



**MAS Telecon  
January 23, 2019 1300 EST**

**MAS Executive Council:**

<b>Rhonda Stroud</b>	<b>(President 2018-2020)</b>
<b>Heather Lowers</b>	<b>(President-elect 2018)</b>
<b>Chad Parish</b>	<b>(Secretary 2018-2020)</b>
<b>Elaine Schumacher</b>	<b>(Treasurer 2017-2020)</b>
<b>Roseann Csencsits</b>	<b>(Director 2017-2019)</b>
<b>Emma Bullock</b>	<b>(Director 2017-2019)</b>
<b>Anette von der Handt</b>	<b>(Director 2018-2020)</b>
<b>Andrew Herzing</b>	<b>(Director 2018-2020)</b>
<b>Donovan Leonard</b>	<b>(Director 2019-2021)</b>
<b>Abigail Lindstrom</b>	<b>(Director 2019-2021)</b>
<b>Patrick Camus</b>	<b>(Commercial Director 2018-2020)</b>

**Present on the call:**

Rhonda Stroud (President)  
Elaine Schumacher (Treasurer)  
Chad Parish (Secretary)  
Emma Bullock (Director)  
Roseann Csencsits (Director)  
Pat Camus (Commercial Director)  
Heather Lowers (President Elect)  
Jim McGee (Finance Chair)  
Nicholas Ritchie (Computer Activities Chair)  
Dan Ruscitto (Social Media Chair)  
Tom Kelly (Fellows' committee chair)  
Michael Nagorka (Member Services)  
Anette von der Handt (director)  
Donovan Leonard (Director)  
Abigail Lindstrom (Director)  
Vin Smentkowski (Strategic Planning Committee Chair)  
Jim LeBeau (Education Committee Chair)

**Action items:**

- **Action item: Will continue finding an EMAS candidate (including Goldstein scholars) as an action item for Rhonda.**

**Meeting begins 1308 Eastern. A quorum is met.**

First business is to welcome the newly elected Directors: Donovan Leonard and Abigail (Abby) Lindstrom. We welcome returning or new positions: Heather Lowers as President-Elect and Elaine Schumacher reelected as Treasurer.

We discuss minor edits to minutes from last meeting. Rhonda requests a motion to approve as modified. Elaine moves. Abby seconds. There is no discussion. No one is opposed or abstains, all in favor. The motion passes.

There are two outstanding action items from the last minutes. **1. Select early career scholar to AMAS.** The awards committee and Rhonda agreed to send Miriam Hiebert (outstanding paper presenter from previous M&M). Miriam agreed, but needed a larger subsidy than usual. In the past, we spent \$2K. For Australia, we increased subsidy to \$3K to get her to agree to go. We are still looking for an EMAS representative. We cannot use the last award winner, because that person was the EMAS representative to the M&M meeting. Andy & Rhonda considered another possible student, so we need to rapidly identify an early career person to EMAS. Question: Could the selectee be a Goldstein Scholar? Rhonda: It could be, but he/she needs to be a good speaker. Abby suggests William Nachlas (Syracuse) who has been a good speaker in past meetings. Rhonda says William has graduated and moved on to a post-doc. Heather suggests that "Early Career" is defined as less than or equal to two years as staff/faculty. Rhonda asks, have we sent William anywhere before? Elaine doesn't recall previous reimbursements. Anette comments that William received his PhD in 2015. Heather states that he only recently got a permanent position. Rhonda says we need to check EMAS rules for career stage for the session. Any other suggestions? **Action item: Will continue finding an EMAS candidate (including Goldstein scholars) as an action item for Rhonda.** Elaine needs supporting documentation for Miriam for what has been paid, subsidized, etc. Hotel was already paid under "Foreign Society" reciprocity line item in 2018.

Rhonda then moves to the second action item from the last minutes: clarification of MCOM designation. Elaine: That was resolved by Ashley as a free 6-month trial membership, offered at Lehigh microscopy school. "COM" for complimentary.

We now move on to reports.

### **Membership Report (Mike Nagorka)**

First: Mike asked for a database pull but did not receive it. He had to use portal dashboard on website. 16 MAS only, 226 Joint were seen, which is much lower than last time. This is not the same query, however. Also, a number of people tried to pay dues more than once. 1 person tried 5 times in MAS-only, 1 person in Joint tried 5 times. Portal being inconsistent. Mike can't report on how many new members we have since the last phone call due to no database pull. Mike received a database pull yesterday afternoon, but the database pull was not updated from the October call. Mike will later report on what the new report shows.

Rhonda asks if we can reconcile and get more info before she goes to the in-person MSA winter council, because Ashley and Virtual Inc will be there, so Rhonda's maximum leverage will be then. Elaine makes a quick reminder that Lucille has had to ask Ashley and Elaine for Sustaining Member updates. Looking at the dashboard, there is a FIG report option. It'll probably be easy for Elaine to send a list of FIGMAS joins to Owen. However, Patrick needs a better and more direct way to monitor Sustaining Member activities. We need a way to report on MAS-only and Joint Sustaining Members. Rhonda doesn't recall if dashboard access for Pat was requested, but we can add it easily. Elaine says that Pat needs direct access if possible. This is the dashboard that allows read-only access to the portal's database to request specific

reports over a specified timeframe. This allows us to see the same info the Virtual Inc accountant sees with which to generate the reports. We'll see if Elaine's results agree with the Virtual Inc reports. We will go back to Q2- and Q3-2018 and compare reports created by Elaine via the dashboard to what Virtual Inc has been sending in terms of reconciliation for comparison on the financials.

### **Treasurer Report (Elaine Schumacher)**

In February, Elaine will work with our CPA to prepare the Federal and New York State income tax filings. 2018-Q4 financial reconciliation and MM2018 co-sponsor reconciliation should be coming soon, and we should get the funds we are owed. The reconciliation process is still not a part of the Virtual Inc workflow and requires a request from Elaine to initiate the reconciliation process each quarter. Elaine started inquiring at beginning of November to start getting the report for 2018-Q3. Elaine received the Q3 income check on 2018 Dec 31. Next month (February), the D&O (directors and officers) insurance policy renewal is due. We have a new underwriter, so a new policy quote is not available yet, and it will be reviewed by Chubb to ensure it is consistent with what we've had. Heather is now on the Chase accounts and Masashi has been removed. Elaine has begun tracking QMA2019 and invoicing the sponsors.

The actual budget spreadsheet looks very similar to the proposed budget shown at the M&M business meeting in August. Liquid assets are ~\$144K, but ~\$21K are actually the charitable funds, even though they are called liquid. Really, we have ~\$123K in true liquid assets. This is a surplus of ~\$20K above the \$100K we try to keep in the budget. Elaine is not sure what further expenses will be needed as the website evolves. (For new purposes, such as security options.) We spent ~\$2K on website project last year. At the end of last year, net income was ~\$40K. Surplus funds went into "Society Management" for expenses. We put \$5K into a Certificate of Deposit from surplus operating funds last year. Our largest spending was for Society Management (including ~\$2K for the website, and ~\$4K for the Fellows project). Fellows has its own line item for 2019. This illustrates why we need flexibility in the operating funds. Because we had these extra funds, we were able to kick off the Fellows program last year. There were significant expenses for shipping awards to Fellows who did not pick them up in person (~\$1400). This is an example of unexpected expenses, showing why we need the good flexibility in the budget. We are in good shape for the year to come. One idea for the future is to try to move toward more accounting tracking in QuickBooks (software used to prepare the file used by our CPA for tax return preparation) instead of in a spreadsheet. We need to look at what sort of reports QuickBooks can do (e.g., reports in the fashion we're accustomed to, etc.).

Rhonda comments that the line item for MAS social increased to \$10K. We ran out of food last year, and \$8K did not even get bids in Portland for this year. \$10K is a good budget point for significant appetizers and 2 drink tickets and \$10K is a good benchmark moving forward. Elaine comments that our income tends to be erratic and unpredictable. Topical Conferences do well usually, but we can't count on that. We may occasionally go negative on a particular line item, but we do well overall, so an increase if expenditures for the MAS Social can be covered. We may need also need to rethink the timing of the social and the business meeting at M&M. The people who don't attend the business meeting arrive at the social on time, and those of us who attend the business meeting get to the social after the food is depleted. We may need to handle the start time more elegantly. Rhonda suggests that we definitely need to take this into account, in terms of location and time on the ticket.

Jim McGee ask regarding our income, at what point would there be a flag for the income level on a non-profit? Elaine replies she is not aware of any concern, and the CPA has never mentioned this. Perhaps we are far enough below any limit that there's no issue. We don't pay

Federal taxes. We don't pay a yearly fee to maintain our incorporation status in New York State (as is done in some states, e.g., Illinois), but we do pay \$125 state income tax to New York State. There's never been an issue of paying Federal income tax or anything related to a level of income to trigger any issues. Heather comments that she doesn't think there are limits, it's just that if there are >\$50K receipts, there is a longer tax form to file. Rhonda comments that it's mostly an issue about how you raise the money, and mostly about making sure we aren't engaging in commercial activities. Elaine reminds us we can't be soliciting donations. This came up with state of Ohio discussions. Prior to filling out the charitable organization exemption application for Ohio, we changed the portal default to not automatically give \$10 to the charitable funds. We also had to make clear to Ohio that we were not hosting bingo games or similar fundraising activities.

Jim McGee comments that the license for QuickBooks probably has to be renewed. Elaine replies that we have a current version of QuickBooks, purchased in 2017. She also noted that the newest option out there is a cloud version with automatic backup, etc., and designates people with secure access. This can make handoff to next treasurer or CPA much easier. Also, multiple people can handle the files simultaneously. We are using QuickBooks for tax file preparation, but would like to make better use of it for accounting throughout the year.

### **Finance Committee (Jim McGee)**

The committee made a 5 year review of performance of the investment fund. The performance has not met the guidelines in the investment policy statement. Guidelines are to preserve capital and earn ~4% above inflation. For EOY 2018, our annualized return for 5-year period 2013-2018 was 2.39%. Since inception of the Morgan Stanley fund (mid-2013), it is 3.1%. Annual inflation was 1.6% over that 5-year period. We were not at the desired 5.6% return. This makes a difference of \$45-50K that we are below our goal. We pay fees for active management (for our 4 different funds) and pay ~1% fee plus expenses in some of the funds. Expense ratios are ~3% on those funds. We are not performing as we desire. Our options are changing our management, changing our investment type, or downgrading our expectations. The committee recommends (1) changing management to Schwab and (2) changing our tool to index funds, but not tempering our expectations.

Index funds are broad funds that capture much of the financial landscape. Historically, they perform better than active management-funds. Index funds are far lower in cost in terms of expense ratios and fees. The committee recommends these options be discussed and approved by council. If we move to a Schwab account, we would be in charge of managing the account more than we are now, but that is the duty of the finance committee. External reviews of the activity would be performed by our accounting firm. Index funds are mostly left alone, except for occasional rebalancing based on world-wide trends. We have about \$500K in the investment accounts now. 2018 was not a good year. 2018 put a dent in the picture for the year. Heather asks if the committee looked at others besides Schwab? Jim replies no, not really. We used Schwab before moving to Morgan Stanley in the past. We could do a comparison, but we're not going to find anything better. Schwab's expense ratios on the index funds are among the lowest in the industry. Elaine makes a few points. Treasurer is *ex officio* on the finance committee, and so only participates in an advisory capacity. This proposal is for Finance Committee members more hands-on with approving the selection of index funds that would comprise the portfolio, in accordance with the Investment Policy Statement, rather than the account being managed by a professional investment advisor. As Treasurer, Elaine will keep her hands off of investment decisions, because there needs to be a clear division between Treasurer with operating budget and Finance Committee goal on what happens with the investments. Elaine is not averse to paying fees for professional advice (CPA, legal, credit card

transactions). Elaine checked with the CPA regarding this proposed change. The CPA is not in favor of volunteer society members taking a more active role instead of using a professional fund managers. One of justifications for not having yearly audit is that professional, regulated advisors were used. If we go to volunteers, the accounting firm should look at investments over time (an independent review, not as an audit). Elaine comments on further thoughts on this: if we are not happy with Morgan Stanley, moving to another firm is fine, and paying fees for professional management is fine. If we are not using professional fund management, then outside review is advisable. Our attorney should be questioned about the advisability of having society volunteers manage the investment instead of a professional.

Jim comments that these are all good points that are being taken under consideration. Schwab will have professional managers. The amount of participation from Schwab can mimic what is being received from Morgan Stanley. The cost will be ~\$hundreds/year instead of \$5K/yr with Morgan Stanley. Index funds have a historical record of performing better than managed funds. The goal is not just to save fees, but also to get a better return. The professional fund manager's mode is to trade securities, so they don't listen to our input to invest more in index funds. Jim agrees the proposals need more review and attorney input.

Rhonda moves for a motion to adopt the recommendation to move to Schwab and index funds. Emma moves, Abby seconds. Elaine is opposed, no abstentions, others in favor. Motion passes.

### **Fellow's Committee (Tom Kelly)**

The committee received 4 new and 7 held-from-last-year nominations (names left over from prior process). All are well-known people, but some not as well-known within the MAS community. The committee went through a triage process where committee members ranked nominees 3, 2, 1, or 'abstain.' The bottom third of candidates were not moved forward. The top 19 based on voting were clearly standouts. The committee voted and approved the 19 be put forward. We were aiming for 25 candidates to go with the 27 "Legends" from last year, giving ~52 total fellows compared to ~550 memberships (~10%). We expect 2-3/year after this year. Therefore, we had room for ~6 more. The committee selected 8 more from the middle tranche, for a total of 27 names to put forward. Rhonda was selected for inaugural class, but Rhonda chose to decline and remove her name to avoid appearance of conflict of interest. Similarly, Tom Kelly abstained when his name was put forward. Discussions also found people who were clearly distinguished but were never members of MAS, although some of their employers were Sustaining Members. The committee discussed the limitation of the Fellow's honor to members of the society, but did not reach a conclusion. The possibility of "Honorary Fellow" designation for people we want to honor for influence on the profession but might not be members was discussed.

Tom proposes to council that the Fellow's committee will come back with a set of proposed guidelines for the creation of an "honorary fellow" designation. Question from Tom: will there be more winter teleconference meetings? Rhonda replies yes, we'll probably meet again in February due to individuals not being on this call due to the government shutdown. Tom replies that the committee is almost ready to make our recommendations on the list. The advantage of getting the nominations resolved sooner than later, is that if people knew they were getting an award, they might be more motivated to submit papers to the conference. Rhonda suggests there could be a problem with "honorary fellow." It could possibly conflict with "honorary membership," which requires a vote of the membership to elect an honorary member. Would we need 10% of the membership to elect an honorary fellow? Should this be a voice vote at the business meeting in the summer? Tom replies that the possibility of honorary fellows would not

be pursued this year, and possibly discussed at the summer council meeting. Tom asks if Lothar Strüder is considered a member, since his employer (PN Sensor) is a Sustaining Member? Elaine asks if he is he one of the designated members from the Sustaining Member's three complementary membership? Rhonda suggests that an email to Lucille would resolve the question. Tom requests council consider the 27 names and come back by email for the question of Lothar Strüder. Tom also asks if we can convince Rhonda to stand for fellow? Rhonda replies that, no, it does not look right, and that we need a policy on this. Tom replies that the committee will recommend a policy. This situation is similar to the members of the fellow's committee who were named fellows last year. Tom asks for approval of 26 names (the list minus Rhonda) with answer to come about Lothar Strüder.

Rhonda calls for a motion to approve the 26 fellows. Elaine motions, Emma seconds. There is no discussion. All are in favor, none opposed or abstaining. The motion passes.

Tom suggests we need to introduce writing to the bylaws for the Fellows, so that the new wording can go to the business meeting in the summer and be up for a vote in the fall. We will probably require a formal nomination package for fellow candidates going forward, as we move to smaller yearly tranches.

### **Computer Activities (Nicholas Ritchie)**

Nicholas thanks the committee members for long and hard work to rebuild the website. Rhonda comments that the website looks great and came in under budget. Rhonda also notes the beads of office and MAS flag flew at the South Pole for her trip. Nicholas added them to the website, "We go to the ends of the Earth for Microanalysis." Nicholas encourages people to contribute content, pictures, text, etc.

Rhonda says that everyone can update their own email address at the Yahoo group; Nicholas can only remove people, so please double-check your email. Nicholas can also invite new people. Rhonda believes that the Constant Contact is up to date. Some people are having problem downloading files from the Yahoo. Nicholas comments that we need to get rid of Yahoo and move to Slack. Rhonda replies that Slack will not work for many people. Chad requests everyone to please CC marked-up minutes to him directly, not just to Yahoo.

### **Social Media (Dan Ruscitto)**

Dan can add some new content to the website, and needs to meet with the rest of the committee soon. Rhonda comments that we need to get someone qualified as a Wikipedia editor so that we can edit new fellows' Wikipedia pages. Dan requests we send him news / events. Rhonda requests that in the next few weeks (~1 Feb) we send a notice about the abstract deadlines. Rhonda hopes to learn about extensions due to the government shutdown, but has not heard anything yet. It would also not hurt to draw attention to MAS-specific symposia. Jim McGee asks, do we still have the newsletter? Rhonda replies that Micronews now an all-digital format. Assel has stayed as the editor but has been hard to contact. There are some questions if the format is still ideal, and we received mixed messages about the format. The same content that went into Micronews could conceivably go onto the web / social media.

Elaine talked to Assel. Items were mainly being posted on the website, so how do we get people to the website? Constant Contact? Jim notes that MSA has a monthly update over email, which is basically highlights. We should copy that idea and send a synopsis of news from within the Society. People see the social media, and that's good, but a monthly email to the membership might be useful. Rhonda asks for coordination between Dan and Assel and the web committee for a monthly email alert. Tom Kelly asks if we should send info on Fellows to social media?

Dan replies, yes please. Nicholas suggests to publish list on website and social media to draw attention to the website.

Anette has updates regarding the YouTube channel. She met with John Fournelle (MAS historian). John shared interviews and videos. We now have access to these videos. Anette will add time stamps to videos ready to go and edit down some of the longer videos. We have not created YouTube channel yet but will soon circulate a list of what could be added. Anette will try to create new content every month and embed a player on the webpage. Rhonda says that will be very informative for the society. Rhonda/Anette says we also have access to M&M archive of plenary speakers. Anette comments we need to contact MSA for those. Another thing Anette will try is that YouTube offers automatic subtitles that can then be improved manually. We will need to create a Google account, and will create an MAS account so that multiple people can work on it, and for eventual handover. Dan comments that Kat has previously created an MAS google account, and can give access to that, with copying to Nicholas. Anette mentions she found MSA CDs with older interviews, possibly outdated, but might be historically interesting, but we will need to coordinate with MSA over content ownership.

### **Strategic Planning Committee (Vin Smentkowski)**

Vin reviews the goals of the SPC: enhance membership value; support the microanalysis community; and, preserve institutional knowledge. The SPCs tasks are complete or well underway: multiple tasks, such as appointing a social media chair, launching new web pages, planning new sessions for MM2019. We are trying to show members what we are providing, and how to convince people to submit content. Membership benefits were not always obvious, and we have listed them more obviously. The joint portal has been useful for growing membership, but some hurdles remain. Hopefully these can be addressed: e.g., the MAS logo is missing, an option to join only MAS, details on member's receipts, and response times. Elaine provided a little more feedback on renewal process from her husband, Alan Nicholls. Alan's experience was that this is the worst renewal process he's ever had with the Societies. He requested a receipt for donations to charitable funds, and has not yet received info on his donations. Rhonda comments we have not yet received receipts or better-itemized receipts yet. There may have appeared an MAS logo and MAS-only membership option in the last few days. The lack of clearly itemized receipts must be resolved. Elaine comments that you are getting the same options you had last year, but the portal makes it difficult to choose new options, such as retired. Rhonda suggests that at the next membership pull, we need to contact the members and see how the experience was. Heather asks if MSA-only members have these problems as well? Rhonda replies that the itemized receipt problems, yes. It did not document FIG memberships, donations, etc. Some people were shunted to pre-filled shopping carts, others were not. Elaine comments that, from a brief look at the dashboard, everything seems to be there and financials are being captured, so there is a disconnect in the database compared to the receipt generation. Rhonda is concerned that FIG memberships are not being communicated to the FIGs. The portal is clearly a work in progress. Elaine, Rhonda, and Mike need to iterate on this a little more. There needs to be follow up with members and make sure they get their receipts.

Vin enumerated a list of website suggestions. In particular, the web page is only one of the tools at our disposal. We need higher visibility for the award recipients. This can draw in more potential membership through the award winners' networks. Meal with a mentor is successful but we need a way for the MWAM (Meal with a mentor) students to reach out to the mentors after the meal. Could we have an "ask a specialist" area of the website? Can we add more materials related to microanalysis to the resources? We also need a better description of the

charitable funds to the webpage. Rhonda comments that we need to be careful with the MWAM bios, because the officers on the webpage were recently targeted for phishing attacks.

Vin comments that this is an opportunity for MAS to discuss new TCs with other societies that are out there and we need to investigate how to give students more value. Also, we need to consider how can we utilize and reward students.

To preserve institutional knowledge, new committee or council members should review the bylaws and their duties. The MAS calendar is useful, but a calendar specific to council may be useful as well. The SPC is looking into an archival resource for council. Abby comments that minutes are already on the website. Vin suggests posting information specific to council, as well as operational needs for the general community. Vin is looking for bold new initiatives for the SPC. The YouTube project is moving forward. How can we give benefit to students to leverage them early in their career? Can we have student-specific web pages? Can we give students free online-only access to the journal? The SPS requests for suggestions or new ideas.

Abby comments that the previous minutes are in the "about us" → "leadership" area of the new website. Jim McGee asks, what about past society history? Rhonda suggests that in the interest of time, everyone on council should go back to website and think about what needs to be added.

Rhonda reviews that many options were presented. In the short term, the most value would be provided by a better description of the duties of each officer (a few sentences). She asks Vin to coordinate with each officer for basic duties, to try to get down in writing. Vin suggests to look for old documents, otherwise we will need to work from scratch. Rhonda comments Keana wanted to work on this, but we still need to come up with a brief synopsis of duties.

### **International Liaison and QMA2019 TC (Heather Lowers)**

An AMAS student representative has been selected. The EMAS student is being chosen. We should assign these selections to the award committee and try to select shortly after M&M in the future. We should also try to avoid giving multiple awards to same person. AMAS, EMAS, and the Chinese society plan to send students to QMA 2019. Rhonda asks if there will be a Visa issue with Chinese student. We need to get a letter of support underway. Heather replies that once the student abstract is received, the letter of support will go out.

For QMA2019, name was changed from "Electron Microprobe Analysis" to make it more inclusive. The new website is up and the program being finalized. The budget being finalized and a request to NSF will go in soon (despite shutdown). We have four sponsors at platinum, one at gold, two at silver, more being negotiated. We have support for ~30 ECS, but need names.

### **Educational Activities (Jim Lebeau)**

No Goldstein submissions came in for the last call. Jim asks for council and committee members to encourage applications. May 1<sup>st</sup> is next deadline. One student asked to repurpose their award after changes in tool availability. We allowed the change to go forward and perform their analysis. Meal with a mentor is coming up at M&M. Heather asks how many MWAM student spots do you have for this year? Jim estimates about 90-100 students. Rhonda suggests going to 100. We want a slightly bigger room next year for ~100 students, 10-20 mentors. Jim says that, financially, this doesn't make a significant difference.

Rhonda comments that for Goldstein Scholars, around 1 March, we should try to add a feature on the website for an interview with a past scholar as an example for next round. Rhonda suggests Michelle Thompson (Purdue); William Nachlas also possible. Abby is planning to send a reminder. Rhonda replies that 2 months to 6 weeks ahead is the best timeframe. 1 March is after M&M abstract deadline, so that's a good time to promote the Goldstein scholar deadline.

### **Tour Speakers (Elaine Schumacher, substitute for Kerry Siebein)**

Elaine comments that we cover one night of hotel and airfare officially, but we actually reimburse for any reasonable expenses for which receipts are provided. We are simply restating the policy to reflect what we actually do. Rhonda comments that she required a second hotel night on one tour visit. Elaine replies we will cover what is necessary. Drawing from the Fiori fund gives us the ability to cover reasonable extra expenses.

### **Sustaining Members (Pat Camus)**

Sustaining Member renewal notices will go out in February. We will contact Lucille about M&M plaque printing and use the system she used in the past (Lucite plaques with year and company name). Regarding the Sustaining Members' assigned employees from earlier: the spreadsheet appears to be somewhat out of date in terms of who is listed with EDAX. Pat will talk to Lucille and try to get the updated list, and remind Sustaining Members to put in names of their members during renewal. Elaine states that when Sustaining Members went in through the portal, they lost the ability to put in the individuals' information, so this is not through the portal. Pat says he will put this in the renewal email. Rhonda asks, could we add to the database? Mike replies it is already the category SUS in database. Pat replies he will get information from Mike.

### **Code of Conduct discussion (Rhonda Stroud)**

Rhonda comments that MSA discussed adoption of a code of conduct policy in the past. MSA council advised against posting any such policy. Around November, Rhonda received an email from MSA that they want to adopt a code of conduct and that it was approved by the lawyer both societies use. Rhonda did not find the MSA code to be what we want, due to a lack of means to report violations of the code. On Rhonda's request, MSA deferred posting the policy so that the societies could get on the same page after the MSA meeting this coming weekend. Rhonda included policies from comparable societies in the package for this weekend. Rhonda and Peter Crozier contacted "peer" societies to find their code of conduct policies. American Association of Anatomists, Council of Engineering and Scientific Society Executives codes are included. Rhonda recommends we push for a policy that encourages professional conduct and encourages people who report misconduct so that it can be addressed, but without trying to reproduce a legal system. This way, if the need arises, we can revoke memberships or ban individuals from meetings. We will be safer if we adopt a policy. Since this is a matter of contention, it would be good to gauge council's opinions. Elaine agrees. We don't want to get locked into something MSA is doing. Can we take a little time to look at these and email thoughts back? Rhonda replies, yes, today's meeting is running long enough, we need time to digest this. Please look at these and email thoughts around or call. Feedback by 1500 on Friday is ideal so Rhonda can carry it to the MSA meeting this weekend. Roseann comments that the CESSE code is nice and compact. Donovan notes an example from the news where a herpetologist had his reward rescinded for presenting inappropriate images during a presentation. Donovan will send around the link. Abby comments that this is something we need to do.

Rhonda asks if there is any last business?

Elaine asks how do we get the bylaws document actually revised? We voted for a change and we need to modify the actual document to submit with the tax returns. Rhonda asks, did we do

that during the website rebuild? Nicholas replies we need to double check. Anette finds that the bylaws on the website were revised in Nov 2016 on website.

**Meeting ends 1547 EST.**