

SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY
EXECUTIVE COMMITTEE MEETING
26 December 1996
MINUTES

Those present were:

Executive Committee:

Michael Hadfield, President
Alan Kohn, President-Elect
Mary Beth Saffo, Treasurer
Willy Bemis, Program Officer
Susan Peters, Secretary
Tom Wolcott, Secretary-Elect
James Hanken, Editor
Cheryl Ann Butman, Member-at-Large
Penny Hopkins, Member-at-Large
Malcolm Shick, Member-at-Large
Susan Cook, Educational Council Chair
Stephen Nowicki, DAB Chair
John Wourms, DCB Chair
F.M. Anne McNabb, DCE Chair
David Towle, DCPB Chair
Howard Lasker, DEE Chair
Jane Maienschein, DHPB Chair
Jan Pechenik, DIZ Chair
David Prior, DNB Chair
Carole Hickman, DSZ Chair
Sharon Emerson, DVM Chair

Guests:

Kim Smith, Treasurer-Elect
Daphne Fautin, DIZ Chair-Elect
Fraser Shilling, Conservation Committee Chair

Staff:

Laura Jungen, Executive Director
Pam D'Argo, Administrative Manager
Wilma Salvatore, Convention Manager

I. Call to Order - 6:00pm

Michael Hadfield, President, welcomed everyone to the meeting and introduced the guests to the rest of the Executive Committee.

II. Recap of 1996 Society Activities

Hadfield reviewed the following list of accomplishments that had taken place since the last Executive Committee Meeting.

* *Molecular Zoology*

Molecular Zoology was published and mailed to members as an added benefit.

* SICB Home Page

SICB's home page on the world wide web was moved from Berkeley to Chicago. An Electronic Communications Committee has been formed to address issues such as standards for the home page. The Committee will also be creating a charter for the committee as well.

* Endowment

Hadfield noted that during the long range planning meeting it was determined that an endowment (development) campaign be initiated to raise money for the grants-in-aid program. Hadfield noted that the campaign had raised \$14,000 to date.

Hadfield then noted that Charlotte Mangum had generously donated the balance of her life insurance policy to SICB primarily for the purpose of student travel awards. Hadfield asked for a motion to accept this gift.

MOTION: To approve the use of the Mangum gift for student travel awards.

By: Malcolm Shick

Seconded: David Towle

PASSED

* Affiliated Societies

Hadfield gave an update noting the strong relationship between SICB and AMS/TCS. He also noted that ABS was another key participant and was co-sponsoring a symposium at the 1996 Annual Meeting. Hadfield commented that the Ecological Society of America will co-sponsor the Boston meeting.

* Grants-in-Aid of Research (GIA)

SICB Executive Committee Minutes
26 December 1996

Hadfield reviewed that SICB had received 24 applications this year for the GIA program.

* *Integrating Biology (IB)*

Hadfield noted that some of the SICB officers had met on October 1996 budget meeting with Robert Harington of Wiley Liss. Peter Kareiva will serve as the Editor of *IB*. Hadfield noted that this was an exciting opportunity for SICB. Once finalized, this bi-monthly journal will be offered free to the membership for 4 years beginning January 1998.

* Proposed Policies:

Hadfield reviewed the policy concerning the membership directory (see attached).

MOTION: To approve the Membership Directory Policy.
By: Cheryl Butman
Seconded: Anne McNabb
PASSED

Mary Beth Saffo, Treasurer, reviewed the rationale behind the Divisional Expense Policy and Membership Renewal Policy (see attached).

MOTION: To approve the Division Expense Policy.
By: Carole Hickman
Seconded: Cheryl Butman
PASSED

MOTION: To approve the Membership Renewal Policy.
By: Jan Pechenik
Seconded: Cheryl Butman
PASSED

* Constitutional Amendments

After some initial discussion, the constitutional amendments were deferred to the Monday, December 30, 1996 meeting.

* Two Primary Divisions

Hadfield reviewed the history and rationale for moving to 2 primary divisions. The group discussed the pros and cons. Concerns included papers that may not be relevant to the subject matter of the division, and having divisional meetings at

separate times. Hadfield stressed that this change will not cause a financial support decrease to the divisions.

MOTION: To change from one primary and multiple secondary divisions to only two primary divisions.

By: Carole Hickman

Seconded: Steve Nowicki

PASSED

It was noted that this motion will be brought forth for approval by the membership at the Annual Business Meeting.

* Nominating Guidelines

Laura Jungen, Executive Director, noted that these procedures will provide consistency for future elections. She also commented that job descriptions will be the ancillary goal for the future (see attached).

MOTION: To approve the Nominating Guidelines as presented.

By: Willy Bemis

Seconded: Alan Kohn

PASSED

III. Long Range Planning (LRP) Meeting Review

Hadfield reviewed the outcome of the July 1996 LRP meeting and asked the group to provide comment on the LRP document. After some discussion, the group approved the document.

IV. Secretary's Report

A. Approval Of Minutes

Susan Peters, Secretary, asked for comments on the minutes from the 1995 Executive Committee Minutes.

MOTION: To approve the Executive Committee Minutes of December 1995.

By: Anne McNabb

Seconded: Sue Cook

PASSED

Peters then called for a motion to approve the 1995 Annual Business Meeting minutes.

MOTION: To approve the 1995 Business Meeting minutes.
By: Cheryl Butman
Seconded: Tom Wolcott
PASSED

B. Results of the 1996 Executive Committee Elections

Peters gave the results of the elected officers (see attached).

C. Results of the Spring Constitutional /Bylaws and Resolution on Conservation Ballot

Peters shared the results of the constitutional and bylaw amendments and noted that the resolution on conservation had been approved by the membership.

V. 1997 Budget Review/Approval

A. Year-end Forecast

Saffo reviewed the Treasurer's Report (see attached) and noted that the forecasted net income for 1996 exceeds the budgeted plan of \$40,110 by \$29,000.

B. Investment Update

Saffo noted that \$100,000 of endowment monies had been transferred from SICB's money market to a laddered certificate of deposit arrangement. This investment strategy allows for greater interest but also retains liquidity in case of emergency.

C. New Initiatives

1. Annual Meeting Marketing Poster/Teaser

Saffo noted that the 1997 budget included monies for marketing the Boston Annual Meeting via a poster and a teaser (a "mark your calendar" postcard).

2. Increase in Journal Equipment

Saffo noted that new computer equipment for the Louisiana Associate Editor's office had been included in the budget.

3. EBSCO Discount Fee Lowered

Saffo commented that after some lengthy discussions with the Publications Committee and EBSCO, a decision was made to reduce EBSCO's discount rate. Therefore, the budget was changed accordingly.

4. Libbie Hyman Award

Saffo requested that this discussion be deferred to Monday so that feedback from DIZ members could be obtained.

5. Review of SICB Memberships (NABR, AIBS, CSSP, AAZN)

Saffo reviewed all of the current societies that SICB belongs to. It was noted that \$300 had been budgeted for the AAZN membership fee.

6. Membership Directory Produced Biennially

Saffo noted that the 1997 budget assumes that the membership directory will be produced biennially. Therefore, no monies have been allocated for this initiative in 1997.

ACTION: Investigate allowing members to pre-pay their dues for multiple years and report back to the Finance Committee.

RESP: Pam D'Argo/Micki Unkrich

DATE: 1997 Budget Meeting

D. 1998 Initiatives

1. Increase in Abstract Fee

Saffo discussed the rationale for increasing the abstract fee. A discussion ensued regarding two separate items: 1) raising the abstract fee and 2) the need to publish abstracts. After much discussion, the group decided to defer increasing the abstract fee but felt that abstracts must continue to be published in the *American Zoologist*.

2. Raise membership dues by 10%

Saffo reviewed the proposed 1998 dues structure with the group. After much discussion, the group decided to defer the dues increase until next year's budget discussions.

With nothing further to discuss, Saffo requested a motion to approve the 1997 budget.

MOTION: To approve the 1997 budget as presented.
By: Willy Bemis
Seconded: Cheryl Butman
PASSED

VI. Program Officer's Report

A. Society-Wide Symposium Criteria

Bemis reviewed the society-wide symposium guidelines with the group (see attached).

B. Highlight changes in producing this year's program

Bemis noted that his first year as Program Officer had been a learning experience and that he has worked hard to document the changes he has made to the position. Bemis noted that the deadline for symposium for the 1998 Annual Meeting was in the Spring of 1998. Bemis commented that one of the new marketing concepts this year was the distribution of a poster to universities in the immediate vicinity of the Annual Meeting.

VII. Journal Page Charge Change

James Hanken, Editor, reviewed the proposed manuscript policy (see attached) which increases the standard length of manuscripts from 10 to 12 pages. Authors will be assessed voluntary page charges for the first 12 pages and mandatory page charges after that.

MOTION: To approve the Page Charge Policy as presented.
By: Cheryl Butman
Seconded: Jan Pechenik
PASSED

VIII. Annual Meeting Update

A. Logistic Issues

SICB Executive Committee Minutes

26 December 1996

Wilma Salvatore, Convention Manager, reviewed some of key logistics of the Albuquerque Meeting (see attached).

B. Overview of the Meeting

Salvatore reviewed statistics with regard to registration, housing, abstracts, exhibits and student support with the group.

IX. Adjournment

With nothing further to discuss, the meeting was adjourned at 10:00pm.

SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY
EXECUTIVE COMMITTEE MEETING
30 December 1996
MINUTES

Those present were:

Executive Committee:

Michael Hadfield, President
Alan Kohn, President-Elect
Mary Beth Saffo, Treasurer
Willy Bemis, Program Officer
Susan Peters, Secretary
Tom Wolcott, Secretary-Elect
James Hanken, Editor
Cheryl Ann Butman, Member-at-Large
Penny Hopkins, Member-at-Large
Malcolm Shick, Member-at-Large
Susan Cook, Educational Council Chair
Stephen Nowicki, DAB Chair
John Wourms, DCB Chair
F.M. Anne McNabb, DCE Chair
David Towle, DCPB Chair
Howard Lasker, DEE Chair
Jane Maienschein, DHPB Chair
Jan Pechenik, DIZ Chair
David Prior, DNB Chair
Carole Hickman, DSZ Chair
Sharon Emerson, DVM Chair

Guests:

Kim Smith, Treasurer-Elect
Robert Dores, DCE Chair-Elect
Daphne Fautin, DIZ Chair-Elect
Peter Wainright, DVM Chair Elect
Fraser Shilling, Conservation Committee Chair
Brian Tsukimura, Graduate Student Postdoctoral Affairs Committee Chair
Peter deFur, Public Affairs Committee Co-Chair
Andy Cameron, Public Affairs Committee Co-Chair

Staff:

Laura Jungen, Executive Director
Pam D'Argo, Administrative Manager
Wilma Salvatore, Convention Manager

SICB Executive Committee Minutes
30 December 1996

I. Call to Order - 7:00am

Michael Hadfield, President, welcomed everyone to the meeting and introduced the guests to the rest of the Executive Committee.

II. Divisional Reports

A. DHPB Update

Jane Maienschein, DHPB Chair, proposed that DHPB change its name to "Division of Integrating and Comparative Issues (DICI). The name change would allow the division to focus on broad issues facing the discipline. Maienschein noted that one suggestion would be for this new division to sponsor a symposium for the Denver meeting called "Why integrate and compare?" After some further discussion the following motion and action items were made.

MOTION: To approve the new name Division of Integrating and Comparative Issues (DICI).

By: Willy Bemis

Seconded: Carole Hickman

PASSED

ACTION: Create Spring Newsletter article introducing this new division and its purpose.

RESP: Christine Bennett/Jane Maienschein

DATE: February 28, 1996

ACTION: Change DHPB bylaws to reflect the new name.

RESP: Micki Unkrich

DATE: February 28, 1996

B. DCE Update

Anne McNabb, DCE Chair, noted that her division is beginning a membership campaign that focuses on a member-get-a-member strategy through personal one-on-one recruitment efforts. She also noted that the division will be submitting symposia and papers dealing with Endocrine Disrupters at the Boston and Denver meetings.

C. DCPB Update

David Towle, DCPB Chair, inquired as to the content of the Boston symposia. Bemis indicated that several requests had been submitted and that a list of the symposia were on display at the registration desk. Bemis noted that the Denver symposia would be scheduled 18 months prior to the 1999 Annual Meeting.

D. DSZ Update

Carole Hickman, DSZ Chair, commented that at the DSZ Business Meeting the group discussed disbanding due to the apparent lack of interest from the members. The group ultimately decided to defer disbanding to see what, if any, affect the two primary division change would have on the division. The DSZ members did decide to change their name however to the "Division of Systematic and Evolutionary Biology (DSEB). Hickman asked for an approval of this name change from the Executive Committee.

MOTION: To approve the name change from DSZ to DSEB.

By: Susan Peters

Seconded: Jan Pechenik

PASSED

ACTION: Change DSZ bylaws to reflect the new name.

RESP: Micki Unkrich

DATE: February 28, 1996

E. DAB Update

Steven Nowicki, DAB Chair, noted that they had a lively discussion at the DAB Business Meeting. Nowicki noted that the discussion centered around the number of years a member can hold a post doctoral position. After some discussion, the following motion was made.

MOTION: To change the SICB bylaws to reflect the number of years for a post doctoral position from three years to "as long as an individual holds a post doctoral position."

By: Tom Wolcott

Not seconded

WITHDRAWN

ACTION: Define post doctoral verbiage as needed when reviewing the constitution and bylaw changes.

RESP: Alan Kohn

DATE: COMPLETED

F. DCB Update

John Wourms, DCB Chair-Elect, noted that his division has submitted two symposia on Comparative Myogenesis and asked for clarification on when they would be confirmed. Bemis noted that he would discuss this with Wourms after the meeting.

G. DVM Update

Sharon Emerson, DVM Chair, noted that her members were concerned about the length and quantity of symposia at the Annual Meeting and asked that this be monitored in the future. Hickman noted that more graduate students should be asked to participate in future symposiums.

H. DIZ Update

Jan Pechenik, DIZ Chair, noted that the DIZ Business Meeting was well attended.

III. Committee Reports

A. Advisory Committee

Hadfield noted that the Advisory Committee was very productive. He shared with the group that the strongest message coming from the committee was that future Annual Meeting locations should be held in large metropolitan areas that are easy to get to. Unlike Albuquerque, the committee felt that these more popular places would insure better meeting attendance.

B. Conservation Committee

Fraser Shilling, Conservation Committee Chair, noted that the committee's main project was the Inter-Society review of the Endangered Species Act. Shilling noted that the committee's long term goals involve 1) Endocrine Disrupters as an issue and 2) multi-society ways to address ecological applications and eco systems.

ACTION: Inform SICB membership of Endangered Species Act project via the Spring Newsletter.

RESP: Fraser Shilling

DATE: February 28, 1997

C. Editorial Board

James Hanken, Editor, reviewed the Editorial Board members with the group. He noted that the Associate Editors are now responsible for coordinating SICB symposia through to publication. Hanken noted that he is working on a web site for the Journal.

ACTION: When available, link the *American Zoologist* home page to SICB's home page.

RESP: Jim Jones, Kim Smith, James Hanken

DATE: October 1, 1997

Hanken also noted that he will be commissioning new graphic designs for the Journal cover. He noted that he will ask for feedback when appropriate.

The group then discussed changing the name of the Journal to reflect the Society's new name. After much discussion, the following motion was made.

MOTION: Alan Kohn to appoint a task force to research and examine possible new names for the *American Zoologist*.

By: Howard Lasker

Seconded: David Towle

PASSED

D. Educational Council

1. Workshop Update

Sue Cook, Educational Council Chair, noted that the Council ran a very successful NSF workshop Sunday evening which included a panel discussion. Cook noted that next year the Council is tentatively planning a workshop focusing on why biology is more than just academics.

2. Career Brochure

Cook then noted that Nina Caris was still working on the career brochure but that the verbiage was 90% complete. The layout will be in a "frequently asked question" format. Cook also commented that Caris needed additional feedback from the divisions in order to complete the brochure. Caris plans to have the layout/format completed by March 1997 and the product printed by June 1, 1997. The following action items were then discussed.

ACTION: Complete an interim career brochure using the preliminary verbiage from Nina Caris.
RESP: Sue Cook, Micki Unkrich
DATE: March 31, 1997

ACTION: Route an unbudgeted expense proposal to Executive Committee once career brochure layout and format are finalized.
RESP: Sue Cook
DATE: March 31, 1997

ACTION: Contact W.C. Brown and investigate the possibility of including the new SICB career brochure with their text books as an inducement to buy new text books.
RESP: Sue Cook, Micki Unkrich
DATE: April 30, 1997

ACTION: Include the career brochure on SICB's home page.
RESP: Kim Smith, Jim Jones
DATE: June 30, 1997

E. Graduate Student Postdoctoral Affairs Committee

Brain Tsukimura, Graduate Student Postdoctoral Affairs Committee Chair, noted that 90 students attended the career workshop and 150-180 students attended the luncheon. Tsukimura requested that the student luncheon precede the workshop next year in Boston.

ACTION: Ensure that the student luncheon precedes the workshop.
RESP: Wilma Salvatore
DATE: August 1, 1997

ACTION: Review Brian Tsukimura's request that students names be added to SICB's home page and all workshop materials be made available as well.
RESP: Kim Smith, Jim Jones
DATE: July 1, 1997

G. Public Affairs Committee

Peter deFur, Public Affairs Committee Co-Chair, acknowledged the outstanding assistance that Christine Bennett has provided over the last year. deFur noted that the committee had been very active over the last year and was able to accomplish their work via e-mail and conference calls. deFur reviewed the five main committee projects for the 1996 Annual Meeting.

- 1.) Media Workshops
- 2.) Panel Discussion on Water Resources
- 3.) Endocrine Disrupters Focus Group
- 4.) Media Efforts
- 5.) Post Conference Press Release

Discussion about these five projects ensued and it was noted that the media workshops in Albuquerque lacked good attendance. A suggestion was made to perhaps offer boxed lunches in the future as a way to increase attendance.

ACTION: Ensure that Boston symposia press releases are distributed in early summer '97.

RESP: Christine Bennett

DATE: May 1, 1997

Cameron reviewed some concerns with regard to the advocacy alerts. After much discussion, it was decided that Alan Kohn would continue to review the advocacy alerts in conjunction with the Public Affairs Committee until such time that the Electronic Communications made a decision about whether or not to put the advocacy alerts on SICB's web site. The group asked that a disclaimer precede all alerts so that the membership is kept informed as to the purpose of the alerts.

ACTION: Create an article for the Spring Newsletter explaining the rationale behind these advocacy alerts.

RESP: Christine Bennett, Public Affairs Committee Co-Chairs

DATE: February 28, 1997

G. *Experimental Biology Online (EBO)*

Joan Ferraris gave a report on *EBO*. She commented that the Journal began in April 1996 and to date the Journal site has been accessed 1300-1400 times per month. *EBO* currently has 24 members on the editorial board. Ferraris noted that to date 2 SICB manuscripts have been published in *EBO*. Ferraris commented that it is not apparent that the SICB is a sponsor of this Journal.

SICB Executive Committee Minutes

30 December 1996

ACTION: Investigate ways to better distribute *EBO* information to SICB members (e.g. Newsletter, Society-wide e-mail, SICB Bulletin Board, etc.)

RESP: Joan Ferraris

DATE: July 1, 1997

ACTION: Insert an *EBO* advertisement in every SICB Newsletter going forward.

RESP: Christine Bennett

DATE: Ongoing

ACTION: Invite Springer Verlag to exhibit *EBO* at all future SICB meetings.

RESP: Wilma Salvatore

DATE: Ongoing

H. Development Committee

Hadfield reviewed the purpose of the committee and its members with the Executive Committee.

I. Publications Committee

Hadfield commented that the *Integrating Biology* contract was reviewed on-site at the Annual Meeting and that the contract was currently being revised. Hadfield reviewed some of the details of the contract with the group.

IV. Approve Long Range Plan

Hadfield reviewed the LRP document with the group and discussed various questions regarding the document. Maienschien noted that the SICB mission could be revised to better state SICB's purpose.

ACTION: Revise SICB mission when updating constitution and bylaw amendments.

RESP: Alan Kohn

DATE: COMPLETED

The following motion was then made.

MOTION: To approve the Long Range Plan as presented.

By: Jan Pechenik

Seconded: David Towle

PASSED

V. Constitutional Amendments

The group reviewed the constitutional amendments and the following motion was then made.

MOTION: To approve the constitutional amendments as presented and forward the changes to the membership via a mail ballot to be included in the Spring Newsletter.

By: David Towle

Seconded: Willy Bemis

Amendment: Delete the word "animal" in the context of "animal biology".

Seconded: Steven Nowicki

PASSED

ACTION: Create mail ballot for Spring Newsletter.

RESP: Micki Unkrich

DATE: February 28, 1996

VI. Future Meetings

Kohn noted that currently there were 9 symposia scheduled for the Boston meeting. Kohn turned the floor over to Bemis. Bemis noted that he would be instituting quarterly reports to keep the Executive Committee abreast of the Boston and Denver symposia. The first report (see attached) was reviewed with the group. Bemis then reviewed the schedule of the 1997 quarterly reports.

First Quarter:	February
Second Quarter:	May
Third Quarter:	August
Fourth Quarter:	Final Program

ACTION: Copy all quarterly reports to the Public Affairs Committee Co-Chairs.

RESP: Willy Bemis, Wilma Salvatore

DATE: Ongoing

ACTION: Secure Annual Meeting Co-Chairs/Chair for Boston and Denver.

RESP: Willy Bemis, Wilma Salvatore

DATE: COMPLETED

ACTION: Secure venue for end of meeting party for Boston.

RESP: Willy Bemis, Wilma Salvatore

DATE: March 1, 1997

SICB Executive Committee Minutes

30 December 1996

ACTION: Approach the Denver Museum of Natural History regarding hosting the end of meeting party for the 1999 Annual Meeting.

RESP: Wilma Salvatore

DATE: COMPLETED

ACTION: Remind SICB membership of April 15 deadline for Denver Symposium.

RESP: Willy Bemis, Wilma Salvatore

DATE: COMPLETED

ACTION: Review possibility of Canadian Affiliated Societies co-sponsoring either Boston or Denver.

RESP: Willy Bemis, Wilma Salvatore, Alan Kohn

DATE: July 1, 1997

The group then discussed Annual Meeting locations beyond 1999. It was noted that given SICB's geographic rotation that the southeast region should be targeted. Jungen noted that the two site locations being considered for 2000 were Atlanta and Chicago.

VII. Other Business

A. Libbie Hyman Award

Hadfield reviewed the history of the award. The group discussed whether award recipients should be members of SICB. After much discussion, the group decided that it should be open to both members and non-members since the award recognizes first time field station experiences and individuals who would be eligible for this award may not belong to many professional societies. The group agreed, however, that some incentive should be given to allow award recipients to become members. The group then discussed if this award should be funded from the SICB award budget or from DIZ's divisional allotment.

ACTION: Change the DIZ bylaws to reflect that the Libbie Hyman Award will be funded from the division's budget.

RESP: Jan Pechenik, Micki Unkrich

DATE: March 1, 1997

MOTION: To amend the Libbie Hyman Award to include not only a monetary award but also a complimentary one year student-in-training membership to be effective with the 1997 Libbie Hyman Award.

By: Jan Pechenik

Seconded: Steven Nowicki

PASSED

SICB Executive Committee Minutes
30 December 1996

B. Association of Systematics Collections (ASC)

Hickman distributed a proposal to the Executive Committee requesting that the SICB consider joining the ASC as an Affiliate Member (see attached).

MOTION: To approve the unbudgeted expense to become an affiliated member of ASC.

By: John Wourms

Seconded: Willy Bemis

PASSED

With nothing further to discuss, the meeting was adjourned at 9:00am.