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ACADEMY BUSINESS

INDIANA ACADEMY OF SCIENCE COUNCIL MINUTES NOVEMBER 5, 1992

The meeting was called to order by President Lovell at 5:05 pm in Room CL 278 of the Cooper Science Building at Ball State University.

The following Council members were in attendance: Boener, Burden, Dolph, Frazier, Ganion, Gommel, Guthrie, Haddock, Jones, Kritsky, Lovell, McKnight, Melhorn, Mueller, Oster, Parker, Rothrock, Schmelz, Townsend, Warden, Warnes, and Youse.

Additional Academy members present were: Hasenmueller, Jensen, and Krieger.

Approval of the Minutes of April 24, 1992

The Minutes were approved after correction of typographical errors.

Old Business

1. **Discussion and Vote on Bylaw Amendments** (B. Gommel)

   A. Bill moved the acceptance of Article VI. Sec. 2 (concerning Committees and Appointed Positions). The motion was seconded.

   An amendment was proposed and seconded to strike the words "and Election." The amendment passed.

   Article VI. Sec 2 was then passed unanimously. Sec. 2 reads as follows: "The President and President-elect shall be ex officio members of all committees except the Nominations and Election Committee. The Executive Director shall be an ex officio member of all committees but without vote."

   B. Bill moved the acceptance of Article VI. Sec. 5 which deals with the length of term and duties of the Executive Director. The motion was seconded.

   An amendment was proposed and seconded to change the title from "Executive Director" to "Executive Secretary." There was considerable discussion pro and con. The amendment failed on a voice vote.

   An amendment was proposed and seconded to change the phrase "...prepare the annual budget with..." to "...propose the annual budget with..." The amendment passed.

   An amendment was proposed and seconded to change the phrase "...with the advice of the Treasurer" to "...with the assistance of the Treasurer." The amendment passed.

Article VI. Sec. 5 then was approved in its amended form and reads as follows:

> The Executive Director shall be appointed by the Executive Committee for a three-year term and may be reappointed. The Executive Director shall be responsible to the Executive Committee and work closely with the President. The Executive Director shall develop and administer a *Handbook of Operations;* coordinate committee chairs, fund raising activities, and relations with other organizations; maintain contacts with state agencies; propose the annual budget with the assistance of the Treasurer; and fulfill other duties as may be directed.

C. Bill moved the acceptance of Article VI. Sec. 18 - Science and Society Committee after correction of 2 minor typographical errors. The two errors were: strike "and" after Indiana on the tenth line; strike the "s" from "places" on the thirteenth line. The motion (not repeated here due to only 2 minor editorial changes) was seconded and approved.

New Business

1. **Treasurer's Report** (E. Frazier)

A summary of the Treasurer's Report is given here. The report was accepted.

	Beginning Balance 1/1/92	Revenues YTD	Expenses YTD	Balance on Hand 9/30/92
Operating Fund	$16,512.98	$25,042.68	$13,052.22	$28,503.44
Total Restricted Funds	$36,591.23	$34,804.74	$31,915.60	$39,480.37
Total Funds	$53,104.21	$59,847.42	$44,967.82	$67,983.81

2. **Emeritus Member Committee Report** (B. Melhorn for W. Hopp)

The following Academy member was elected to Emeritus status:

William S. Benninghoff University of Michigan

3. **Fellows Committee Report** (D. Schmelz)

The following Academy members were elected to the honorary rank of IAS Fellow:

Michael A. Homoya	Indiana Department of Natural Resources
Wendell F. McBurney	IUPUI
Thomas R. Platt	St. Mary's College
Paul E. Rothrock	Taylor University

A motion was made to approve the above members as Fellows of the Academy. It was recorded and approved.

4. **Resolutions Committee** (J. Haddock for M. Morse)

Whereas: The members of the Indiana Academy of Science are deeply grateful for the invitation to hold the 108th annual meeting of the Academy on the campus of Ball State University; and

Whereas: The administration, faculty, staff, and students of Ball State University have cooperated admirably in providing their facilities, resources, and support for this 108th annual meeting of the Indiana Academy of Science; be it

Resolved: That the Academy members here assembled express their sincere appreciation to Dr. John Worthen, President of Ball State University, for all the courtesies that have been extended to the Academy during this meeting. We are especially grateful to Dr. Carl E. Warnes and Dr. Larry R. Ganion, chairpersons of the local planning committee, to the members of the committee, and to other facilitators for the arrangements of the entire program and for the comfort and conveniences provided Academy members and guests. We also express our sincere thanks to all Academy members who organized and participated in activities associated with this 108th annual meeting of the Indiana Academy of Science.

5. **Comments by the Executive Director** (B. Melhorn)

Most annual Committee Reports are in. When the last two arrive, Bill will send them out.

The intent is for all Academy members to receive a *Yearbook* next year.

A plaque was prepared and given to Sallye Hunter in appreciation of her service to the Academy in preparation of recent *Yearbooks*.

The first draft of the *Handbook of Operations* will be done by the end of the year.

Bill will be attending the Phinney memorial service.

Adjournment

The meeting was adjourned at approximately 6:00 pm.

Respectfully submitted,

Jim Haddock
Secretary

INDIANA ACADEMY OF SCIENCE COUNCIL MINUTES APRIL 23, 1993

The Council was called to order by President Duvall Jones at 2:15 pm on Friday April 23, 1993 at the main lodge of Ross Camp approximately 12 miles northwest of the Purdue - West Lafayette campus.

The following Council members were in attendance: Bennett, Boener, Chesak, Dolph, Frazier, Guthrie, Haddock, Jones, Kritsky, Lindsey, Lovell, McBurney, McKnight, Melhorn, Mueller, Oster, Rhodes, Riemenschneider, and Zimmerman. Additional Academy members in attendance were: Bobbitt, Hasenmueller, Jackson, Warden, and West.

Approval of Agenda

A motion was made and seconded to approve the Agenda. An amendment was then proposed to postpone acceptance of the Agenda until the Executive Committee could meet this afternoon while the Council recesses.

An amendment to the amendment was made whereby the Executive Committee would meet for 1 hour. This amendment failed.

An amendment to the amendment was made whereby the Executive Committee would be limited to a 15 minute meeting. This amendment failed.

The motion with its original amendment was then voted on and approved.

The Council thus recessed and the Executive Committee was convened.

EXECUTIVE COMMITTEE MINUTES

The Executive Committee was convened by President Duvall Jones at approximately 2:50 pm in the same room that the Council had previously presided in.

Approval of the Minutes

The minutes of the previous Executive Committee meeting held on December 12, 1992 were accepted with minor typographical corrections.

Report of the Auditing Committee (Frazier)

The financial records of the IAS for fiscal year 1992 were examined by the undersigned (Robert Olsen and John Ricketts) and appear to be a fair and accurate record of the financial condition of the Academy. The report was accepted.

Treasurer's Report for the First Quarter (Frazier)

E. Frazier reviewed the highlights of the first quarter's report and noted that there are line

items for each Academy publication relative to expenses and profit. A motion was made and seconded to accept the report. The motion was approved.

Publications Committee (McKnight)

1. A motion was made not to print the names of new members in the *Proceedings* and to standardize the format of the *Minutes* relative to length (indentations, etc.) but not content. The motion was approved.

2. B. McKnight asked for a motion to approve publication of *Wetlands and Quiet Waters* by Torkel Korling and Robert Petty (the fourth volume in a series). A motion was made, seconded, and approved.

3. B. McKnight asked for a motion to approve production of the *Minerals of Indiana* as an IAS publication, and he will, at a later time, ask for approval for publication. A motion was made, seconded, and approved.

4. B. McKnight asked for a motion to approve production and publication of the *Flora of the Chicago Region* (revised 4th edition) by F. Swink and G. Wilhelm. A motion was made, seconded, and approved.

   Miscellaneous: The cost would be $12.00 per unit; the press run would be 4,000 copies for a total cost of $48,000.00; and the expected revenue would be $87,000.00.

5. B. McKnight asked for a motion to approve production and publication of a revised edition of the *Amphibians and Reptiles of Indiana* by Minton. There is the possibility of an audio or audio-visual accompaniment to this text.

6. *Butterflies of Indiana.* There should be a price increase for this publication to $24.00 (from $20.00) for members and to $30.00 (from $25.00) for non-members effective January 1, 1994 to help make up a loss of $4,000.00 on the publication. A motion was made, seconded, and approved.

The remaining four items were introduced for discussion only at this time.

1. Establishment of an honorarium for the production, management, and editorial/review work for publications on a project-specific basis.

2. Establishment of a royalty of up to 10% to authors of IAS publications to come from gross sales on an annual basis. This payment would also be project specific.

3. Establishment of a fee of 25% of gross sales plus expenses to be received by the person(s) directly involved in sales and marketing of IAS publications. This would be discontinued when and if the Executive Director takes over this function.

4. Increase the annual stipend to the Editor of the *Proceedings* from $2,000.00 to $4,000.00. Funds would come from reprint revenues and, perhaps, page charges.

Responsibilities of the Executive Director (Lovell)

B. Lovell moved to append the document entitled "Responsibilities of the Executive Director" to the Minutes of the meeting. The motion was seconded and approved.

Adjournment

A motion was made and seconded to adjourn at approximately 4:30 pm. The motion was approved.

ADDENDUM

RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR

Note: The first four (4) items should be implemented immediately; the remaining items should be inaugurated as soon as feasible.

1. Report to the Executive Committee; work closely with the President.

   A. Serve as primary contact person to facilitate communication between various Academy officers and consultants in administering the day-to-day operations of the Academy.

   B. Serve, without vote, as *ex officio* member of all committees.

   C. Assist with the development and distribution of the *Yearbook* to all Academy members.

2. Develop and administer a *Handbook of Operations* for the Academy.

3. Coordinate committee chairs.

   A. Send necessary information/reminders to all chairs.

   B. Develop and keep an updated list of new or additional persons willing to and capable of serving on committees.

   C. Assist the President in the selection of committee chairs and committee members.

4. Maintain membership records.

   A. Keep an updated membership roster.

   B. Prepare and distribute membership dues notices.

   C. Produce and provide address labels to officers and committees with legitimate needs for these materials.

5. Act on behalf of the Indiana Academy of Science concerning the Academy's publications.

   A. Work closely with appropriate chairs/editors/officers in the publishing of the *Proceedings, IAS Newsletter,* book of abstracts, special publications, and announcements of Fall and Spring Meetings as well as Symposia.

   B. Expedite preparation, implementation, and tracking of publications contracts.

   C. Actively participate in the promotion and sales of Academy publications.

6. Maintain and develop external sources of revenue.

   A. Develop and maintain contacts with State Agencies which may lead to cooperative efforts in reaching the Academy's goals.

   B. Coordinate, stimulate, and assist in the preparation of grant proposals as directed by the Executive Committee.

   C. Cooperate with appropriate committees in membership development efforts.

   D. Aggressively solicit corporate sponsorship in cooperation with the Corporate Relations Committee.

7. Coordinate interaction with other science and science education organizations.

8. Fulfill committee responsibilities.

   A. Chair the *Ad Hoc* Corporate Relations Committee.

   B. Chair the Committee on Relation of the Academy to the State.

9. Prepare the annual budget with the advise of the treasurer for consideration and input by the Budget Committee.

Approved by the Executive Committee on November 5, 1992.

COUNCIL MINUTES

The Academy Council was reconvened at 4:40 pm after almost a 2 hour hiatus. At least one member present at the previous Council meeting was unable to stay for this meeting. An attendance roster was not re-circulated.

Approval of the Agenda

A motion was made and seconded to accept the Agenda. The Agenda was accepted by a voice vote.

Approval of Minutes

The minutes of the previous Council meeting held at the Fall Meeting at Ball State on November 5, 1992 were approved after correction of two typographical errors.

1. **Treasurer's Report** (Frazier)

   The Operating Fund had a balance on hand of $30,460.67 as of 31 May 1993 (end of the first quarter).

   E. Frazier also reported that Academy and "outside" publications were each broken into line items for each publication to better track revenues and expenses.

   A motion was made and seconded to receive this report. The report was received.

2. **Report of the Executive Director** (Melhorn)

   W. Melhorn made a brief presentation relative to Academy Records ("Information Memo #3) and raised concerns about retention, preservation, and storage. Should there be permanent file storage or reduction of all records to microfilm/microfiche or computer disk/tape storage? Who would do all the work?

   He also briefly discussed his Information Memo #4 on "Policy." Policy is clearly a responsibility of the Council, but the Constitution does not really state where "Policy" decision making should properly be initiated (committees to the Executive Committee, to the Council, or some other method).

3. **Report of the Editor of the *Proceedings*** (Dolph)

   Volume 101 (3 and 4) is in the "blue-line" stage, while Volume 102 (1 and 2) has only a few accepted papers at this time.

4. **Report of the Academy Foundation** (Guthrie)

   F. Guthrie reported on the financial condition of the Academy as of March 31, 1993:

	Assets	Est. Income	Yield (%)
Foundation Acct.[1]	$78,293	$3,178	4.06
John S. Wright Acct.[2]	$1,733,950	$85,524	4.93
Invested Income Acct.[3]	$233,505	$10,319	4.42

[1] ~ 30% "liquid" and ~ 70% in stocks and bonds.
[2] ~ 2% "liquid," ~ 29% bonds, ~ 37% Lilly stock, and ~ 32% other stocks.
[3] ~ 57% "liquid" and ~ 43% bonds.

Wright Fund income is transferred to the Invested Income Account and is used to underwrite research grants (~ $39,000 annually), the publication of the *Proceedings,* and some other publication costs. In addition, bank charges (commissions, service charges, etc.) are paid for through this account.

Frank summarized by saying that we are "still healthy." We have a slow rate of diversification at this time because we are unwilling to sell any Lilly stock until its price/share improves.

5. **Report of the Research Grants Committee** (Frazier)

E. Frazier reported that $20,000 will be awarded this spring at about $1,000.00 for each grant. Twenty of the 27 proposals received were funded.

6. **Report of the Auditing Committee** (Frazier)

E. Frazier reported that the Auditing Committee (R. Olsen and J. Ricketts) had examined the financial records of the IAS for fiscal year 1992 and found them to be a fair and accurate record of the financial condition of the Academy.

7. **Report of the Biological Survey Committee** (McKnight)

B. McKnight commented briefly on the following current projects:

A. Updating the data base on the plants and animals of Indiana.

B. Participation in a National Biological Survey being proposed by President Clinton.

C. Continuation of the State Flower Project.

D. Dealing with problems caused by the introduction of exotic species into Indiana.

8. **Report of the Emeritus Member Selection Committee** (Hopp)

Dr. Dwight Farringer was recommended for Emeritus membership.

9. **Report of the Library Committee** (Oster)

H. Oster reported on her preparation of a cost estimate for conversion of the J.S. Wright Memorial Library bibliographic records to those that are machine readable. The project is estimated to take two years at a cost on just under $91,000.00.

A motion was made and seconded to request the Library Committee to generate a grant proposal to fund the project. The motion was approved.

10. **Report of the Membership Committee** (Mueller)

W. Mueller is contacting colleges and universities in hopes of generating new members.

11. **Report of the Membership Secretary** (Jones)

As of April 22, 1993, there were 860 memberships in good standing (21 less than on April 23, 1992). Four persons were reported as deceased in 1993, while 47 new members joined the Academy, and 6 were reinstated.

12. **Report of the Local Arrangements Committee** (Parker)

G. Parker reported that 30 people had prepaid for the evening banquet with a few less for the Saturday A.M. field trip. Dr. James Gammon, Professor Emeritus at DePauw University, will be speaking on faunistic changes among fish populations in the Wabash watershed as related to water quality.

13. **Report of the Natural Areas Committee** (Riemenschneider)

No report at this time.

14. **Report of the Program and Invitations Committee** (Jones for Warnes)

D. Jones reported that IUPUI had offered to host the 1995 meeting. A motion was made and seconded to select IUPUI as the 1995 meeting site. The motion was approved.

Drs. Laura Jenski and Doug Lees (Biology) will serve as co-chairs of the local arrangements committee. Abstract cost is estimated to be about $3,900.00.

15. **Report of the Local Arrangements Committee for the 1994 South Bend Meetings** (Riemenschneider)

V. Riemenschneider reported that the Spring Meeting will be held on April 29-30, 1994. Field trips include a tour of a steel plating company and a field trip to Potato Creek.

The Fall Meeting will be held on November 3-4 (Thursday and Friday), 1994.

Comments included the organization of an Environmental Symposium in connection with the Spring or Fall Meeting. G. Parker expressed the concern of watching the workload of the Local Arrangements Committee relative to expansion of events.

16. **Report of the Nominations and Elections Committee** (Webster)

D. Webster reported that the slate was partially complete. The final slate will be in the summer *Newsletter.*

17. **Report of the Publications Committee** (McKnight)

B. McKnight reported that expectations are for a 4-fold increase in sales this year over last year. He will need help in mailing out requests efficiently and promptly.

The book on biological pollution is due out this year, and *Orchids of Indiana* will be out in July. The latter should retail for $35.00.

Recommendations:

1. It was moved and seconded to approve the allocation of 25% of gross sales plus expenses to the Chair of the Publications Committee for sales/marketing of publications until such duties are assumed by the Executive Director as indicated in the previously approved job description for the Executive Director. After lengthy debate, the motion was tabled.

2. It was moved and seconded to increase the stipend for the Editor of the *Proceedings* from $2,000.00 to $4,000.00. Debate ensued for several minutes and confusion reigned supreme. During the fracas, a motion was made to table, but this motion was defeated. One concern was that the 1993 budget had already been set. Finally, the motion was ruled out-of-order by the President. [Secretary's note: I **believe** that the original motion was intended to be ... $2,000.00 to $4,000.00 beginning January 1, 1994. In all the confusion, the last portion never came to light.]

3. It was moved and seconded to authorize the Publications Committee to negotiate royalties of up to 10% of gross sales with authors. The motion was approved.

Conclusion of Meeting

Around 6:35 pm, this most unusual of meetings was not adjourned but postponed to much later in the evening after the banquet and program. The group never reconvened that evening.

Respectively submitted,

Jim Haddock
Secretary