the 4 categories.

MAS 2008 Presidential Awards- (IA) - the President of the MAS Society selects awards in the area of Society service, the Heinrich Award for the Young Investigator and the

award for science for distinguished scientists in our society. And starting last year we started to award the Peter Duncumb Award.

- Selections for this year;

- Distinguished Service for the Society, Lou Ross.
- Heinrich Award for the Young Investigator, Paul Kotula.
- Distinguished Scientists, Tom Kelly.

- Question about making the Duncumb Award a Presidential Award or would we like separate process, i.e. make the Duncumb Award an award that individuals within the society can put submit an application package. CJ agreed, would broaden submission of nominees as the intent of the award is to really go across that whole microanalysis field. IA - Has a choice in mind but would like to get additional nominees.

IA, CJ – suggested targeting week before program production meeting (March 14-16) but there's not much time for a good response.

LB – offered compromise suggestion of announcing that at the MAS Summer Meeting, at the business meeting with responses due February 2nd as it's really too late for this year.

IA – another possibility of an open call to the membership, due by March 7, together with asking individuals to put together packages for, up to three different nominees. That way are sure to get at least two or three nominees.

CJ – Ok for short term but long term we also announce it at the business meeting to be able to pull from membership.

Action Item - WC_2008-002

Ian Anderson - General call regarding MAS Presidential Award, due March 7th. also ask individual/members to submit nominees. by Feb 6th. make submission part of package.

Committee Chair Appointments - (IA)

IA – The by-laws revision moves responsibility for serving on the nominating committee from the first year incoming directors to the last year out-going directors. Out-going directors also judge outstanding paper awards at M&M and for the purpose of spreading the society workload suggests that responsibility for judging the MAS Outstanding Paper Award be moved to second year directors (Luke and Kristin). Has a concern about cutting the current Out-going directors (Masashi and John) from the process.

LB – was fine with change and working with Kristin to involve Masashi and John in the process.

Motion- Approved (JM, seconded JF) – To reassign the task of judging outstanding paper awards at M&M from first year directors to last year directors.

IA – Membership Services, Strategic or Long Range Planning and Sustaining Members committee chairmanships are expiring in 2008. Has spoken with the incumbent chairs of all three of those committees, and Lou Ross wished to allow another member of this society to have the opportunity to lead the Membership Services Committee and Dan Kremser has agreed to do that. Paul Carpenter is willing to continue for a second term as the chair of the Long Range and Strategic Planning Committee and in the Sustaining Members area. Our by-laws require approve of every committee member. Also suggests

year that the committee chair position is going to turn (Membership Services, Strategic Planning and Sustaining Members), Council at the Winter Council Meeting approve the chair of that position. This gives the chair 6 months to put together a committee membership for approval at Summer Council Meeting.

Motion- Approved (NR, seconded PK) - To approve the President's nominations of Committee Chairs during the term of office 2008-2011 as follows:

Membership Services Committee: Dan Kremser;
Strategic Planning Committee: Paul Carpenter;
Sustaining Members Committee: Lou Ross.

IA – Addition business regarding chair positions. Dan was originally approved by Council to be the MAS program co-chair for M&M 2009 and asked to be relieved of this duty so he could concentrate on member services. Asked Luke Brewer, who was scheduled for 2010 in Portland, to be the co-chair M&M 2009. So need Council motion.

Motion- Approved (CJ, seconded MW) - To approve Luke Brewer as MAS Program Co-Chair for Microscopy and Microanalysis 2009, scheduled for July 26-30, 2009 in Richmond, VA.

IA – And to fill the M&M 2010 Co-Chair position, Brendan Foran.

Motion- Approved (LB, second SDD) - To approve the President's nomination of Brendan Foran as MAS Program Co-Chair for M&M 2010, scheduled for August 1-5, 2010 in Portland, OR.

Meetings

- EBSD 2008 (JF, LB) – formed local arraignments committee, tutorial registration good. registration running, running well 31 registered to date. student aid with possible NSF funding. NSF funding only for domestic students (but do not have to be us citizen). Bottom line is on budget.

- M&M 2008 (PC) - expanded program with 6 sessions that are clearly centered on microanalysis topics that are attractive to MAS members, things are working out very well. IA- Need to decide on presentation that takes place at the MAS Presidential Happening. JM – suggested workshop publicity (EBSD and HI-II). IA, LB agree.

- M&M 2009 (LB) - David B. Wittry Memorial Symposium approved, asked for solicitation -> any persons with involvements with DBW to contact LB. Asked for action item, think about the symposium in the 2008 program and past couple years and submit suggestions for topics.

Action Item - WC_2008-003

Suggestions for topics to emphasize/de-emphasize for 2009 program based on previous meeting programs.

- Proposed Topical Conferences

- 3D Microscopy and Microanalysis – Fall 2008 (JM) - no co-chair yet. local society has new officers. might shift from fall 2008 to a future date.

- Particle Analysis – May, 2009 (PC) Have visited location (McCrone) but still in initial stages. not sure that particle analysis will be the complete focus of the topic. Will try to present to council this Summer a working plan for the workshop

Strategic Planning Committee – (PC)

Motion- Approved (LB, seconded SM) - To table Strategic Planning Committee Report until Spring Council 2008.

Budget Approval – (JM)

- revision here based on discussions

Income: increase the sustaining member dues, based on 23 members to \$8625, decrease the co-sponsorship share estimate to \$20,000, add a reserves amount of \$1150 as a cushion to provide a net decrease in the proposed income of \$3100

Expenses: \$500 less in society management, to \$4500, \$1000 less in the IUMAS/EMAS, \$1000 less in the Potter Fund support, \$600 less in the student support for M&M.

bottom line is 59,9,25 total expense and 59,9,25 total income based on those revisions

Motion- Approved (CJ, seconded LB) - To approve 2008 budget with changes to decrease income/expenses to \$59,925.

Motion- Approved (NR, seconded SDD) – To adjourn the meeting (3:01 pm).

Respectfully Submitted

Scott Davilla
MAS Secretary

Appendix I – Present and Past Action Items

/*
NEW ACTION ITEMS from Winter Council 2008
*/

WC_2008-001

Ian Anderson - Follow up letter to MSA about sustaining member status regarding point system and appeal system. CC letter to MSA meeting manager.

WC_2008-002

Ian Anderson - General call regarding MAS Duncumb Award, due March 7th. also ask individual/members to submit nominees. by Feb 6th. make submission part of package.

WC_2008-003

All Council– Suggestions tfor topics to emphasize/de-emapasize for 2009 program based on previous meeting programs, send to Luke Brewer.

WC_2008-004

Ian Anderson, Cathy Johnson, Stuart McKernan - Form a sub-committee to draft a letter to all regional societies within the next two months regarding a review of their status

/*
ACTION ITEMS from Fall Council 2007
*/

FC_2007-005 (IN PROGRESS)

Ian Anderson - When Ian Anderson 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 McCrone.

FC_2007-006 (IN PROGRESS)

Ian Anderson, Paul Carpenter and Phil Russell - Work on guidelines for student chapter affiliations with MAS and AreS.

FC_2007-007 (IN PROGRESS)

Scott Wight, Paul Carpenter - Discuss setting up an e-mail reflector and easy upload of workshops via the MAS website.

FC_2007-009 (IN PROGRESS)

Paul Carpenter - 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 and Paul Carpenter) and forthcoming TCs

on EBSD (John Fournelle, Luke Brewer and Joe Michael) and Particle Analysis (Craig Schwandt, McCrome). Jim McGee will participate to speak to MAS budget issues.

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ACTION ITEMS from Summer Council 2007
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SC_2007-001 (IN PROGRESS)

Ian Anderson - Draft letter to AreS officers reminding them of affiliation guidelines and encouraging MAS membership for individual members.

SC_2007-006 (IN PROGRESS)

Lou Ross (or generically Membership Services Chair) will provide Council with a list of new members for approval in the membership report at the Summer Council for approval. Scheduled for Spring Council 2008

SC_2007-008 (IN PROGRESS)

Paul Hlava - 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.

SC_2007-009 (NOT STARTED)

Paul Hlava, Ian Anderson, Ed Vicenzi and Phil Russell - Develop promotional slides to go in each Tour speaker presentation to encourage membership. These will be accompanied by applications and brochure.

SC_2007-011 (IN PROGRESS)

Scott Wight, Luke Brewer - Regarding electronic balloting and the concern that ballot design would provide the latitude for write-in candidates and additional initiatives, Prepare a sample ballot for Council review by Spring 2008. Added Winter Council 2008 - Prepare for mock election by Spring Council 2008.

SC_2007-013b (IN PROGRESS)

Part B: Scott Wight and Luke Brewer will develop and apply electronic methods necessary for registration and payment of annual dues on the MAS website.

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ACTION ITEMS from Winter Council 2007 (and possible previous)
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WC_2007-003 (IN PROGRESS)

Lou Ross - Draft thank you letter to any donor to the discretionary funds, which will include tax-deductible statement – transferred to Ian Anderson who is waiting on tax status of MAS from Jim McGee

WC_2007-004 (IN PROGRESS)

Ian Anderson - Micro News Committee chair submissions, will be part of Ian Anderson's action item to discuss terms of tenure with committee chairs

WC_2007-005 (TABLED)

John Henry Scott - Provide a wiki that would allow MAS members to upload content for the website.

WC_2007-006 (IN PROGRESS)

Phil Russell - Poll microanalysis faculty re: how MAS can best support students and ask Inga Musselman if she would help him on this initiative

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COMPLETED ACTION ITEMS

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FC_2007-001 (COMPLETE)

Ian Anderson - Will write to Norma Chodos informing her of the Potter Fund name change to the Chodos Fund.

FC_2007-002 (COMPLETE)

Ian Anderson - Will follow up with Schwab account signatories (WC_2007-001) to make sure the transaction is completed.

- According to Jim McGee, John Small has signed the papers but Joe Michael has not.

- Valerie Woodward 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.

- Signature form signed by Gordon Cleaver and John Small, en route to Joe Michael.

Papers En route back to Schwab.

FC_2007-003 (COMPLETE)

Valerie Woodward - include uncompleted action items from 2007 WC and SC meetings as addendum to FC minutes with appropriate time frame.

The separate document is an Appendix to the Winter Council 2008 minutes.

FC_2007-004 (COMPLETE)

Ian Anderson - 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.

FC_2007-008 (COMPLETE)

Heather Lowers - Send Ian Anderson the original instrument images that appear on her draft MAS trifold for use on the MAS website.

SC_2007-002 (COMPLETE)

Lou Ross - Provide the list of temporary members to Ian Anderson; Ian Anderson 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.

SC_2007-003 (COMPLETE)

John Fournelle, Jim McGee, Ian Anderson and Heather Lowers - 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.

SC_2007-004 (COMPLETE)

Valerie Woodward - Locate her table describing methods, type of information obtained and level of resolution and then send to John Fournelle.

SC_2007-005 (COMPLETE)

Ian Anderson - 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 Lou Ross.

Heather Lowers and Dan Kremser have been appointed.

SC_2007-007 (COMPLETE)

John Fournelle - Write a policy for web content review of vendor-submitted educational materials for the MAS reviewer to follow. Coordinate with Paul Hlava.

SC_2007-010 (COMPLETE)

John Henry Scott or Scott Wight - Choose the colors that work best on the web and make those the logo colors for all applications (web, print, placards, etc.)

SC_2007-012 (COMPLETE)

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, Paul Kotula will propose this motion to the membership at the business meeting on 8/8. Several noted that we much have 35 members present to vote (quorum).

SC_2007-013a (COMPLETE)

Part A: Paul Kotula - 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.

SC_2007-014 (COMPLETE)

Jim McGee will find out what is our IRS designation.
IRS 501-C3

SC_2007-015 (COMPLETE)

Valerie Woodward - Locate Topical Conference guidelines and proposal application and find out when last NIST-MAS proposal was submitted for approval. She will then send these items to Paul Carpenter and Ian Anderson for review.

SC_2007-016 (COMPLETE)

Ian Anderson - Attend the AreS lunch and propose the tour short course concept to the AreS representatives for feedback.

SC_2007-017 (COMPLETE)

Ian Anderson - Present the proposal for changing the Potter Fund to the Chodos Fund and his funding challenge to the membership at the business meeting.

Ian Anderson is writing an article for MicroNews to share with members who were not at the business meeting.

WC_2007-001 (COMPLETE)

Jim McGee - Obtain paperwork to change signatories on Schwab account
Signature form signed by Gordon Cleaver and John Small, en route to Joe Michael.

WC_2007-002 (COMPLETE)

Lou Ross - Obtain an up-to-date membership list in Excel format from Thompson and provide it to the web maintenance committee and Jim McGee.

CAC and Jim McGee have the list.