MAS Telecon
April 25, 2019 1400 EST

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

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)
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)
Andy Herzing (Awards committee)
Kerry Sieben (Affiliated Regional Societies)

Meeting begins 1403. A quorum is met.

Action Items:
- Mike: determine the long-term membership yield from EBSD2018. (i.e., EBSD2018 new members who renewed in 2019).
- Vincent: collate these suggested bylaws changes in coordination with the other committee chairs.
- Donovan and Abby: look over the website and find needed additions or deletions.
- Rhonda: touch base directly with Paul to initiate strategic planning for TCs.

1. Review / Approval of January Minutes
Anette moves to finalize the minutes pending minor corrections. Elaine seconds. The motion passes.

2. Membership committee (Mike Nagorka)
Membership status was sent out from an April 11th pull. 513 members were listed. 272 people are paid through 2019; so 240 people need to renew for this year. The emailed report also described the other details, such as number of joint members, etc. Elaine asks: does this reflect people who renewed in January? Mike: Yes, it should have if they renewed in the portal.
Rhonda: I looked at this at the PPM to see how we were doing, to check the society membership vs. fellows numbers (regarding our 1% fellows goal). We want to be sure to get the 2019 renewals. MSA has sent these reminders. Dan: I will send something out with a schedule over the next few weeks. Rhonda: We don't want to spam those who have already renewed. We can do these portal pulls as often as we like, so maybe if Mike can come up with the list and pass it on to Dan, Dan can send the correct reminders, so we don't spam those who have already renewed but appropriately remind those who have not. Mike: Every time a new pull comes out, I create a new table in the database. Elaine: EBSD2018 non-members paid a higher registration fee that included a membership, so EBSD2018 attendees became members. Some of the non-renewals may be members who joined when they registered for the TC. There was a bump in membership last year due to TC registrations. Rhonda: Is incorporating the membership into the TC registration a useful tool to recruit new members? Is this part of the QMA membership? Heather: No. It seems to create a little extra hassle. We'd rather try to encourage membership via a good TC. Elaine: Mike should have a list of the members who came in through EBSD2018, and we could make a comparison and get this information.
Rhonda: Tom suggested we consider rolling the membership into the M&M registration fee, like MRS, so that people can pay with their program funds instead of personal funds. Rhonda followed up with Nicole and confirmed it would be quite difficult at M&M. We're unlikely to implement automatic membership fees with the meeting registration, although there is some interest in doing this with the TCs to lower the personal cost to people. This is useful to explore. The action item is for Mike to determine the long-term membership yield from EBSD2018. (I.e., EBSD2018 new members who renewed in 2019).

3. Sustaining members (Pat Camus)
Elaine begins to fill in for Pat. Pat has gone back to a more personal and direct approach with the SMs, and to getting their membership information. Pat gave them the option of paying by check or via MAS PayPal account instead of through the portal, because he could not renew Ametek via the portal. Lucille Giannuzzi also was unable to renew through the portal, and paid MSA by check for SM renewal. Elaine sent Pat a spreadsheet earlier this week, because she has seen all the renewals. The SMs were very quick to jump on the PayPal option. Three MAS only have renewed, ~8 through the portal, 8 through PayPal, and 8 by check. Only one PayPal invoice has not been paid yet. Almost all SMs are onboard. Pat needs to coordinate with Ashley and Nicole to get the full list of SMs before M&M.

Pat connects to the conference call. Pat: Elaine described the situation accurately. At a minimum Pat will confirm with Nicole and Ashley, in order to ensure MSA joint members get us
their information. The best part of the new system is that Pat is getting much better contact information from the vendors (i.e., we previously had old information from vendors). Certain vendors have had issues with the portal as well for accurate information. Once all information is straight, it will go to the website committee. Pat will also forward on the individual members' names from the SMs. Rhonda: does our website give SM contact information? Pat: I think so. Elaine: will you need to follow up with the others who renewed through the portal for their individual member names?

Rhonda: who is the one honorary member? Mike N.: Barry Carter (joint honorary member); only one who showed up in the database. Rhonda: we have a question for the fellow’s category in the bylaws, and we are discussing removing the honorary member category and need to know who will be affected. Mike: fellows don't show up in the membership pull. Rhonda: it doesn’t change their registration fee. Mike: it would be nice if the database indicated who the fellows are. The database doesn't show who is a fellow. Rhonda: that is a question for Ashley and Tom Kelly, so we can see fellow's status in the database.

Elaine: MSA has increased the membership fee for "inside North America" but not "US." This is probably a journal mailing fee issue. Rhonda: This was discussed at the MSA council meeting, due to journal shipping cost. If you opt out of the hard-copy journal, the non-US North American members ought to be able to pay the US rate. Elaine: it would be nice if we could see the whole fee schedule in one document. I.e., what are the options and the fees?

4. Treasurer's report (Elaine)
This is the time of year when we are in flux, so a budget spreadsheet update was not provided for this telecon. Income is arriving in and expenses for QMA and M&M will be going out. We finally received the 2018Q4 reconciliation from Virtual Inc (~$7K). We are down in income in all categories from 2018Q4 vs. 2017Q4. In particular, all the charitable fund incomes are down by about half. We have had reports of glitches in the portal from Q4 that probably hurt the charitable funds. This is something to keep an eye on. Rhonda: If we're sending out reminders to renew, we should include a request to email us with issues from the portal, such as donations, to ensure we know if there are problems. Elaine: We discussed the idea of a "donate" page on our website. Elaine will work on this with Nicholas in a May-July timeframe, and then send an email to the membership as a new capability (but being careful not to look like we're soliciting). We should have this place by M&M; it can be highlighted at the booth and at the business meeting.

Other received income is the MM2018 co-share, and is ~$8K less than the MM2017 co-share. The meeting gross revenue is calculated, and then we get 10%, minus MAS direct costs and half the cost of the President's Reception. The $8K downturn is due mostly to decreased gross revenue for the 2018 meeting vs 2017, along with increases in some meeting costs. We also expect some income from the AMAS meeting (travel support not paid directly to Rhonda and the MAS student who attended). We are waiting for the wire transfer (~AUD2600) in the near future. Elaine has tracking QMA registrations and vendor support, and keeping Owen Neill posted on the FIGMAS information. There has also been an ARES reimbursement, with two others anticipated.

5. Finance Committee (Jim McGee)
We have been busy with the transfer from Morgan Stanley to Schwab. Rhonda and Jim are authorized users. Soon Elaine will have view-only access for monthly or accountant reports. A few small glitches have been resolved. We are now transferred over. There were five different accounts at Morgan Stanley. The transfer of each account was done all in one day. There is a
fee for those transfers ($95/account), which Schwab reimbursed. We also received 500 free trades in our account for opening an account over $500K. The total was $525K. As of today, it is essentially unchanged. We've recovered from 2018Q4; 2019Q1 was better. We did come back up into the positive area of returns. All investments are Schwab broad-market index funds, such as bonds, international equity, real estates, and a cash money-market account. We will distribute to meet the IPS guidelines. We had over 100 different equities and exchange-traded funds, and sold out to invest into broad market funds. The new expense ratios are very low, so we will not pay many fees. This will save several thousand per year. We will be reviewing funds as we go along, and if any changes are warranted, we will report that to the council. We have two changes already. The cash fund can only be invested in by "real persons" not "organizations," so we found a money market fund. At the advisor's recommendation, we added an equity fund with high dividend gains. We will reapportion the distributions. The Morgan Stanley account will be closed out properly by Elaine with all necessary documentation for tax time. Elaine: we will talk offline about what is required to formally close the account. Jim: The only other item is that council should accept this report for the record. The IPS document approved online is now submitted for official records. There will need to be a bylaws revision. We need to be sure to make this timeline to revise the indemnification clause.

Rhonda: council must approve the changes at least by summer council, then present the changes at the yearly business meeting, and then be voted on during the regular elections in the fall. Elaine: we have proposed changes for the fellow's program, the indemnification clause, and we need to change the address listed in the bylaws, and a minor issue about the use of an official seal, which is an outdated concept. Rhonda: we could bundle all of these into one for voting, but this would be a decision for the members at the business meeting. We need to be sure to have all of those items presented at the business meeting. Jim: who will handle this? Rhonda: the person who initiates the change should write the suggested revision. Could Vin, as SPC chair, collate these suggested changes in coordination with the other committee chairs? Elaine: the address and seal changes will be easy, and she will provide the wording changes to Vin for these two items.

Jim: any other questions or comments? Rhonda: did we figure out if the timing of the sale of the securities will affect our taxes? Jim: I talked to Elaine, and we do have gains and losses, but we do not actually pay tax on any of these because of our non-profit status. Elaine: I am still verifying, but what gets incorporated into our information are reporting of dividends, interest, capital gains, etc., with no distinction of gains from long vs. short-term holdings. But we do not pay federal income tax due to our non-profit status.

Elaine: Following up, I have the comparison of the two co-shares. 2017 was the year they accidentally charged the social to the MSA credit card, so that this came out of our direct costs. We are still between $5-10k down for last year's co-share, regardless. Rhonda: we need to investigate this and understand Baltimore was an off year or was the cost of the Presidential Reception, or what, is responsible? Elaine: I will look over the numbers and get back to everyone.

(Elaine followed up with this information by email after the call:

Having reviewed the M&M 2017 and 2018 co-sponsorship financials a little more closely, the amount that we will receive for the 2018 meeting is down approximately $8K from 2017. This is due largely to a decrease in meeting gross revenue coupled with expense increases in a couple of areas.
The $10K figure mentioned in the call was based on a quick assessment, and since any of the line items may go up or down in a given year, an apples-to-apples comparison requires a little more effort. Please follow up with Elaine if there are questions.

6. Program planning meeting report (Rhonda Stroud)
The PPM went reasonably smoothly. There is some recurring confusion about which future PPC members should be there. John Fournelle (2020) attended; Andy (2021) should attend next year. We have not significantly covered future co-chair's travel expenses, although we have covered the current year members. We need to consider having some support for the must-attend future-year members. Elaine: for M&M or the PPM? Rhonda: for M&M, because the PPM is covered.

(Clarification added later: the costs for the PPM—travel, food, etc.—are directly paid by MSA, and are combined with similar expenses for M&M in the category of meeting costs. These are subtracted from the meeting gross revenue before our co-share is calculated. MAS does not pay directly for PPM travel, but the costs do figure into the co-share.)

We successfully selected the MAS social site (Spirit of '77 sports bar), which is a repeat. Rather than hold the business meeting at the CC and then move to the social, we will hold the meeting in the bar so that everyone who attends the meeting will not miss out on the social food and drinks. This will better encourage participation in the meeting by the members. This will prevent what happened at Baltimore, where people who skipped the meeting ate all the food before everyone else arrived. We will see if this is possible in future years in other cities. The budget is ~$8K, the final contract will be signed soon, for a 2 drink tickets/person with substantial appetizers.

Rhonda: can Andy talk about the paper awards? Andy: we selected the typical number of paper awards and everyone has accepted.

7. Strategic Planning (Vin Smentkowski)
The main task the SPC has been asked to do since the last call is to assist with documentation of roles for the council members. For first year directors, they serve as members of the social media and website committees, and Goldstein award reviewers. For second year directors, they review Goldstein awards, and act as MAS outstanding paper award reviewers. For third-year directors, they serve on the nominating and strategic planning committees, and provide documentation of lessons learned from the three-year terms. We want directors to promote what MAS is doing during all three years. We should ask committee members what committees are active in MAS and where they could serve.

Rhonda: Abby (first-year director) has been deeply involved in the website. The first-year directors should thoroughly review the website because fresh eyes are more likely to spot needs for pruning or updating. Despite the large number of eyes already, Donovan and Abby need to look over the website. Jim McGee: traditionally, the finance committee has had a director in the committee. This is a practice we should continue where a director is on the committee. This is a practice we should continue where a director is on the committee.

Vin: We need to think about what year directors should be on the finance committee. How should we split this out? Jim: FC members are on three-year terms, so this can be an issue for timing. Roseann is on her second year on the FC, so it could be someone who starts as a director and then stays on. Rhonda: I suggest a second-year director who could stay on the FC after they rotate off their directorship. Everyone except the president seems to change terms in January. Reevaluating committee memberships at winter council would be a good idea. Chad:
it's important to relate talents to committee posts. FC members need to be financially savvy, for instance. Rhonda: is the FC fully staffed? Jim: we have three members and three ex officio, so we're fully staffed now, but we may need to identify people next year.

Rhonda: back to Vin and the SPC. Did I hear general agreement from the council on the suggested roles. Any more additional comments? Vin: I will clean this up and send it around with the additions we just discussed. This should be a living document, not incorporated into bylaws, because things change too rapidly for bylaws changes. For instance, Tom Kelly suggested a bylaw modification regarding the honorary membership, and the SPC will work on this. Rhonda: is Barry Carter emeritus? Mike: the database says he is an honorary member only. Rhonda: we need to investigate if this will have an effect on his dues.

8. TC and international liaison (Heather Lowers)
The QMA2019 report sent around was the old one. We have finalized our invited speakers. We did receive the NSF funds, and should be received at U. Minnesota soon, and plan to support 30 students. 17 slots are filled with students who put in abstracts or support letters. The additional slots will be first-come, first served. The program and food costs are being finalized. We are currently showing ~$10K profit.

Paul cannot call in, so Heather will report on the TC program. The EBSD2018 team has not proposed EBSD2020, so this conference will likely not go forward. For future TCs, an easy approach would be to host a TC inside of IUMAS at Banff in 2021. We need to discuss the financials for this idea at summer council. We also should discuss moving the TC planning to a meeting manager company like Nicole. Past estimates were ~$75K, which is in the same ballpark which we have worked on. A professional meeting manager would have more infrastructure. Paul would like to be replaced when his stint is up in 2020. Rhonda: Has Paul talked to a potential replacement? Heather: I don't know if Paul has talked to Yoosuf, but he is Paul's current suggestion. Rhonda: my concern is a possible drop-off in income. If we have no TCs in 2020, and unclear 2021, it could be a serious drop-off in income. Is going to a professional manager the right way to go? We need to get Paul to discuss this, perhaps at the next meeting. We need to think about this seriously before the summer council meeting. So, Paul is looking to pass the torch by the end of 2020? Heather: Yes. A TC is brought together by a group of people interested in the topic, but the same two groups have been doing the same meetings. Perhaps at council and the TC committee could have infrastructure in place to that we're not reinventing it every time, this would be helpful – could we create a TC template? Chad: I've seen a meeting with a home-brewed website that dropped about 20% of the abstracts, and is turning into a disaster. Having a professional service would allow for this sort of risk to be minimized. Nicholas: Most of the TC effort is in the local organizing committee and program planning aspects. We could do ourselves a service by reducing the burden on the planning committee by letting them focus on what they need to do. For instance, reducing the local organizing (hotels, food) can reduce the burden on the committee. TCs are getting more complicated as time goes on, and we need to focus on the essential portions of the TC and make sure that's done right–we should put more burden on the attendees (hotels, food, etc.). Rhonda: the biggest problem is finding a group of people who are exciting in the topic and want to host the meeting. We need to be sure we have a dedicated TC committee looking at the issue of the near-term (2021), can we get this going? Is there something that could be adopted for 2020? What, long term, can we do to make this more cookie-cutter? A planning company can't take care of the specific program planning. We need suggestions for good members for this committee and legacy planning. Rhonda will touch base directly with Paul to initiate strategic planning for TCs. Anyone on the call who would like to be the TC future leader please let us know.
Heather: EMAS is May 23rd, IUMAS 8 has been selected for Banff, Canada. This will be sent for the website.

9. Fellow’s committee (Tom Kelly)
Tom is not on the call. Rhonda: no particularly new information for this phone call. Rhonda will send out individual announcements soon. There were ~27 this year. They will be recognized at the plenary.

10. Awards committee (Andy Herzing)
All award winners for the year are selected.

- Presidential Science Awardee—Dr. Larry Allard
- Presidential Service Awardee—Dr. Lucille Gianuzzi
- Peter Duncumb Award for Excellence in Microanalysis—Dr. Richard Seidman
- Kurt FJ Heinrich Award—Dr. Miaofang Chi
- Birks Award—Ery Hughes
- Macres Award—Dr. Lewys Jones
- Cosslett Award—Dr. Jordan Hachtel
- Castaing Award—Dr. Bradley De Gregorio

It’s a very good group this year. Andy will order the plaques soon for M&M in Portland. Could Andy ship the plaques to someone in Portland? Rhonda: Nicole or the local committee can answer this. We can reimburse a second checked bag fee. Rhonda sent out letters, but didn’t hear from Allard or Hughes. Donovan: Larry Allard doesn’t seem to be aware. Rhonda: Please help me get in touch with Larry. Anette: for Hughes, she might have graduated from Bristol, which is known for deleting email accounts. We should talk to her advisor and see if we can contact her.

11. Education committee (Jim LeBeau/Abby Lindstrom)
Abby will talk to Jim about meal with a mentor. For the Goldstein, we need to speak to the mentor and hosts regarding the letters. Several people who have expressed interest have been reminded about the deadline. We will have potentially 3-6 applications. If we have 6 applications, we will need to down select. Rhonda: when will they be announced? Abby: June 15th. I will want everything resolved by the beginning of June. I will send them out for review next week. Can we award 5 in the spring because we awarded none in the fall? Rhonda: yes, a total of 5 annually. If we had 6 worth funding, we could consider forward-funding one, if they are all worthy. Elaine: we have paid ~$1k so far this year for one of last year’s scholars. Rhonda: we need to highlight the winners on the website. We have a paper coming out in a high-impact journal which would be good to highlight on the website. Abby: upon reimbursement, we’ve been asking for a few-sentence testimonial. Rhonda: We also had one award get cancelled, so this adds one more into our budget.

11. Social media (Dan Ruscitto)
No report

12. Any other business
ARES: (Kerry) We’ve had three requests for the spring. Tom Kelly (×2) and Larry Allard. We are organizing the joint breakfast with the MSA at M&M.
Elaine: The CPA has emailed me back. All gains and losses are “ordinary,” and the tax situation is unaffected. Rhonda: so, this means we can liquidate all of the trades at once.

Rhonda: next telecon cannot overlap with EMAS. So, it needs to be 16 May or 31 May. Probably it will be 31 May.