

AAPT Executive Board Minutes
New Orleans, LA
Saturday, January 5, 2013

Members Present: Marina Milner Bolotin, Chair of Section Representatives; Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Officer; Steve Iona, Secretary; David Jackson, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT); Jill Marshall, President; Mary Beth Monroe, Vice-President; Greg Puskar, Vice-Chair Section Representatives; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; David Sokoloff, Past President; Gay Stewart, President Elect; Paul Williams, Member at Large; Paul Zitzewitz, Treasurer

Guests: RaShonda Rosier, Director of Marketing; Patch Hicks, Administrative Assistant; Richard Peterson, Historian; Jonathan Reichert, TeachSpin; Barbara Wolfe, TeachSpin; Marilyn Gardner, Director of Communications and Membership; Michael Brosnan, Director of Finance; Wolfgang Christian, Secretary-elect; Mary Mogge, Vice-President-Elect; Todd Leif, Four-Day Meeting Committee Chair

1. Call to order (Marshall)

2. Approval of Agenda (Marshall)

The agenda was approved.

3. Approval of Minutes of October Board Meeting (Iona)

Corrections:

- Remove reference to 3% raise
- Approved National Taskforce on Physics Teacher Preparation recommendations, not the entire document
- Adjournment
- Added PICUP grant approval
- Book Editor Five-Year Review Report should be in Executive Session

Iona added that many electronic motions are passing with the minimum of eight votes and therefore encouraged Board members to respond when asked to vote on motions.

Zitzewitz moved and Mamola seconded the motion:

The Minutes from the October Executive Board Meeting are approved with minor changes.

The motion passed

4. Proposal for a new award to be given to undergraduate students through ALPhA (Jonathan Reichert, TeachSpin)

The ALPhA Executive Board authorized Jonathan Reichert to engage in discussions with the Executive Board of AAPT with the goal of establishing a new AAPT- ALPhA Undergraduate Student Award. This award would be given annually (if an appropriate candidate is available) for exemplary work in constructing a working advanced laboratory apparatus as a senior project.

While APS gives an award for undergraduate research, it usually honors theoretical work. This award would feature experimental work.

Christian wondered if this award is endowed. Endowing awards is general practice in APS. Reichert responded that the award would be fully funded by ALPhA for five years.

The suggestion is that the award would consist of a plaque with a citation, travel expenses to an AAPT meeting, an invited talk at the AAPT meeting, and a cash honorarium of \$4,000.00. The faculty supervisor would receive a plaque with a citation and travel expenses to the same AAPT meeting. The awards would be presented at the AAPT Winter Meeting following the academic year in which the work was completed.

Criteria would include that the project provided a legacy at the institution as an advanced lab.

Mamola and Jackson commented that often such projects require multiple years and multiple students to complete the project and produce a working laboratory experiment. Reichert remarked that the last set of students would be invited to present, but the larger group might share the cash award.

Possible Selection Process

The AAPT Executive Board and ALPhA Executive Committees would designate a special standing committee that would annually select the recipient of the award. This committee would examine all of the relevant documents for any nominees, including photographs of the apparatus, machine drawings, relevant circuit diagrams, actual experimental data and analysis by the student or students creating the lab, instruction manuals for both faculty and future students, the student's final report and any other relevant information. The award would only be conferred if the committee believes the work by the student or students is of exceptional quality, worthy of a national award comparable to the honor given for research in the Apker Award.

The ALPhA Board looks forward to both the creation of such a prize and the creation of a special standing committee to oversee all the work necessary to create the criteria, publicize the award, select the recipient, and establish all the relevant deadlines and time-tables.

The request is for AAPT to join in exploring the viability of such an award and for AAPT to help with the advertising for the award, provide a time for the presentation, a time for the talk, and a commitment to a collaborative award with ALPhA.

Stewart moved and Shropshire seconded the following motion:

The AAPT Executive Board supports the concept of a joint undergraduate student award for advanced laboratory development. We further commit to collaboration by directing the Executive Officer to work with ALPhA to bring back to the Executive Board a plan for a joint award.

The motion passed unanimously.

5. Ad Hoc Committee Reports

Program Review Guidelines: Paul Williams, Beth Cunningham

- Previous guidelines were too generic; however, after querying people who did the Apparatus Competition Review, they felt that the process was adequate and appropriate.
- We recommend: additional clarification of the review questions, the involvement of staff member(s) as a resource for data gathering to be part of internal review, assuring that the Executive Board responds to the recommendations from the Review – this might be directly from the Board or through an existing committee such as the Review Board, Publications, or an Area Committee.

The Board seeks another draft of process for the April meeting for approval.

New faculty/graduate student mentoring opportunities: Jill Marshall, Bob Hilborn, Ed Prather

- At least some members are working on a proposal to NSF on this topic that would also seek money for graduate students interesting in academic careers. This grant would probably be in conjunction with AAS and APS.

Next Generation of PTRAs: Bob Hilborn.

- The group is looking at individual local projects (*e.g.* MSP that use PTRAs) as well as some national mechanisms to facilitate these smaller projects.
- There is coordination with Karen Jo Matsler and the PTRAs Oversight Committee.
- The group is working with Change the Equation who brokers ideas with funding sources. They are also exploring 100Kin10 options and working with the OSTP – Office of Science and Technology Policy.

Statement on In-service Teacher Professional Development: Beth Cunningham, Diane Riendeau

- Professional development for inservice teachers is important and deserves funding.
- How can we refer to research documents (*e.g.* AIP statistics) in the documents?
- Williams asked whether this is to be a white paper or something on the web site? Also, how would this be disseminated especially if it is to make recommendations to school districts?
- Others asked about how to involve PhysTEC?
- AAPT needs to be proactive in the dissemination of this document.
- There was a suggestion to get feedback from the PhysTEC management team.
- How can we get on the agenda of the national governors' conference or of the state science supervisors?
- Cunningham pointed out that to be more effective with these groups, we would need to partner with other science disciplines. She indicated that she would work on that.
- The Board is expecting an improved version at the April meeting.

Pre-service teacher course: Steve Iona.

- Questions were raised about a credit, not just a CEU option.

- It was emphasized that the course should cover content knowledge, apparatus instruction, different types of lesson approaches, and the use of demonstrations.
- Types of lessons and content lessons.
- Some wondered about an investigative laboratory component using a kit of equipment (*e.g.*, using apparatus competition examples and the physics of toys).
- Questions were raised about the minimum/maximum class size.
- Iona collected a few Board response sheets. (In general, the responses were supportive, though not overwhelming.)

“Article Pack” creation and marketing: Steve Iona, Karl Mamola, RaShonda Rosier, Greg Puskar

- Monroe asked if these would be available through the Physics Store? Iona thought that would be an appropriate market.
- It was pointed out that a similar effort has been done with the apparatus column in the past
- Christian encouraged that the effort be keyed to some set of standards.
- There was some interest in seeing a sample booklet.
- Iona collected a few Board response sheets. (In general, the responses were supportive, though not overwhelming.) Riendeau reported that the High School Committee also expressed tepid interest in the project.

AIP/AAPT Strategy Day: Beth Cunningham, Steve Iona

- AIP approached AAPT regarding publications.
- April 2012 strategy day was for all Member Societies who publish with AIP.
- We want to talk about ComPADRE, marketing to international members, identifying different metrics for measuring quality and importance.
- We will be seeking input from the Publications Committee.

Membership/recruitment: Karl Mamola, Greg Puskar, Diane Riendeau, Marilyn Gardner

- We are not going to attract members unless people believe that they have a measurable benefit for joining.
- We are still reviewing suggestions for adding value both long and short term (*e.g.*, lesson plans, credit union membership, liability insurance, joint memberships).
- More information should be available in April.
- Mamola remarked that we hear that membership is dropping, but the Board does not seem to be concerned. He commented that the Board needs to be more concerned. He asked, what is the minimum number of members to sustain the organization?
- Are we asking Membership to address to a dwindling number of people?
- Gardner reminded the Board that over the last ten years, we have increased and are now decreasing the number of free memberships.
 - 2003-2006 129 loss/year
 - 2007-2011 590 loss/year
- The Office is asked to look at previous membership trends vs. the economy.
- Are we trying to serve too large an audience: middle school to R1? Can we target specific audiences better?

- Jackson expressed amazement at how few faculty in liberal arts colleges are AAPT members. Often these are schools that focus on teaching vs. research. Apparently they do not see value membership.
- Zitzewitz reminded the Board that they should only make decisions based on data.
- Milner-Bolotin reminded the Board that Sections have local members many of whom do not belong the national.
- Stewart remarked on comments that she has heard from young faculty is that there is a prevalence of PER sessions at the meeting. PER is not what they want.
- Marshall directed the Executive Office to provide data regarding membership and economy trends as well as data from other professional organizations. She reminded the Board that we have membership targets in Strategic Plan, but what are the member benefits and target audiences?
- Mogge asked, "Are we keeping our retired members? Is there a benefit for them?"
- Monroe wondered, "How does membership correlate with dues?"
- We need data regarding high school membership vs. dues decrease/increase.
- Riendeau commented that the retired membership should not be our target membership; we need to target active teachers.
- Marshall pointed out the need for expanding the ad hoc committee membership.
- Seek recommendation for committee expansion

Suggestion box: Jill Marshall, David Wolfe, Marilyn Gardner

- Thanks to David Wolfe, there is a suggestion box on the website.
- All submitted suggestions go to Marshall.

6. Apparatus Competition Report (Decision on PASCO funds)

Williams pointed out that the Review did provide suggestions for improvement. Specifically, the Competition needs to increase involvement by the community. We need to increase advertisement; move the Competition to a more central location at the meeting; archive write-ups; request a video, handouts, lab activity; encourage publications or contribution of the write-up to ComPADRE.

Some wondered if participation or access to the write-ups should be a Members-only benefit?

Christian reminded the Board that there is an apparatus section in ComPADRE.

Shropshire pointed out that many of the Apparatus Competition participants are PIRA members who do not professionally benefit from increasing their publication count.

It was suggested that the Apparatus Competition entry form be directly fed into ComPADRE.

This would reduce additional steps to having a listing of entries available to outside viewers.

The goal would be to have a document with enough information for others to use/build the equipment.

Monroe pointed out that the Handbook has a long list of rules in Chapter 24 of the EBH regarding the Apparatus Competition and that those rules should be followed or changed. A simple change would be to add ComPADRE as a recommended publication venue.

Regarding the use of the PASCO funds: The consensus was that we should look to improve the Apparatus Competition before we repurpose the funds.

UG Curriculum Task Force Appointments (Shropshire)

The Taskforce has the following charge:

The AAPT Undergraduate Curriculum Task Force (UCTF) is charged with developing specific, multiple recommendations for coherent and relevant undergraduate curricula (including course work, undergraduate research, mentoring, etc.) for different types of physics majors in collaboration with the APS and AIP, and with developing recommendations for the implementation and assessment of such curricula.

Shropshire moved and Stewart seconded the following motion:

The AAPT Executive Board approves the following as members of the Undergraduate Curriculum Task Force (UCTF) Executive Committee: Ernie Behringer (Chair), Joe Kozminski, Dwain Desbien, and Victor Migenes, Patricia Allen, and Andy Gavrin. Also the following are approved as UCTF members:

Undergraduate Curriculum Task Force Roster

October 19, 2012

	Name	e-mail
1	Trish Allen	allenpe@appstate.edu
2	Ernie Behringer	ebehringe@emich.edu
3	Juan Burciaga	jburciag@mtholyoke.edu
4	Beth Cunningham*	bcunningham@aapt.org
5	Dwain Desbien	Dwain.Desbien@estrellamountain.edu
6	Dick Dietz	Richard.Dietz@unco.edu
7	Jerry Feldman	feldman@gwu.edu
8	Noah Finkelstein	Noah.finkelstein@colorado.edu
9	Andy Gavrin	agavrin@iupui.edu
10	Dennis Gilbert	gilbertd@lanecc.edu
11	Tim Grove	grovet@ipfw.edu
12	Bob Hilborn*	rhilborn@aapt.org
13	Ted Hodapp	hodapp@aps.org
14	Seth Guinals Kupperman	SGuinals@schools.nyc.gov
15	Joseph Kozminski	kozminjo@lewisu.edu
16	Ntungwa Maasha	NMaasha@ccga.edu
17	Corinne Manogue	Corinne@physics.oregonstate.edu
18	Victor Migenes	vmigenes@physics.byu.edu
19	Tom Olsen**	tolsen@aip.org
20	Steve Shropshire*	shrostev@isu.edu
21	Rob Steiner	rsteiner@amnh.org
22	Aaron Titus	hpuphysics@gmail.com

*Ex officio

****AIP Liaison**

The motion to approve the UCTF Executive Committee and Taskforce members passed with one dissenting vote.

7. APS Physics Department Review and Certification Initiative

APS and AAPT currently collaborate to do Departmental Reviews. APS is considering initiating a Departmental Certification Program. This approach is motivated by a similar effort in Chemistry. Some believe that some chemistry departments seeking ACS Certification have an easier time acquiring funds from college and university sources.

Cunningham encouraged the Board to take a “wait and see” approach until APS better determines what it would like to do.

8. Four-Day Meeting Model (Todd Leif)

Leif pointed out that the report from the committee was not intended to override the authority of the Program Chair. Instead it was intended to show a thoughtful model of how to move from a Five-day meeting structure to a Four-day meeting structure and to guide planning for WM2014.

The number of parallel sessions is similar to the current number. As always, the facility limitations determine the actual arrangement.

Motion:

The AAPT Executive Board approves the framework of the Four Day meeting to be used as a guideline (considering the discretion of the Program Chair and the facilities) for Winter Meetings.

The motion passed with two abstentions.

Comments included the following:

- Day One of the meeting has too many overlaps for Board Members to attend all the scheduled meetings. Therefore, the Board may need to meet on the last day or before the first day as well.
- The Share-a-thon should be moved to the same day as the HS Teacher Day.
- The schedule does not seem to have much flexibility for special lunches, dinners, or other activities.
- There is a need for more time between Programs 1 and the Area Committee meetings.

There was discussion about workshop and session quotas, but the consensus was that there was no need to require a reduction.

9. Executive Officer's Report (Cunningham) Lotze Scholarship

The Lotze Scholarship Committee announced the following winners of the scholarship:

- Margarita Esteban
- Rachel Holz
- Rebecca Napolitano
- Elizabeth Olson

Additionally, Cunningham announced:

- TPT Editor Search Committee will meet during the Meeting.
- AAPT sponsored the art contest for the $\Sigma\Pi\Sigma$ Quadrennial.
- The Center for Excellence will be helping with marketing and fundraising for the IPhO, US Physics Team.
- There will be a group meeting at ACP to provide feedback on the NGSS.

10. Associate Executive Officer's Report (Hilborn)

Williams suggested that AAPT survey SPIN-UP sites that have been involved to compare changes since 2003.

11. President's Report (Marshall)

Marshall indicated that the EORC Report will be discussed in Executive Session.

12. President Elect's Report (Stewart)

A list of new Area Committee members was included in the ibook. This practice can be used to help the Secretary and Executive Office better identify the Organizational Directory.

Regarding the Meetings Committee, Stewart pointed out that often the Section Representative from a future meeting site declines membership on the committee. Local involvement is critical to planning the meeting, so the declination is problematic since we need to have people who know AAPT on the committee.

Suggestions included allowing representatives (Section Reps or other local members) to Skype into the Meetings Committee meetings. It was also pointed out that often there are no high school representatives involved. If there were high school reps for the New Orleans meeting, then perhaps we would have rescheduled the High School Teacher Day to allow for more involvement.

Over the last few years, since Vice-Chair to Chair transition is a two-year rotation, but service on the Area Committees is for three years, there are several committees that have additional members who are serving for four years. Stewart will draft some language that might help future President-Elects to address this issue such as, verifying that the National Nominating Committee will appoint two members to the Area Committees and the President elect will fill all remaining openings.

13. Past President's Report (Sokoloff)

Sokoloff pointed out that again there are issues having Area Committees submit their Annual Reports in a timely fashion (or at all). This is a continuing problem. If the Board cares, then we should add consequences for Area Committees.

Sokoloff moved and Shropshire seconded the following:

Beginning with WM14, any Area Committee that has not submitted its Annual Report by the time of Programs I shall lose two each from its quotas for Sessions and Workshops for the following Summer Meeting.

The motion did not pass: For = 3, Against = 5, Abstain = 3

Comments included the following:

- This motion penalizes the Committee, not the Chair
- This motion penalizes the Association
- Perhaps the Committee will encourage the Chair to act more responsibly.
- This motion is too punitive
- What is the purpose or value to the reports?
- The reports can have recommendations to the Board and the Association
- We do not have a list of responsibilities to the Review Board regarding what to do with the information in the Annual Reports.
- We need to be clearer about how the information will be used.
- The practice of submitting a report is important reflective activity.
- The report provides an incentive for chairs to get things done, to consider if the sessions were well attended, what other initiatives should be considered
- Can we post the reports in a more prominent place?

Awards Committee (Sokoloff)

Sokoloff pointed out that the recent email blast encouraged many members to nominate people for the awards was successful. The Committee received many nominations.

The Committee will consider the request that scheduled awards be given at every meeting. Sokoloff's position is that the Committee does not need to give awards if there are no worthy candidates nominated. The Committee will also consider the honoraria amounts. Monroe pointed out that by equalizing the amounts have we may have equalized the quality of the awards.

Marshall reminded the Board that in the Strategic Plan, we wanted to increase the prestige of the awards. She wondered if we could think of it as a member benefit? Are we honoring our members or others? Williams added that if we lose the culture of annual awards, are we losing the culture of nominating members?

COGS (Sokoloff)

The Committee will continue to discuss the linkage of national and Sections.

Sunday, January 6, 2013

Members Present: Marina Milner Bolotin, Chair of Section Representatives; Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Officer; Steve Iona, Secretary; David Jackson, Editor, American Journal of Physics (AJP); Karl Mamola, Editor, The Physics Teacher (TPT); Jill Marshall, President; Mary Beth Monroe, Vice-President; Greg Puskar, Vice-Chair Section Representatives; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; David Sokoloff, Past President; Gay Stewart, President Elect; Paul Williams, Member at Large; Paul Zitzewitz, Treasurer

Guests: Patch Hicks, Administrative Assistant; Richard Peterson, Historian; Wolfgang Christian, Secretary-elect; Mary Mogge, Vice-President-Elect; David Cook, Meeting Committee Chair-designee; Tom O'Kuma, Chair Meetings Committee; RaShonda Rosier, Marketing Director; Ted Hodapp, APS Education and Diversity; Richard Peterson, AAPT Historian; Michael Brosnan, AAPT CFO (electronically)

14. Secretary's Report (Iona)

Iona moved and Marshall seconded the following motion:

The AAPT Executive Board approves the Executive Board Handbook 2013 edition.

The motion passed unanimously.

The revision of the current Strategic Plan involved Area Chairs and Section Representatives in large and small groups. Iona encouraged a similar approach for the next revision. For example COGS or the Board could review the Goals and the Area Chairs and Section Representatives could help develop strategies.

Suggestions included a half-day workshop including lunch.

Marshall moved and Stewart seconded the following motion:

The AAPT Executive Board directs the Executive Officer to work with the Programs and Meetings Department and available funds to describe possible arrangements for a half-day Sunday workshop involving Area Chairs and Section Representatives to be part of the Portland Meeting. This will need to be coordinated by the Program Chair.

The motion passed unanimously.

The following volunteers agreed to examine the Strategic Plan Goals:

Mogge, Marshall, Williams, Christian, Monroe and the Senior Management Team at AAPT.

15. Publications Committee Report (Iona)

Iona commented on the following:

- The AJP editor is summarily rejecting more manuscripts than in the past. Correspondingly, the total number of manuscripts being submitted is increasing as well. However, the number of papers being published is shrinking.
- There are continuing plans for the AIP Publishing Strategy Day.

- The Committee has made very good suggestions for a process to evaluate online executive office publications.
- The following TPT Editorial Board members Janelle Bailey, Dewey Dykstra, Michael LoPresto, and Carl Mungan have completed their three-year terms on the Board and have our deepest appreciation for their service to *The Physics Teacher*.

Carl Mungan has agreed to serve a second term on the Board. In addition, the Committee is nominating Martin Kamela (Elon College), James Mallmann (Milwaukee School of Engineering), and Chuck Stone (Colorado School of Mines) for three-year terms.

The AAPT Executive Board unanimously approved the nominated members of the TPT Editorial Board.

16. Meetings Committee Report (Tom O’Kuma)

O’Kuma reported that the Meetings Committee will recommend the following to Council:

- Recommend that WM 2015 be held at the Town and Country Hotel (\$122/night), January 3-6, 2015, working in conjunction with the University of San Diego
- Recommend the University of Maryland for SM2015, July 25-30, 2015
- Recommend that AAPT join with APS in ongoing joint Winter Meetings beginning in 2017.

17. Marketing Report (RaShonda Rosier)

Rosier stated that one of her goals is to help “differentiate AAPT from other organizations.” She has been working to build awareness for the New Orleans Winter Meeting via social media and direct mailing to New Orleans teachers. She has also been working on marketing for the Physics Store, membership recruitment targeting recently lapsed members, working with the Career Center regarding applicants, developing a new brochure, and developing webinars targeted to younger members.

18. Communications Report (Marilyn Gardner)

Gardner reported that approximately 14% of the membership voted in the recent election. She also reported that the AAPT Annual Report will only be available electronically, and that a set of Programs and Conferences (PAC) Tools with a recorded webinar for users related to the Forms Database has been developed. Additional changes in forms should be scheduled through her office. She also reported that the AIP Pub2Web transition is going more slowly than anticipated.

Gardner stated that the membership office is interested in addressing the perception that publications may not be associated with AAPT by sending monthly email announcements to electronic-only journal subscribers.

Finally, she pointed out that updates to the Section Officer pages are not immediate. Since it requires staff input of the information, it often takes about a week for changes to become live.

19. Membership Report (Marilyn Gardner)

Gardner reported that the AAPT membership is approximately 8700 total including retired and emeritus members. The membership roundups have been helpful. There are 8274 dues paying members. Some asked how membership trends have tracked during economic downturns in the past. Hilborn pointed out that in this current economy, there has been a 30% decrease in academic hiring. Membership revenue in 2012 is greater than 2008 levels. (See Fig 1 of the Membership Analysis report).

There was a short discussion about how AAPT could become more attractive to part-time and adjunct faculty. Comments included:

- Can we attract them to a different membership category
- We want to attract people when they are just entering the profession and at mid-career times.
- It seems that at a point about 7 years after tenure faculty might be more interested in improving teaching, so we could benefit from an experienced faculty workshop.

20. Five-year Review Report on AAPT Book Publishing (Laura McCullough)

Marshall offered the following motion that was seconded by Riendeau:

The AAPT Executive Board accepts the Book Editor Five-year Review report and thanks the committee.

The motion passed unanimously.

21. APS Education Report (Ted Hodapp)

Hodapp commented on the following APS activities:

- Preparation for a Conference on Graduate Education
- Preparation for the Department Chairs Conference, preceded by congressional visit, and a Distance Learning Conference
- Development on an APS statement on education – K12, UG Research,
- Support for Conference on Women in Physics sponsorships
- Planning for a Bridge Program Conference in June 2013
- Development of web resources to compare institutions as part of the Doubling Initiative
- Support in developing the Final Report of the Taskforce on Teacher Preparation in Physics (a joint AAPT/APS/AIP project)

Marshall and Stewart will work with APS on writing a letter to the Texas Higher Education Coordinating Board regarding the impact of increasing the number of majors needed at an institution from 5 to 8.

22. Treasurer's Report (Zitzewitz)

Through November 30, 2013 it appears that AAPT has Net Assets of \$2.9 mil and, more importantly, Net Income of \$784k.

Zitzewitz reported that the Long Term Reserve is increasing: Undesignated Reserves are approximately \$1.7 mil and Total LTR is \$3.9 mil.

Through the Venture Fund, all 45 single photon detectors have been sold and the Fund has been repaid. The Bauder Fund requests exceeded their available funds (at 2% disbursement).

23. Finance Report (Budget Update) (Brosnan)

For the eleven months ending November 30, 2012, AAPT reported operating revenues of \$5 mil and operating expenses of \$4.3 mil resulting in a profit from operations of \$784k before investment related activity. The November 2012 financials reflect all Summer Meeting revenues, but they do not reflect approximately \$30k in Summer Meeting expenses

Investment income through November 30, 2012, is \$363k. (Compared to the same period in 2011 of \$1.4k, and \$366k for 2010.) The November 30, 2012 reserve balance is \$3.8 mil compared to \$2.9 mil in 2011 and \$3.1 mil for the same period in 2010.

The cash balance in the operating account as of November 30, 2012 is \$640k. Accounts payable and accrued expenses at November 30, 2012 are \$145k.

The Cash Balance in November 2012 is approximately \$1.3 mil vs. \$750k in 2011. This is primarily because we have most of the Winter Meeting registrations already.

SM12 showed a profit before indirect costs of \$140k; after indirect costs, it showed a loss of \$50k. WM12 showed a profit of about \$53k before indirect costs, and a loss of \$74k after indirect costs.

Since we did not have to transfer funds from the LTR to cover cash flow issues and our payments are becoming timelier.

We are anticipating \$450k profit in operations for 2012, and a positive budget for 2013.

Wednesday, January 9, 2012

Members Present: Marina Milner Bolotin, Chair of Section Representatives; Beth Cunningham, Executive Officer; Robert Hilborn, Associate Executive Officer; Steve Iona, Secretary; Karl Mamola, Editor, *The Physics Teacher* (TPT); Jill Marshall, President; Mary Beth Monroe, Vice-President; Greg Puskar, Vice-Chair Section Representatives; Diane Riendeau, At-Large Member; Steven Shropshire, At-Large Member; Gay Stewart, President Elect; Paul Williams, Member at Large;

Guests: Robert Hilborn, Associate Executive Officer; Patch Hicks, Administrative Assistant; Michael Brosnan, Director of Finance; Mary Mogge, Vice-President-Elect; Wolfgang Christian, Secretary-elect; Aaron Titus, At-Large Member Elect; Marilyn Gardner, Director of Communications and Membership; Trina Cannon; Tiffany Hayes; Erwin Campbell, Director of Information Technology (electronically); Jack Hehn; Elaine Gwinn, Vice-Chair Section Representatives-Elect (electronically)

24. Old Business

Shropshire moved and Marshall seconded a motion:

The AAPT Executive Board establishes a Graduate Student Day for the Portland Meeting, where the Graduate Education and Four Year College Committees will schedule many events on Monday that might be of interest to graduate students. This day should be advertised to graduate students in the greater Washington/Oregon area.

The motion passed with two abstentions.

Shropshire indicated that he has a newsletter ready to send to faculty and institutions. He reminded the Office that the website would need to be adjusted accordingly. Riendeau cautioned that the Office needs to check with the constituencies in the local areas given the problems of attracting high school teachers from the New Orleans area for the Winter Meeting where we found out after the fact that teachers loose incentive pay for perfect attendance.

Shropshire moved and Stewart seconded the following motion:

The AAPT Executive Board approves to waive the meeting registration fee for students participating in Graduate Student Day at the Portland Meeting. AAPT Membership would still be required for registration.

The motion received no votes “for,” two members abstained. The motion did not pass.

The discussion included the following:

- The cost reduction would allow graduate students to find out what AAPT is about.
- The option might allow for job recruiting.
- Hesitancy to approve unknown financial impacts.
- A belief that the current cost of \$85 for meeting registration and student membership is a good deal.

- There will already be a financial impact simply by establishing the Graduate Student Day.
- Recall that there is a fee for the High School Teacher Day.

25. Technology Report (Erwin Campbell)

Campbell reported that the Office continues to upgrade computer systems including Active Directory that is used for authentication and file services.

The Department's 2013 foci will be on fine tuning, increasing efficiency, and providing professional development around existing systems. He will also be working on server security. Finally, he is interested in upgrading the content management system for the website.

The Board asked him to establish a merged Chair and Vice-Chair list.

26. Programs and Conferences Report (Tiffany Hayes)

Hayes reported that for the New Orleans Meeting there were 708 total attendees, 648 paid attendees. So that the revenue was about \$250k. This was about what the Department was expecting. These numbers were similar to Jacksonville (742 total, 641 paid) but less than Ontario (805 total, 752 paid)

She commented that one factor decreasing attendance was that this was the first week back to school for many teachers.

Shropshire asked if the decrease in revenue from exhibitors is a concern? Hayes responded that AIP continues to help us with this task and that we are encouraging them to do better.

Hayes also commented that this was the first meeting where registrants could edit their registration online. This feature saves staff time. She thought that a Vice-Chair for the HS Teacher Day would be helpful for planning and logistics.

Comments about the meeting included the following:

- Compliments on having an electronic program booklet.
- Wondering if committee room assignments could be posted earlier.
- Knowing more about the route of the run/walk would have been helpful
- The plenaries at this meeting were excellent.

In Portland,

- The Department is working with the hotel so that the Poster session is not in the garage
- Vernier will sponsor the demonstration show and a lunch at the Vernier site
- There is interest in fundraising for the Phillips award in Portland

27. Vice President's Report (Monroe)

Miscellaneous comments from Monroe included the following:

- For New Orleans, there were 70 sessions and 23 workshops.

- For Portland, we are expecting 70 sessions and 50 workshops.
- There is interest in reactivating 1-Hour Tutorials. The four-day meeting format includes this.
- Feedback is welcome on whether posters should be offered during the day or at night.
- The High School Teacher Day was cancelled for the New Orleans meeting.
- If Area Committees know of other sources of funds or people to contact as part of a fundraising campaign, they need to notify the Executive Office.
- Several Area Chairs volunteered to look at potential meeting schedules to help avoid conflicts
- Can the at-large reps help with paper sorting and scheduling?
- We should also include groups/individuals who live near ACP

The TYC wanted to remind those involved with scheduling the Meeting about the need for a TYC Resource Room. This comment raised the concern that there are many events that are “traditional,” but are not part of the Programs Committee input and then need to be scheduled after the fact. How can we better coordinate these “special” events within the schedule? (The Resource Rooms are examples as are Town Hall meetings and Bridging Sessions.)

28. Section Representatives Report (Milner-Bolotin)

Milner-Bolotin reported that Elaine Gwinn was elected as Vice-Chair of Section Representatives.

She also commented what a positive opportunity it has been for her to serve on the Executive Board and to be a Section Representative. Milner-Bolotin remarked that she has come to know wonderful people as result of her service and pledged to continue to offer help as needed.

29. Membership and Benefits Report (Milner-Bolotin)

She remarked that it is not always clear that we have an ongoing membership effort since we try some things without appropriate data.

30. High School Representative’s Report (Riendeau)

Riendeau reported that only about 1/3 from the High School Committee expressed much interest in the idea of Article Packs.

She is seeking data about why high school teachers do not choose to become AAPT members. Anecdotally, she has heard about costs, lack of fun and interesting sessions, and too many PER sessions.

It appears that one hour is an appropriate length for the Share-a-thon during the Winter Meeting and two hours is appropriate for the Summer Meeting.

Riendeau restated her concern about what is the minimum number of members for the Association to be viable. In 2008, we lost 2500 members; in 2012, we lost 1400 members. Cunningham stated that our membership loss is not this bad. We continue to gain between 900 and 1000 every year so that our membership loss is much less than 2500 and 1400.

Gardner stated that we do not want to go below 7000 members. Cunningham stated that there is a need to look at membership numbers associated with financial sustainability and with intellectual sustainability. Puskar wondered what are the financial breakeven points given different assumptions and scenarios. Specifically, Marshall directed the Executive Officer to provide the best estimate about the impact of declining membership on sustainability.

On a different issue, Mogge asked about the timing for the High School Teacher Day on Sunday or Monday. The High School Committee did not have an agreed upon recommendation, but encouraged discussions with local representatives before making site-by-site decisions.

Mamola remarked that he heard several comments at the Board Meeting about not finding talks that were of interest. He asked if we should be soliciting specific types of talks? Marshall commented that that would be a change in how meetings are planned. Mamola responded by stating that we could ask members to contribute specific types of talks. This too could change the culture within the Area Committees.

31. Four-Year Representative Report (Shropshire)

Shropshire moved and Marshall seconded the following:

The AAPT Executive Board approves the Demonstration Show Guidelines.

The motion passed unanimously.

http://www.aapt.org/Conferences/upload/Demo_Show_Guidelines_v7_01-04-13.pdf

The Board thanked Shropshire for his efforts in creating a newsletter targeted at college and university departments.

32. Two-Year College Representative Report (Williams)

Williams commented that there are still a few spaces available in the New Faculty Experience program.

He reported that the TYC Tandem Meeting for Portland will be with Portland Community College or Portland State. Also, Bill Hogan will continue to work on the TYC Guidelines.

Williams moved and Shropshire seconded the following:

The AAPT Executive Board approves the addition of the TYC Leadership Institute as a portion of the TYC Tandem Meeting in Portland. The Board approves office staff making online registration available for the Leadership Institute and for staff to provide assistance if needed in scheduling the Institute.

The motion passed unanimously.

33. The meeting was adjourned.