Approved

Fall 2014 AAPT Executive Board Minutes
Executive Board Meeting I
Sunday, 2 November 2014
10:00 am – 6:00 pm EST

Members Present at ACP: Steve Iona, President; Mary Mogge, President-Elect; Janelle Bailey, Vice-President; Gay Stewart, Past President; Wolfgang Christian, Secretary; Elaine Gwinn, Vice-Chair Section Representatives; Beth Cunningham, ex officio (Executive Officer)

Members Present via WebEx: R. Steven Turley, Treasurer; David Jackson, ex officio (Editor, American Journal of Physics (AJP)); Gary White, ex officio (Editor, The Physics Teacher (TPT)); Greg Puskar, Chair Section Representatives; Jan Mader, Member-at-Large (High School); Paul Williams, Member-at-Large (2-Year College); Aaron Titus, Member-at-Large (4-Year College)

Guests at ACP: Jack Hehn, AAPT Senior Fellow; Robert Hilborn, Associate Executive Officer; John Layman, AAPT Archivist; Dick Peterson, AAPT Historian; Michael Brosnan, Director of Finance

Guest via WebEx: Marilyn Gardner, Director of Communications and Membership

Call to order (Iona)
The meeting was called to order at 10:05 AM EST. Beth Cunningham distributed cupcakes in honor of Steve Iona’s birthday.

1. Approval of agenda (Iona)
Iona moved and Christian seconded a motion to approve the agenda in the Fall14 iBook. Motion approved unanimously.

2. Consent Agenda (Iona)
Iona requested that approval of the Consent Agenda be tabled for action at Board II during the Monday 10 November WebEx meeting to allow time for additional review. Motion to table the consent agenda passed without objection.

3. Review of Governance Retreat (Iona)
Iona asked for comments about the SM14 Board retreat. Mader commented that boards are often focused on the finances but that the facilitator recommended
that we think generatively. Titus added that it is not our job to manage the day-
to-day affairs of the Association. Hilborn found the retreat empowering because it
gave the Board time to talk freely. Williams reminded the Board that its primary
responsibility is to serve the Association — not a particular constituency.

Mogge asked how often the Board should hold a retreat. Cunningham responded
that we have budgeted $3K for a facilitator in 2015—if needed. White added that
we should look for additional opportunities for Board members to work together
in small groups. Mader suggested that we revisit the retreat outcomes from time
to time and Mogge suggested that we integrate the retreat outcomes into the
New Board Member Orientation.

4. Review of Strategic Plan (Iona)
Iona emphasized the importance of generative discussions based on the Strategic
Plan (SP). Iona presented a graphic showing the relationship between the parts of
the SP. (See document 6 in the Fall 14 iBook.)

5. Finance Report (Brosnan)
Brosnan reported that the Association is in good financial health and has a profit
of $504K year-to-date. He stated that revenue and expenses are staying constant,
that we have an investment balance of $5.2M, that our cash balance is slightly
higher than previous year, and that we have moved $300K to short term reserve.

Christian asked how the Physics Store is affecting our revenue. Gardner
responded that the Physics Store’s revenue of $35K is included in the Membership
budget. She added that our profit margin is 50% but that we do not have enough
volume to generate a profit. The Physics Store’s expenses including personnel
and indirect costs are $65K and these expenses have been reduced by a factor of
3 over the past few years by better inventory management.

Titus recommended that the Association review the Physics Store to determine if
it can become profitable. Stewart added that the Physics Store could be improved
by making it easier to use. Cunningham responded that implementing the new
iMIS membership system will make it easier for members, etc., to pay for items
from the Physics Store, join, renew, etc. Iona commented that the Physics Store
provides an important interaction with members and should be continued.
Mogge suggested that we should give a “thank you” coupon for use at the Store
when members renew.
6. **Treasurers Report (Turley via WebEx)**

Turley began his report by asking the Board to think broadly about what we should be doing with our revenue surplus. He stated that we have had strong performance in our investments in 2014, that ComPADRE has trimmed costs and is within its continuation budget, that income from conferences is on budget and that we are getting better at predicting income and expenses.

Williams stated that it seems likely we will have another transfer to short-term reserves and asked if this money could be used in a better way. Turley responded that there are some recommendations in the Treasurer’s report. He added that it is usually a bad idea to transfer undesignated funds to a designated fund.

Cunningham recommended that we take a long term rather than a short term view of our finances.

Williams asked if we need $800K in our cash account and Brosnan responded that we did in order to meet day-to-day obligations.

7. **Budget Report (Cunningham)**

Cunningham asked the Board to review the Budget Overview in the iBook. She noted that in the past we have received $1M/year from NSF but that it is becoming more challenging to receive NSF funding.

Cunningham reported that the loss of the OhioLINK consortium subscription should not have much of a financial impact but that she does not yet know what impact the SWETS bankruptcy will have on our finances. Cunningham reported that the ACP is about to retire its construction bonds and that this will result in approximately $200K annual decrease in expenses in a few years.

Stewart commented that publishing income is our biggest income generator and that there is a great deal of uncertainty in journal publishing so we should not be too aggressive in spending our income in light of this uncertainty.

Layman asked if we are monitoring our cross-association projects carefully. For example, AAPT is not given due credit of its contribution when he reads APS reports. Cunningham noted that she alerts APS if recognition isn’t given to AAPT for joint projects.

Cunningham stated that the Association is predicting revenue of $5.9 M for 2016 and that we are doing a better job of predicting expenses and revenues. Brosnan
added that stabilizing the budget makes it easier to make accurate predictions. Cunningham added that we use the previous year’s dues rate to predict renewal income since most members renew at end of the calendar year.

Cunningham recommended that we include funds in 2015 to hire a part time staff member to develop additional resources for HS teachers. Mader reported that she has heard positive comments about the new American Association of Chemistry Teachers (AACT) providing K-12 appropriate content. Christian and Titus added that they too have heard from teachers that they need ready-to-use content.

Titus asked if the part-time position can be at-a-distance or must the person work at ACP. Cunningham responded that we should consider a telecommuting appointment or any other creative arrangements.

Hehn stated that in the 1990s the federal government funded curricular material development but that this type of funding has stopped. He asked who is going to produce future curricular material. He stated that the chemical and the geoscience societies have a big revenue stream that can fund curriculum development and distribution. [Note from Secretary: The American Chemical Society is funding the establishment of the AACT.]

Cunningham reported that the Membership Department has asked for an increase in the 2015 budget for recruitment. She added that the 2015 budget has $2,500 for special projects that have been approved by the Board in the past and $2,000 for Board members’ travel to Section meetings.

Cunningham finished her report by stating that her office is predicting a $90K budget surplus for 2015 but that any increase in the salary pool will reduce this surplus.

8. Executive Session with EO (Iona)
   The Executive Session with the EO and the Finance Committee was called to order at 11:25.

9. Executive Session without EO (Iona)
   The Executive Session without the EO was called to order at 11:55.
The meeting was adjourned for a lunch break at 12:30 and called back to order at 1:00.

10. Special Presentation (Iona)
Iona presented Richard W. Peterson his AAPT Fellow pin and thanked him for his many years of service to the Association. The presentation was accompanied by applause for Peterson.

11. Governing Documents (Iona and Cunningham)
Cunningham described the proposed changes in the AAPT Articles of Incorporation and presented the legal definition of an Independent Director (no salary or other financial interest) and the definition of a quorum. See the memorandum from Venable LLP in the Governance Discussion document in the Fall 14 iBook.

Turley asked who decides when a Board member satisfies the definition of an independent director. For example, does a NFW stipend make a presenter not independent? Cunningham responded that a conference presenter remains independent because there is a $10K threshold.

The following three motions were presented by Iona:

- **Motion to define a Quorum of Members by adding a new Section 3 under Article I. Membership in the Bylaws as specified in the memorandum from Venable.**

  Members entitled to cast 100 votes or one-tenth of the total number of votes entitled to be cast thereat, whichever is less, present in person or by proxy, shall constitute a quorum at a meeting of members for the transaction of any business. A majority of the members present at any meeting may adjourn the meeting despite the absence of a quorum.

  **Motion passed unanimously.** Puskar absent

- **Motion to establish a Whistleblower Policy as specified in the memorandum from Venable.**

  **Policy adopted unanimously.** Puskar absent
• **Motion to establish a Conflict of Interest Policy as specified in the memorandum from Venable.**

The new Conflict of Interest (COI) Policy form must be signed by all Board members. There is a longer first year version but a shorter renewal version.

Hilborn stated that grant income may cause a Board member to have a conflict of interest and that the COI policy is used to document the conflict but does not affect participation. Board members with a COI would not vote on motions affected by the COI.

**Policy adopted unanimously.** Puskar absent

• **Motion to revise the Audit Committee membership and charge as specified in the memorandum from Venable in order to conform to New York state law:** (1) Non-Board members are removed from the Audit Committee. (2) All Members at Large are on the Audit Committee. (3) Chair and VC are elected by Section Reps and all Section Reps are AAPT members.

**Policy adopted unanimously.** Puskar absent

12. **AIPP OhioLINK Agreement (Iona and Cunningham)**

Iona and Cunningham described the 1998 agreement between AIPP and OhioLINK that gives OhioLINK the right to host our journal content for the years 1998-2013 on OhioLINK servers in perpetuity. Cunningham explained that this agreement is one of a kind and that subsequent consortia agreements only allow current subscriber access as described by AIP Publishing staff. Four other member society journals have a similar access clause for issues published between 1999 and 2013. Three societies have given OhioLINK perpetual access rights and one has not.

Two mutually exclusive motions were presented to the Board in the Fall 14 iBook but it was agreed to remove mention of TPT from these motions since this journal was not covered in the AIPP-OhioLINK agreement.

• **Motion: AAPT agrees to provide the OhioLINK Consortium with local hosting of the issues of the American Journal of Physics for the years that they subscribed.**

**Motion failed with 4 votes in favor, 5 against, and 2 abstentions.**
• Motion: AAPT does not agree to provide the OhioLINK Consortium with local hosting of the issues of the American Journal of Physics for the years that they subscribed.

  Motion failed with 5 votes in favor, 3 against, and 3 abstentions.

13. Historian Report (Peterson)
Peterson reported that the first six sections of the AAPT history with minor changes are ready to be posted on the AAPT website. He added that this resource is based on Melba Phillips’s work and that many organizations do not have such a history. Peterson stated that he has completed an additional six sections and that he would like for these sections to also be posted after review.

  Christian suggested that the AAPT History include pictures of the principals mentioned in the report.

  Iona suggested that approval of the new History Sections be added to a future consent agenda.

14. AAPT Regional Representation (Iona)
Iona began the discussion by stating that Council is composed of Section Representatives but that there are inactive Sections. An alternative to having Council composed primarily of Section Representatives would be to have AAPT Regions and that these regions would select representatives to Council. Regions could have affiliates and these affiliates could be Sections or professional groups such as the American Modeling Association or ALPhA. Iona suggested that such a structure would better link AAPT National to what is happening throughout the US.

  Mogge suggested that AAPT sponsor workshops at the Section level. Peterson stated that ALPhA has asked to be involved in NFW.

  Mader suggested that AAPT help support regional meetings and Cunningham responded that the Executive Office is learning more about several Sections getting together to hold joint “regional” meetings. Mogge added that she is in favor of regional meetings but against changing the Section-based organizational structure.

  Turley stated that geographical considerations make it hard to define regions. Texas, for example, is as large as all of New England.
Mogge proposed that Council disband inactive Sections and that AAPT National should strengthen Sections by awarding grants for Sections to conduct workshops. Cunningham responded that funds for grants to Sections have come from the Dodge fund but that this money has been reallocated to other awards. She would work with the Board to find funds to support such an initiative.

Puskar commented that AAPT needs to work at getting the word out to the grass roots physics teacher population.

White commented that he supports funding for regional meetings and that these meetings should be held in conjunction with student and SPS meetings.

15. Departmental Affiliation (Hilborn)
Hilborn described the Departmental Affiliation proposal in the iBook and stated that he has received many helpful comments from Christian and Puskar. Feedback will be sought from a sample of physics department chairs. Mader asked if the affiliation program might be adapted to high schools or school districts.

Mogge stated the departmental budgets have recovered and departments can now more easily afford Departmental Affiliation. She also stated that including benefits for adjunct faculty is very important.

White stated that Departmental Affiliation has the potential to market AAPT journals, particularly TPT. Titus added that Departmental Affiliation is important for evaluation and reaccreditation of departments and for recruiting.

16. Statement on Astronomy Teaching by Physics Teachers
In response to a decision by the Southern Association of Colleges and Schools (SACS) that judged physicists unqualified to teach astronomy, the AAPT in consultation with the AAS has authored a position paper endorsing the teaching of Astronomy by physics teachers and vice versa. Iona moved and Christian seconded a motion to endorse the policy document, which was included in the Fall 14 iBook.

Motion: The AAPT Executive Board endorses the position paper supporting physics teachers as instructors in astronomy courses.

Motion to endorse passed unanimously.
17. **Duncan McBride travel scholarship (Cunningham)**

Cunningham reported that the Physics Education Research Leadership and Organizing Council (PER LOC) would like to honor Duncan McBride by awarding a travel scholarship to an early career PER researcher and that PER LOC would like for AAPT to waive the Summer Meeting registration for the scholarship recipient. Mogge suggested that the scholarship be broadened to include non-PER constituencies.

**Motion to approve (a) waiving the registration fee and (b) and providing $300 for travel and housing to attend a national AAPT meeting. 10 in favor, 1 abstention.**

Cunningham will ask PER LOC to waive the PERC registration fee for a second non-PER researcher AAPT scholarship recipient to attend the PERC meeting.

18. **Area Committee of the Year Recognition (Stewart)**

Stewart moved on behalf of the Review Board to recognize an Area Committee of the year selected by the Review Board to start WM15.

**Motion passed unanimously.**

Turley recommended that the award and the reason for the award be listed in meeting program.

19. **AEO Report (Hilborn)**

Hilborn reported that a 5-year $2.2M grant to support Physics and Astronomy Faculty Workshops has been approved and that $1.2M of this award goes to AAPT. The new grant will establish virtual Faculty Learning Communities. Melissa Dancy, in consultation with Charles Henderson, will study the design and implementation of these communities.

Hilborn reported that the $11K proposal for the first meeting of JTUPP has been approved.

Hilborn reported that ComPADRE is receiving some funding by providing services for other communities. Cunningham added that ComPADRE is now offering conference services.
20. **Vice President Report (Bailey)**

Bailey presented a brief overview of plans for WM15 and SM16. She then moved on behalf of the Science Education for the Public Committee to honor the memory of Al Bartlett at SM15.

**Motion to organize a memorial session in honor of Al Bartlett to be held at SM15.**

**Motion passed unanimously.**


Mader recommended that the AAPT establish a new award for exemplary e-mentoring. This award could be established quickly because it would not be a monetary award. Cunningham added that we currently have about 70 e-mentors and that she would work with the eMentor Advisory Committee to develop an award proposal.

Turley commented that he likes the idea of an expanded track for HS teachers at National Meetings. Iona commented that a number of groups are looking at ways to increase HS activities at National Meetings. Stewart added that AAPT should offer HS teachers a gathering room similar to what we provide for TYC members.

Mader reported that she has visited numerous Area Committees and has asked that they cosponsor session of interest to HS chemistry and physics teachers. This is part of an effort to provide support for the newly created AACT by providing some programming at SM15 and inviting local AACT members to attend.

22. **AIP Governance Changes (Cunningham)**

Cunningham reported that AAPT will have less representation on the new AIP Board as will other AIP member societies since each will appoint only one person to the new board. She proposed the following motion.

**Motion: The Board authorizes Steve Iona and Mary Mogge to cast the proxy vote for AAPT approving and adopting the amended and restated AIP constitution at a special meeting of Members of the American Institute of Physics to be held on November 21, 2014.**

**Motion passed unanimously.**
23. PTRA Oversight Committee (Iona)
Iona reported that Chitra Solomonson’s term on the PTRA oversight committee ends after WM15. Three candidates were rank-ordered and Iona asked Cunningham to offer the committee membership to the first candidate to accept.

24. Executive Session with EO
The Board convened in Executive Session with the EO at 4:25.

25. Executive Session without EO
The Board convened in Executive Session without EO at 4:55.

26. Adjournment
Motion to adjourn passed unanimously at 5:15 PM EST.

Executive Board Meeting II: WebEx Teleconference
Monday, 10 November 2014
6:00 pm – 10:00 pm EST

Members Present: Steve Iona, President; Mary Mogge, President-Elect; Janelle Bailey, Vice-President; Gay Stewart, Past President; Wolfgang Christian, Secretary; R. Steven Turley, Treasurer; David Jackson, Editor, American Journal of Physics (AJP); Gary White, Editor, The Physics Teacher (TPT); Greg Puskar, Chair Section Representatives; Elaine Gwinn, Vice-Chair Section Representatives; Jan Mader, At-Large Member (High School); Paul Williams, Member At Large (2-Year College); Beth Cunningham, Executive Officer

Guests: Marilyn Gardner, Director of Communications and Membership; RaShonda Riddle née Rosier, Director of Marketing; Erwin Campbell, Director of Technology and Information Systems; Michael Brosnan, Director of Finance; Tiffany Hayes, Director of Programs & Conferences

Call to Order (Iona)
The meeting was called to order at 6:06 PM EST. Iona reviewed the revised agenda.

27. Consent Agenda (Iona)
The Undergraduate Physics Lab Curriculum Guidelines were removed from the consent agenda. Iona moved and Stewart seconded a motion to approve the following two consent agenda items in the Fall14 iBook.
- Re-appoint Pat Callahan for another three-year term as Chair of the AAPT-PTRA Oversight Committee. His current term ends in January 2015.
- Approve Minutes from July 2014 AAPT Executive Board meeting.

The motion to approve the Consent Agenda passed unanimously.

28. Lab Recommendations for Undergraduate Physics Curriculum (Iona)

Paul Williams commented that the Lab Recommendations for Undergraduate Physics Curriculum seem to be excessively long. Cunningham responded that the Guidelines are not a policy statement which is shorter.

Motion to approve the Lab Recommendations for Undergraduate Physics Curriculum passed unanimously.

29. SMT Reports (Iona)

In order to focus the SMT report discussion, Iona emailed Board members after Board I asking them to submit questions about SMT reports that he would pass on to the SMT. These questions and SMT responses were later emailed to Board members and were discussed briefly. Christian requested that the SMT response document be appended to the Fall 14 iBook to provide a record of the discussion.

30. Communications Report (Gardner)

Gardner reported that the National Association of Biology Teachers (NABT) is planning a mobile edition of the American Biology Teacher (ABT) and that this journal seems to be similar to Physics Today. Cunningham and Gardner will evaluate the ABT format.

Mader reported that the Bob Powell at the University of West Georgia would like to publish a textbook For the New Teacher for use by pre-service teachers. Christian recommended that a proposal be submitted to the Pubs Committee.

Gardner reported that AIPP is evaluating a mobile edition of Physics Today. Christian asked how much AIPP will charge to format TPT pages similar to Physics Today. Gardner and White responded that they did not know what the ePub reformatting would cost.

Christian asked if the Pubs Committee could also be given access to the ABT journal. Cunningham responded that she would investigate. [Note from Secretary: The Pubs Committee was later given access to the ABT journal.]
Gardner reported on recent membership retention and renewal efforts. She stated that the only thing that other organizations do that we don’t do is solicitation phone calls. Mader asked if we conduct exit interviews and Gardner responded that we have an exit survey. This survey indicates that there are many reasons for non-renewal such as a change career, a retirement, or a school that no longer pays for membership.

31. Meetings Report (Hayes)
Riddle reported that PASCO is excited about hosting the AAPT picnic during SM16 in Sacramento. Mader asked if PASCO will pay for the picnic and Riddle responded that she did not know.

Mogge asked why our National Meetings indirect costs vary by so much. Brosnan responded that indirect costs are computed as a percentage of direct expenses and that these costs vary considerably.

Hayes reported that members have requested that we continue the $50 discount for very early registration that occurred during the previous meeting. Iona asked why we would not continue the discount. Hayes responded that 70 people used the promotion and that we now need to determine if that is the best use of our money. Mogge asked if the early discount affects signup for other activities. For example, can attendees register for other activities later. Hayes responded that she does not know if there has been a drop off in other activities.

Mader recommended that we invite the chemistry teachers from AACT to have a booth at SM15. Iona responded that this decision was up to Cunningham. Cunningham added that the Optical Society of America (OSA) will have a booth at WM15 to promote the International Year of Light.

32. Marketing Report (Riddle)
Riddle reported that the $999 Facebook advertisement has have been seen by 195,000 people in past 90 days.

Riddle described our participation in various meetings, such as NSTA and TARC (rocketry group) meetings. She reported that TARC will have a booth at SM15 and that there are plans to cross link the AAPT and TARC websites.

Cunningham reported that she has been meeting with other K-12 STEM organization executive officers to discuss hosting a joint meeting for teams of
33. Technology Report (Campbell)
Campbell presented a review of recent technology updates including the decommissioning of the ACP data center and stated that it might be necessary to hire an external consultant to review AAPT’s technology infrastructure and security. Campbell stated that he hopes to have completed the migration of the AAPT website to the new RiSE platform by December 31, 2014. He stated that the RiSE environment will make it much easier to improve the e-commerce experience for users.

Iona thanked the SMT for participating in the evening Board meeting.

34. Executive Session without EO (Iona)
The Board convened in executive session without EO at 7:20 and reconvened in open session at 7:40 PM EDT.

35. Approval of the 2015 Budget (Iona)
Iona announced the recommendation of a 3% across-the-board increase in salary for all AAPT staff.

Motion to approve the 2015 budget in the Fall 2014 iBook with the recommended salary adjustments passed unanimously.

36. OhioLINK Discussion Continued (Iona)
Iona reported that Fred Dylla recommended to him that AAPT not give away content to OhioLINK via AIPP. Iona asked if anyone would like to change their previous vote and three Board members indicated that they would like to change votes.

Motion: AAPT does not agree to provide OhioLINK Consortium with local hosting of the issues of the American Journal of Physics for the years that they subscribed.

Motion passed with 8 votes in favor and 3 abstentions.

37. Governing Documents (Iona)
Iona asked if we should consider changes in the presidential chain in addition to changes in the governing documents. Turley asked what the current presidential chain thinks of the terms of office and responsibilities.
Stewart responded that our structure is not all that unusual when compared to other organizations, but that we could consider adjusting some of the responsibilities.

Mogge responded that we have a good progression of responsibilities, but that she was partially retired and has the time to serve the Association. She added that the current progression gave her a good sense of the rising stars in the Association.

Bailey commented that it was too early to comment in depth. She added that the creation of the Executive Programs Committee (EPC) has the potential to improve things but that it was too early to tell.

Stewart commented that the creation of the EPC was our first pass to correct some weaknesses of the current structure. Bailey added that she needs help with the nitty gritty—big ideas not so much. Stewart stated that organizing two National Meeting programs was the hardest part of the job but that the EPC may help. Mogge commented that mentoring by past presidents is crucial.

Iona summarized the discussion by stating that he did not hear any compelling arguments to change the current structure.

38. Venture Fund Request (Turley)
Turley reported that ALPhA has run out of inventory for single photon detectors and is in need of additional Venture funds since it has already taken additional orders. The Venture Fund Committee recommendation will likely be to fund this request because the previous five requests have netted the Association a total profit of $17K.

Christian will conduct an electronic vote after the Venture Fund Committee makes its recommendation.

39. Dashboard Discussion (Iona)
Mogge reported that she liked the process of having Board members submit questions to the SMT about their reports but would like the SMT responses to be sent a few days before the Board meeting. Turley commented that the new format gave the Board answers that were clearer than what we have had in the past. Iona noted that we finished the SMT report discussions in record time—about one hour.
Iona asked if the Board liked having SMT report discussions at the end of the meeting. Mogge responded that having the discussions at the end helped us stay on schedule. Stewart added that we had more interaction in less time.

Cunningham stated that SMT members liked the new structure of answering questions prior to their meeting with the Board. However, they were stressed to complete their responses in one day and that the SMT probably needs more time. Questions were submitted over the weekend and SMT had one day to prepare. Mogge responded that questions about SMT reports could be formulated sooner if the iBook were available sooner. Cunningham suggested that we have a SMT iBook and a Board iBook with staggered report due dates.

40. Adjournment
   Motion to adjourn passed unanimously at 8:30 PM EST.

Respectfully submitted,
Wolfgang Christian
AAPT Secretary