

**AAPT Executive Board Meeting  
February 13 and 17, 2010  
Wardman Marriott  
Washington DC**

**Members Present:** Lila Adair, Past President; David Cook, President-Elect; Alex Dickison, President; Paul Zitzewitz, Treasurer; Marina Milner-Bolotin, Vice Chair of Section Representatives; Elizabeth Chesick, At-Large Member; Philip Hammer, Associate Executive Officer; Warren Hein, Executive Officer; Steve Iona, Secretary; Karl Mamola, Editor, *The Physics Teacher* (TPT); Mary Mogge, Chair of Section Representatives; Marie Plumb, At-Large Member; Gordon Ramsey, At-Large Member; David Sokoloff, Vice-President; Jan Tobochnik, Editor, *American Journal of Physics* (AJP).

Guests: Michael Brosnan, Chief Financial Officer; Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Steven Shropshire, At-Large Member elect, Jill Marshall, Vice-President elect

**1. Welcome and Call to Order / Dickison**

Dickison encouraged the Board to focus on action and discussion items and only refer to the reports in the iBook.

**2. Approval of Agenda / Dickison**

The agenda was approved.

**3. Approval of Minutes October 30-November 1, 2009 / Iona**

Several small corrections were offered. Iona referenced the appended changes in the Meetings Committee and mentioned that they would be included in the Final version of the Minutes.

**Ramsey moved that the minutes be approved as corrected. Mogge seconded the motion. The motion passed unanimously.**

**4. President's Report / Dickison**

Dickison referenced the committee appointments that he made including GOGS and GRC.

- For the Governing Review Committee – John Layman will serve as an advisor
- For the Committee on Governance Structure – Adair will be replaced by Dickison, and Ramsey will be replaced by Chesick.

**Dickison moved approval of the appointment of David Sokoloff to the to the AIP Governing Board to replace Adair. Due to Sokoloff's travel schedule, he suggested that Jill Marshall be approved as his alternate. Cook seconded the motion. It was approved unanimously.**

**Dickison moved approval of the appointment of Bo Hammer to replace Warren Hein on the AAAS-Section Q-Education Committee. Ramsey seconded the motion. It was approved unanimously.**

**Dickison moved approval of the reappointment of Art Hobson on the AAAS-Section B-Physics Committee. Adair seconded the motion. It was approved unanimously.**

Several members commented on the importance of receiving occasional reports from these individuals since they represent AAPT on these committees. Hehn commented that these committee meetings are often for planning meetings; it might be that they will be asking the Board for input.

#### **5. President-Elect's Report / Cook**

Cook commented on his challenge of completing the membership of the Area Committees because the Nominating Committee was slow in identifying their appointments. He still has several two-year vacancies to fill.

The 2010 Executive Board Meetings will be: April 23-25, 2010 and October 15-17, 2010.

He referenced the tab listing the APS/Fed-AAPT Statement that included slight variations from the earlier draft wording. The FED Executive Committee approved the text below.

#### **AAPT/APS-FED Statement**

##### **APS Plenary Session at Summer AAPT Meeting**

In conjunction with a selected Unit of the American Physical Society (APS), the Forum on Education (FEd) of the APS has planned a symposium for each of several recent meetings of the American Association of Physics Teachers (AAPT). These symposia have been arranged at Ann Arbor (Summer, 2009; DPP), Baltimore (Winter, 2008; DPF), Syracuse (Summer, 2006; DNP), Salt Lake City (Summer, 2005; DAMOP), and Sacramento (Summer, 2004; DPB). Both the AAPT and the FEd wish this event to become a regular component of the summer AAPT meeting. To that end, we agree that

- AAPT will allocate a 1.5-hour time slot at each summer meeting for a plenary session to be organized by the FEd in conjunction with one of the APS Units; 2
- The APS Unit to participate, the individual speakers to be involved, and the topics of their talks will be subject to approval by the AAPT Program Chair;
- The session will involve two or three outstanding invited speakers on topics addressing exciting contemporary research in the sub-area of physics on which the involved Unit focuses;
- Each year the FEd and participating Unit will agree on how to fund the travel, meals, and housing for the invited speakers, plus any additional expenses associated with the session;
- AAPT will provide complimentary registration for the full AAPT meeting to the invited speakers of this session who are not AAPT members; and
- The invited speakers will be identified to the AAPT Program Chair by the end of December of the year before the year of the meeting so that the AAPT Office can send out formal invitations, and titles and abstracts can be submitted by the AAPT deadline (which is usually in late February or early March).

While the organizing of the session is to be carried out by the FED and the associated APS Unit, the organizer of the session will consult frequently with and seek input regularly from the AAPT Program Chair as the session takes shape.

### **Two AAPT Sessions at April APS Meeting**

When the April meeting ceased to be a joint meeting between APS and AAPT, it was decided that two of the FED invited sessions at the APS April meeting would be organized by AAPT. Both the AAPT and the FED wish this practice to become a regular component of the April APS meeting. To that end, we agree that, starting with the April APS meeting in 2011 and annually thereafter when the April meeting is not joint between APS and AAPT,

- The FED will allocate two of its allowed sessions at the April APS meeting for sessions to be organized by selected AAPT Area Committees;
- The AAPT Area Committees to participate, the topics of the sessions, the individual speakers to be involved, and the topics of their talks will be subject to approval by the Program Chair of the FED;
- Each session will involve outstanding invited speakers on topics of concern to the Area Committee involved;
- AAPT has no funds to support this activity, but participation in this session and other non-technical sessions at the APS meeting does not require a registration fee. AAPT invited speakers who are not APS members may request to have their registration fee paid by the FED if they wish to attend technical sessions. Partial travel allowances and support for other expenses associated with the session may also be requested of the FED. Such requests should be made to the FED Program Chair.
- The FED and AAPT Program Chairs will begin to work together before the AAPT Summer meeting, and the participating AAPT Area Committees will be determined at the AAPT Summer Meeting. The FED Program Chair will communicate the various deadlines for organizing sessions to the AAPT Program Chair and the participating AAPT Area Committees; and
- The APS office will send out formal invitations, including instructions for submitting titles and abstracts for inclusion in the program of the meeting.

While the organizing of the sessions is to be carried out by the organizers representing the involved AAPT Area Committees, the participating Area Committees and the AAPT Program Chair for the meeting will consult frequently with and seek input regularly from the Program Chair of the FED as the sessions take shape.

**Ramsey moved the approval of the policy; Adair seconded the motion. It was approved unanimously.**

**Cook moved the approval of Tom O’Kuma as chair of the Meetings Committee. Plumb seconded the motion. It was approved unanimously.**

Other members of the Meetings Committee include:

Description	Appointed by	Term	Name	Year
Chair of Meetings Committee	Board	3 yr	Tom O’Kuma	2013
AAPT Vice-President	Pres-Elect		Jill Marshall	2012
AAPT President-Elect		2 yr	David Sokoloff	2011
Section Rep from SM site	Pres-Elect	2 yr	Patrick Keefe	2011
Section SM site	Pres-Elect	2 yr	Kendra Sibbernsen	2012
Recent or Current Section Rep	Pres-Elect	2 yr	Sherry Savdra	2011
Recent or Current Area Chair	Pres-Elect	2 yr	J. D. Garcia	2012
At-Large Member #1	Pres-Elect	2 yr	Karen Johnston	2011
At-Large Member #2	Pres-Elect	2 yr	tbd	2012
Executive Officer or designate	<i>ex officio</i>		Warren Hein	
Director of Programs and Conf	<i>ex officio</i>		Tiffany Hayes	

Cook recommended that the Nominating Committee be asked to complete their selection of candidates for national offices by the Summer Meeting and Area Committee appointments by mid-September. Iona pointed out that the timeline has been part of the Nominating Committee charge.

Cook commented that since members can select not to have information made public, the online membership directory is not a reliable source in verifying AAPT membership.

He also wondered about an official policy regarding membership on only one Area Committee at a time in an effort to share the responsibility of governance.

**It is possible that the Executive Board had not approved the Mission for the Committee on Interests of Senior Physicists; therefore, he moved, and Sokoloff seconded the following mission statement. The motion passed unanimously.**

Mission of Committee on Interests of Senior Physicists

- Promote and foster the continued engagement of senior physicists with the AAPT in particular and with the physics community in general.
- Provide the AAPT with the expertise and experience of its members.
- Sponsor sessions and activities at national AAPT meetings that reflect the interests and expertise of its members and that serve the interests of the general AAPT membership.
- Organize or promote programs, opportunities, and activities of particular interest to senior physicists and to those who are looking to undergo age-determined changes in career emphases in the near future.

- Work with the AAPT to improve physics education and science literacy within schools at all levels and among the general public.
- Provide opportunities for senior physicists to meet regularly to renew collegial relationships.

## **6. Secretary's Report / Iona**

- Iona suggested that every committee and group that keeps minutes supply the minutes to the ibook. This way there will be an ongoing archival record of committee work, decisions, and discussions.
- He reported that nominations to AIP Committees were made based on recommendations from previous Board meetings.
- He reported on the results of the recent national election: Jill Marshall, Vice-President; Steve Shropshire, Four-year Member at Large; Paul Zitzewitz, Treasurer.
- **An electronic motion passed dealing with transfer of \$350,000 from the Long-term Reserve.**
- Each member of the Board was asked to complete the AAPT Conflict of Interest Form.

## **7. Treasurer's Report / Zitzewitz**

Zitzewitz referenced his report describing account balances as of December 31, 2009. At that time, the undesignated funds were about a \$3.2 mil. Due to losses during January 2010, the balance is approximately \$3.115 mill. The Investment Advisory Committee will be meeting with representatives of TIAA-CREF during the meeting to discuss rebalancing and investment strategies.

Tobochnik asked when the reserve last was at \$3 mil. In the last few years we have gone from \$7 to \$5 to \$3 million. Zitzewitz included that it has not been this low for about 10 years.

## **8. AIP Representative Report/ Hehn**

Hehn addressed national activity regarding content standards. He mentioned that the STEM communities need to be prepared for action since the Administration is interested in STEM education. Yet it is unknown how much money will be available to DoE and/or NSF to support different initiatives. He pointed out that the STEM community has much more experience dealing with NSF than the DoE.

Hehn mentioned that there is a Common Core State Standards movement that has emerged from the National Governors Association and the Chief State School Officers group. They have appointed a staff of people to work on standards. This all began with grant(s) from the Carnegie Foundation. Under No Child Left Behind (NCLB), the Science Standards have not been included in required annual testing or in required reports or calculations of Adequate Yearly Progress. NCLB will be reauthorized as the Elementary Secondary Education Act and will appear on the congressional agenda soon. He pointed out that for science to be considered important, and therefore funded, it must be assessed. He urged AAPT to become involved in developing standards for Physics and Physical Science. Specifically, he urged AAPT to have statements about what makes science literacy courses different from physics first courses

different from college preparatory physics different from honors classes etc.

The National Academy of Science is also addressing the standards issue through a committee chaired by Helen Quinn. This high-level committee is charged with creating a framework for science study. They are seeking people to serve as advisors. ACHIEVE has graded state standards and will be charged to create next generation of science standards based on the framework.

Plumb asked what AAPT could do regarding science in the elementary school. Hehn acknowledged that the standards movement is really targeted at K-8, and the impact on high schools is small. Nevertheless, AAPT would be remiss not to have a document that expressed how standards should describe the floor not the ceiling of course descriptions. He also pointed out the many NAS reports addressing developing labs and learning science in K-8.

Hammer pointed out the political aspects of this effort in that many areas such as arts, civics, geography all wish to be involved in the standards effort. Related to this Vern Ehlers will retire from the House. As a result the contacts that have been established with his staff may be lost. Fortunately Rush Holt and Bill Foster will be running for reelection. He pointed out that the representatives pay serious attention to emails and other contact s that constituents make.

## **9. AEO Report / Hammer**

### **Government Relations:**

The AAPT Government Relations program has two connected and over-arching goals: The first, is to make progress on the AAPT Executive Board's physics education policy goals; the second is to raise AAPT's visibility and profile in the Washington, DC STEM education policy community.

Hammer reported on HR2710, the "Enhancing Science, Technology, Engineering, and Mathematics Education Act of 2009," or E-STEM. This bill would create an office of STEM education at the Department of Energy and at Office of Science and Technology Policy. E-STEM has been referred to the House Science Committee and awaits hearings and further action, which is problematic because the Science Committee does not have jurisdiction over the Department of Education.

He also commented on his plan to establish an Advisory Committee on Public Policy to the Executive Office. This group would offer suggestions to the Office on endorsing policies. Hehn suggested the title of Consultancy rather than Advisory Committee.

Dickson requested that Hein and Hammer develop a charge that the Board would approve. Hammer pointed out the consultancy/committee would operate within broad policy guidelines that the Board has established. When new initiatives arise outside these guidelines, then the EO/AEO would need to come to the Board.

### **Development**

As a result of the request from the Board to work toward a balanced budget, the Executive Office established an Award Task Force (ATF) that collected data regarding the funding of awards and the nominating process. The ATF has submitted its report to the Awards Committee and has included a collection of recommendations.

The Physics Olympiad is seeing funds from past participants and their families. There is a committee forming made up of representatives from the AIP Member Societies. The purpose of this committee is to investigate funding options for the Olympiad.

Funds have been established to honor: Len Jossem and Bette Preece.

Marketing efforts have been tracked using promotional codes. One emphasis is to strengthen ComPADRE as the “go to” place. Recent emphasis on “best practices” feeds into the AAPT/APS SPIN-UP program workshop program.

Ramsey asked about the status of Departmental Membership. Hammer acknowledged that it is still a work in progress.

Milner-Bolotin asked about acquiring membership information for an upcoming Canadian Association of Physics meeting in Toronto where 1000-1200 people will attend.

#### **10. EO Report / Hein**

Hein commented that the recent snowstorm closed the office for about a week and made final logistical arrangements for the workshops very difficult. The University of the District of Columbia was closed and it was unclear if it would be open for workshops. Likewise, transportation issue was not finalized until Friday afternoon. He expressed his sincere thanks to the Executive Office staff for their ability to work from home and finalize the meeting arrangements.

Hein announced that the NSF would likely approve the TYC Grant for \_\_\_\_\_.

He referenced the graphs regarding income and expenses from the major cost centers including Meetings, Journals, and the Olympiad indicating that some analysis is necessary to make recommendations regarding meeting registration fees.

Hein applauded the Membership Department and their efforts to bring AAPT membership to 10,000. He pointed out that since the Board has raised membership dues, the monthly dues income is rising to approach 2006 levels.

The Associate Membership program has not been very successful yet. We need approximately 250 members to break even. We have less than 50. The incentive grants (rebates) to Sections have netted approximately 60 new members.

One of Hein’s personal goals was to improve attitude and morale within Office. He conducted individual interviews and found that the staff sees and feels that there is more cooperation and that the staff feels more a part of a team effort within the Office.

Summaries of the 2009 finances indicate that:

- Income was \$900k less than budget, expenses were \$468k less than budget, we already approved a deficit of \$180K, and so we ended 2009 with a \$600k deficit.
- Quoting from Hein's report: More than 40% of the revenue short falls occurred in membership related items: \$102,100 for dues allocation to journals; \$45,200 for online subscriptions; and \$241,000 in dues regular for a corresponding decreases in expenses included contributions (\$46,600), publications (\$64,000), and advertising (\$16,100), all of which could be related to the economic downturn. Grant receipts revenue was under budget by almost \$295,000, but this was compensated for by a corresponding decrease in grant-related expenses of \$250,000 (but it also resulted in lower indirect costs reimbursements than budgeted). One additional item that needs comment is the miscellaneous income that was under budget by \$102,000. This was budgeted as rent rebate for ACP and was the approximate amount received in 2008. The rebate in 2009 was only \$41,000 and was booked as a reduction in rent expense, rather than miscellaneous income as had been our practice in the past.
- On the plus side, there were several accounts where the income exceeded the budget. These included: registration (\$92,000) at our conferences and meetings; workshops (\$135,100) due mainly to PTR-A-MSP projects; royalties (\$17,200); corporate sponsorship (\$18,500) for the topical conference; and access fees (\$16,000) for consortia agreements.
- On the expense side, accounts that exceeded the budget included several associated with meetings related expenses including exhibit fees and expenses (\$40,600) and facility expense (\$10,500). Budget variances attributable to complimentary or reduced membership dues were \$30,600 but corresponding membership income offsets these expenses. Income is recorded for complimentary memberships depending on member type and then a corresponding expense is recorded as well. That is, complimentary members are treated like regular members except an expense is recorded which results in a net income of zero.
- Most of the income deficit related to shortfall in membership issues. (\$400k) Therefore there is a need for greater membership and marketing effort. "We are now of opinion that no memberships should be free."

## **10. Past President Report/Adair Review Committee Report**

Draft of Suggestions from Area Committees to the Executive Board (not prioritized)

- The nomination process for new committee members should be more transparent. Friends of committees should be encouraged to become members.
- Encourage emeritus members to become visiting professors and to set up a speakers bureau
- Continue the inexpensive past officers lunch gathering
- Highlight some of the physics content papers at each meetings
- Continue offering topical conferences
- TYC wants to revamp the TYC guidelines



- Make the annual committee report longer or ask for fewer items. One page just is not enough space to adequately cover everything
- AAPT is encouraged to adopt the undergraduate research statement as an AAPT statement
- RIPE want more slots of session and workshops, since they have so many participants
- Study the current policy about number of papers given per meeting and per year.
- The announcements should come from the office concerning sessions and workshops submissions: 1-to tell chairs and organizers that the form is active and ready for use, and 2-remind the chair and organizer five days before the deadline.
- The confirmation letter for sessions and workshops should go to the chair of the primary committee and the chair of any cosponsoring committees
- Area chairs should serve the two years. Their second year could overlap with the incoming chair, who would spend that year learning, and preparing for the term
- Please do not schedule sessions for the CISP and Committee and History/Philosophy at the same time, since many of the people are the same time
- Keep information about former meetings online for a longer period of time

## **11. Vice President Report/ Sokoloff**

### **Registration Fee for Invited Speakers**

Sokoloff indicated that while we have had prior discussions; we have not made a clear decision regarding a policy on registration fees for invited speakers. Hein pointed out that he is unaware of any other organization that waives registration fees for invited speakers. Others pointed out that NSTA, ACS, and OSA do not waive registration fees; but APS does waive registration fees for invited speakers.

The current AAPT policy appears to be to waive fees for invited speakers who are non-members, but not for members. Sokoloff wondered if this might encourage some to not become AAPT members.

Cook provided data that in Chicago, there were approximately 150 invited speakers of which about 50 were non-members. Milner-Bolotin and Marshall felt that it seems improper to ask an invited speaker to talk and to pay for the conference. Plumb pointed out that we often ask speakers to share information with AAPT as a new community; and therefore expect them to pay. Hein added that often being an invited speaker becomes an addition to one's resume and therefore it seems fair to ask the individual to pay.

Dickison asked Cook and Sokoloff to clarify the policy (e.g., is the requirement to pay for one-day registration or full meeting registration?) and to make recommendations to the Board regarding whether invited speakers should pay for registration.

### **Dues Structure for Developing Nations**

Sokoloff attended a Section meeting in Mexico. It was a very popular meeting, though he was asked about why all of North America pays the same rate for membership. Ramsey pointed out that the International Committee identifies countries with under-developed economies that deserve alternative dues structures. They may need to revisit Fuller Fund criteria.

Regarding the DC meeting, the staff was deciding what to do with people who registered but who did not attend due to the snowstorm. Typically, if the cancellation is prior to two weeks before the meeting, the office keeps a \$50 service fee. Several on the Board wondered if we could offer people to credit the money to a future meeting.

Dickison encouraged a discussion of the time for Contributed Talks to be delayed until after the Portland Meeting.

## **12. Finance Department Report / Brosnan**

Brosnan reported that on December 31, 2009 AAPT had Revenue = \$4.8 mil, Expenses = \$5.5mil for a Loss = \$648k.

In September 2009, there was a \$300k cash imbalance. Since then, revenue was down and expenses were up. For the last few years the ending deficit has been:

2007 = \$1.5 mil, 2008 = \$1.38 mil, 2009 = \$648k

Generally, the Office receives a great deal of cash from November to March (primarily due to dues payments and non-members subscription payments), and then cash income decreases dramatically. Currently, we have \$697k receivables and \$278k payable.

Brosnan pointed out that for meetings, revenue cash spikes two months before event. However, bills continue long after the event. As a result, Summer Meeting income is used to pay for the Winter Meeting and Winter Meeting income is used to pay for the Summer Meeting.

Brosnan cautioned against transferring too much money from the LTR into the STR since the STR earns little to no interest.

Sokoloff pointed out that we transferred several hundred thousand dollars from LTR to the operating budget to cover cash flow problems. However, these funds were not replaced as cash became available, so they became funds needed to cover the deficit. He felt that the Board was not fully aware that that would be the case.

Iona asked if we were balanced for 2010. Brosnan pointed out that we were expecting \$140k for the in receivables for the Summer Meeting 2009.

Brosnan felt that the 2010 budget is based on more realistic estimates.

Dickison pointed out that 2010 budget is based on more income than in the past. He thinks, "The Board believes that some magical thing will happen and everything will be all right." As evidence, Plumb asked if revenue was increasing. Brosnan replied that revenue has declined by about \$396k (though some of this has been a decline in grant revenue.)

## **Wednesday, February 17, 2010**

Guests: Ted Hodapp, APS Education Officer-PhysTEC; Cerena Cantrell, Associate Director of Programs & Conferences; Marilyn Gardner, Director of Communications & Membership; Tiffany Hayes, Director of Programs & Conferences; Shirley Hyde, Executive Assistant; Jack Hehn, AIP Education Officer; Richard Peterson, Meetings Committee Chair; Brian Chisholm, Conference-Direct; Steven Shropshire, At- Large Member elect, Jill Marshall, Vice-President elect

### **13. Programs & Conferences Report / Sokoloff-Hayes**

#### **Washington DC Meeting**

Hayes remarked that the snowstorm was very challenging for the staff to confirm logistics. She was quick to thank her staff: Cerena Cantrell, Natasha Randall, Jane Lane and the AAPT staff for pulling together to make this a team effort.

She commented on two major cost saving changes at the meeting: We did not supply laptops for the presentations and we used AAPT video projectors rather than renting these items. This saved over \$40k. It did though provide additional logistical challenges and required Erwin, Chad and Terrance to help monitor and troubleshoot their use. There were also last minute presenter needs that will cost the Association additional.

The meeting had 806 paid attendees. There will be some negotiations with APS regarding some equalization charges based on individual and joint memberships. Hayes felt that people were looking at their total costs for attending the meeting, so transportation, registration, housing, and food were considered. As a result, the lunches and breakfasts were not as well attended as in the past.

The Exhibitors reported good traffic. They commented on the lack of refreshments to help entice flow.

Contractually AAPT needed 1120 room nights booked at the hotel. We actually had 900, so we did not meet our required 70%. However, by including APS, we did jointly meet the room block. Thanks to Brian Chisholm, who did a room audit and found more registrants, AAPT is up to 62%. We may though not receive the same number of complimentary rooms and therefore should expect an additional charge.

This is a difficult economy and having a neighboring hotel undercut the room rate by \$50/night did not help AAPT meet its obligations. Hayes recommends not holding joint meetings.

This opened other comments from the Board regarding keeping two national meetings. Hammer felt that it would be more important to look at the fixed costs for a meeting and then establish registration fees based on membership and attendance. This process would follow a business model.

#### **Portland Meeting:**

The meeting will be at the Portland Hilton (\$155/night) with Workshops at Portland State

University few blocks away.

The abstract deadline is March 1. The sorting committee will meet via conference calls, do their sort independently and then the Meetings staff will put the meeting together.

The Demonstration Show will be at the Fine Arts Center also downtown.

#### **14. Meetings Committee Report / Peterson**

Peterson supplied a retrospective on the Committee since he was completing term as the first Chair of the Committee.

##### **Charge to the AAPT Meetings Committee (revised 10/30/09)**

Strongly impacted by experienced members of the AAPT Council (Board members and Section Reps), the MC facilitates a much more careful consideration of meeting sites and priorities within a smaller group than the full Council. They shall:

- (1) Search out possible future national AAPT meeting locations, work with AAPT staff in carefully evaluating these meeting site options (typically 3 years in the future), and make formal recommendations to the AAPT Council regarding sites and dates of future meetings.
- (2) Work to establish close AAPT working relationships with physics departments and local AAPT sections at the institutions and regions of selected future meetings.
- (3) Gather and evaluate data regarding national meetings – including attendee evaluations of meetings, backgrounds of meeting participations, along with AAPT income and expense factors from these meetings.

He then provided a collection of comments and recommendations:

There should be more communications between the Meetings Committee and the Executive board regarding the analysis of data collected (what worked, what did not work, what were the suggestions)

Often it feels as if the Meetings Committee Reports are not read or acted upon.

As the Meetings and Programs Department staffs gain more experience, the process of site selection, negotiations, and meeting planning has gone much smoother.

From the Meeting Survey, it is inconclusive what the impact will of higher registration fees, but we are losing money on each meeting.

The Meetings Committee does not set the registration rates; it appears that the staff sets the registration rates.

The decisions about holding a Winter Meeting will be a financial decision, but governance issues and association communication issues must be considered.

#### **Nebraska Meeting**

Kendra Sibbersen, the Nebraska Section President will serve on the Committee in place of the Nebraska Section Representative. The meeting will be at the Doubletree Hotel and at Creighton University. Jack Gable will serve as the local contact at Creighton.

#### **Other Future Meetings:**

**Summer 2012** - The University of Maine has withdrawn their application for Summer 2012.

**Winter 2013** - The sites checked out include: Glendale, AZ, Orlando, FL, New Orleans, LA,

and Charleston, SC. Glendale's only response from a hotel large enough to be the center of a winter meeting (Renaissance Hotel @ \$219) was judged outside our acceptable range.

### **15. Communications & Membership Report/ Gardner**

Marilyn Gardner referenced many items in her report including the following:

- A new printer has been contracted to print AJP. The layout continues to be done by AIP.
- Social Networking (e.g., Twitter) has been added to help broadcast room changes and to help generate excitement for the meeting.
- While individual instructional memberships to AJP are down, the consortia memberships are increasing. Tobochnik suggested tracking total income from subscriptions and consortia as a way to better monitor the effects.
- Several of the sessions were YouStreamed including the symposium.

Several questions were offered including:

- Marshall – Is there a plan to evaluate the eNNOUNCER? Iona and Gardner commented that that will be done through the Publications Committee.
- Marshall – Are past meeting abstracts archived and searchable? Gardner answered that the past meeting abstracts should be available on the website.

Gardner indicated that the Membership Department is working to reduce complimentary memberships (Dec 2007 = 10%, Dec 2006 = 2%, Dec 2009 = 8%). She pointed out that currently, the only option for a complimentary membership to join is as a full member. Could a complimentary member join as an Associate Member?

**Mogge moved and Mamola seconded the following motion:**

**The Board authorizes the Membership Department to allow members who have Complimentary Memberships to become Associate Members without the requirement of any prior full membership for three years. The motion passed unanimously.**

Gardner commented that the slope of the membership income line has been positive, and that in approximately 4-6 months, we should be at the 20006-2007 level.

### **16. Publications Committee Report / Iona**

The Committee discussed and encouraged the editors to work with authors to create model articles that more fully utilized the interactive aspects of the Scitation platform.

The Board approved editorial board appointments (these still need to be included here).

For The Physics Teacher:

Janelle Bailey, University of Las Vegas; Dewey Dykstra, Boise State University; Michael LoPresto, Henry Ford Community College; Carl Mungan, US Naval Academy.

For the Book Editor Advisory Board:

1-year term: Patricia Viele, John Hubisz, Stamatis Vokos

2-year term: Tom Greenslade, Karen Johnston, Laura McCullough

3-year term: Dwight Neuenschwander, Tom O’Kuma

### **17. Membership & Benefits Report / Mogge**

The Committee discussed several ideas to increase marketing efforts to special groups such as middle school or integrated science teachers.

Some suggestions:

- A white paper “What are the benefits of joining AAPT for a physical science teacher/high school science teacher/two year college teacher/university professor?”
- A table of talking points for every level
- Videotape interviews with various relatively young people at the Portland meeting
- Hold a YouTube video competition “Why join AAPT?” with five levels: university, two-year college, high school, pre-high school, and student. The prize for each level would be a one-year membership.

### **18. GRC Report / Adair-Monroe**

The Governance Review Committee was charged to update the handbook and primers. The group has worked on the existing documents and would like to produce them in a new format to increase their usefulness. They are seeking funds to bring together a subgroup to create summary pages that link to the existing documents. This will provide additional clarity and include their usefulness as reference document.

**Adair moved and Ramsey seconded the following motion:**

**The Executive Board authorizes up to \$2000 for travel and subsistence for three GRC members to develop new format for the handbooks and primers. The motion passed unanimously.**

The Review committee document will include references to the Philanthropy and Bauder funds.

### **19. APS/PhysTEC II – Hodapp**

Ted Hodapp commented on the AAPT Symposium that included a summary of the AAPT/APS/AIP Report of the National Taskforce on Physics Teacher Preparation. He reminded the Board that one of the recommendations calls for national centers for physics teacher education. He indicated that these could be developed with grants and that he believes that AAPT would be a good place for these. He extended his thanks to Stomatos Vokos the Taskforce Chair.

- Hodapp indicated that PTEC will be releasing a monograph soon that deals with Physics Department roll is teacher preparation.
- He has been in contact with ACS and their plans to form a ChemTEC program.
- He commented on an interest to form an American Association of Chemistry Teachers. He wondered about possible synergy with AAPT and how well AAPT is serving its members who also teach other classes in chemistry or math.

The PhysTEC II program has received 54 proposals for 6 sites. They will be seeking additional involvement of TYC in these sites.

APS has reduced a new video that could be used to recruit new high school physics teachers. The cost was approximately \$2000/minute.

## **20. High School Representative Report / Chesick**

Chesick commented on the work of the High School Committee emphasizing their continued attention to the booklet regarding the laboratory and mentoring program. Hein commented that the E-mentoring program is “ready to go.”

## **21. Two-Year College Representative Report / Plumb**

- Plumb reminded the Board of the tandem meeting involving the TYC community during the Portland meeting.
- She commented on the work of the committee on TYC Guidelines and continued discussions regarding online laboratory activities.
- She shared the interest by the NSF in having REU and RET activities for TYC students and faculty.
- There was mixed response to Hein question about projected interest in TYC serving as hosts for the IPhO exam.

The SEES event involving about 80 elementary students was held Wednesday morning. The snow made it difficult for busses and refreshments to arrive on-time. Spectra, a.k.a. Rebecca Thompson-Flagg, Director of Outreach for APS, was extraordinary in her interactions with the students.

Plumb commented that she could not believe that Betty Preece did all this by herself. Trina Cannon and Marie Plumb have volunteered to continue to work on this project at the Winter Meetings. They will enlist other AAPT members, and they will seek involvement of the APS and SPS.

Hammer commented on receiving spontaneous donations in honor of Betty Preece and her work on SEES. Following an email blast, they were able to raise more than adequate funds to run the program in 2010. The goal now is to build up an endowment (\$20k needed). Hammer will meet with Kathleen Falconer and Trina Cannon regarding whom to approach for donations.

## **22. Four-Year College/University Representative Report / Ramsey**

Ramsey referenced his report and highlighted the following:

Several curriculum projects underway by the Undergraduate Education Committee:

- Research experience as part of the curriculum
- Non traditional physics degree and career options
- General review of the upper level curriculum/preparation for graduate school
- Advanced labs: goals, equipment, curriculum ideas, connecting with UG research
- Assessment and possible revision of physics courses for Life Sciences
- Writing and computation in the UG curriculum

Several projects underway by the Graduate Education Committee:

- Joint projects with FEd regarding graduate programs and workshops
- Working closely with APS Forum on Grad Student Affairs – outreach, member recruitment and AAPT meetings
- TA training (TA preparation conference at ACP – NSF interested); TA forum (Crackerbarrel) planned for Portland
- Preparation of TYC and four-year college professors in graduate school
- Effective mentoring of grad students in preparation for various careers
- Best practices of using PER in grad courses
- Promoting diversity in graduate schools
- Communication with Congress regarding physics research and education

Ramsey offered some personal comments, as this will be his last Board Meeting. He encouraged the Board to:

- Work toward equalizing high school and college dues
- Work toward the development of departmental memberships
- Consider structures that will allow more committee interaction for those that share common interests including cross talk among the list-serves
- Expanded recognition and use of ComPADRE

Finally, he acknowledged the high quality of leadership on the Board and in Executive Office.

**23. Finance, Investment Advisory, Bauder, Venture & Lotze Fund Report / Zitzewitz**  
The Finance Committee has encouraged the Treasurer to write small articles for eNNOUNCER regarding parts of the Budget.

The Lotze Committee identified three candidates that will be funded by a special grant from Barbara Lotze. The committee expressed interest in the status of past recipients.

The Bauder Committee held their meeting via email. There was one applicant who is still under discussion. The Committee also encouraged the Treasurer to post notices in the eNNOUNCER earlier.

The Venture Fund approved one grant to Clarence Baaken to rewrite the Amusement Park Physics book for approximately \$4000.

The Investment Advisory Committee met with our TIAA-CREF representative. They recommend minor changes in the portfolio allocations:

- 70% equity, 30% bonds
- The equity funds should be primarily mutual funds with approximately 15% international funds and 10% mid cap funds. The recommendation is to invest in inflation adjusted securities.

**24. Past-President Report II/ Adair**



## **COGS Mini-Retreat Report**

Adair reminded the Board of the Mini-Retreat involving Section Representative and Area Committee Chairs. They were asked to comment on the Mission, Values, Membership, Portfolio, Operations and Finance, Sections, and Area Committee portions of the Strategic Plan. The next steps include:

- Post all the comments on the Mini-Retreat site using the input recorded within the small groups.
- CoGS will sort the comments and reduce duplication and work to rewrite the Strategic Plan based on the input and comment on suggestions.
- The priorities identified by the groups will be included.
- A revised version will be brought to the Board in April (or a progress report will be provided).
- There have been comments from the Board about the need to better match the goals with the values. This too will need to be addressed in revisions.

Adair expressed some uncertainty about finishing by April

## **25. Miscellaneous Items**

### **Funding for Gordon Conference – From the Philanthropy Committee**

Gordon Conferences bring together PER, teaching, and research communities (100-120 participants) to talk about specific topics. This year, the topic is undergraduate laboratory instruction. They are held every other year. Past meeting themes have included: thermal, quantum, classical mechanics, and computational physics. Last time AAPT provided \$3000. This year, the FED gave \$5000, PERTG gave some money. Most of the money goes to funding participant travel.

Hein reminded the Board that the budget includes \$25k from LTR for Special Projects.

### **Tobochnik moved and Ramsey seconded the following motion**

**AAPT approves \$5000 to support the 2010 Gordon Conference on Undergraduate Laboratory Instruction. The motion passed 6 - 5.**

Comments during the discussion included the need for AAPT to make budgetary choices. That the Gordon Conference is a scholarly event and AAPT should be recognized as a contributor. That the attendees may represent an underserved constituency by AAPT. That AJP will again sponsor a themed issue on the subject. This issue is scheduled for May 2010.

## **Budget Graphs**

Dickison pointed out that many found the budget difficult to understand and that to help the Board, Hein was asked to create graphs to show income and expense trends in the major cost centers. There was general consensus that the graphs were helpful. Additional comments included the need for some analysis and recommendations associated with the data. The goal would be to seek trends rather than present the data as a collection of special cases.

As a final comment about the budget, Hein commented that in the past, the Board spent \$1.5 mil to initiate new programs; therefore, the current staff is struggling to produce a balanced budget.

### **Standards**

Iona suggested that Dickison/Cook form a small working group to create course descriptors that would serve as standards for different course types (e.g., physics first, college-prep). Area Committees and the Board could approve these descriptions.

Dickison reminded the group that if there is not interest from Area Committees or the membership, then this may not be a project that should begin.

### **Alternatives for Area Committee Time**

Hammer, based on his visit to the TYC committee, wondered if more of the Area Committee business could be done via conference calls or email so that more time during the meetings could be spent generating new ideas and interacting with other committees. He suggested a caucus style session where multiple committees meet simultaneously in a large room to facilitate cross talk.

Sokoloff commented that this might help reduce the need for 7 AM committee meetings.

Adair commented that cross talk is best when there has been some committee talks first. Milner-Bolotin commented that some committees she met with, were not interested in meeting jointly with other committees.

Dickison encouraged Hammer, Cook and Sokoloff to bring a specific recommendation to the Board.

### **Travel Voucher**

The EB can submit travel receipts electronically.

## **26. Recognition of Retiring Board Members / Dickison**

Dickison thanked Gordon Ramsey for his three-years of service as At-Large Member for College and University.

He commented that Lila Adair played an important role during her four-year term as part of the presidential chain influencing the association in many positive ways.