

**SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY  
EXECUTIVE COMMITTEE MEETING  
January 3, 1998  
MINUTES**

Those present were:

Executive Committee:

Alan J. Kohn, President  
John G. Hildebrand, President-Elect  
Mary Beth Saffo, Treasurer  
Kimberly G. Smith, Treasurer-Elect  
Michael G. Hadfield, Past President  
William Bemis, Program Officer  
Thomas G. Wolcott, Secretary  
James Hanken, Editor  
J. Malcolm Shick, Member-at-Large  
Mark Q. Martindale, Member-at-Large  
Susan B. Cook, Educational Council Chair  
Stephen Nowicki, DAB Chair  
F.M. Anne McNabb, DCE Chair  
David W. Towle, DCPB Chair  
John P. Wourms, DDCB Chair  
Dianna K. Padilla, DEE Chair  
Jane Maienschein, DICI Chair  
Daphne Gail Fautin, DIZ Chair  
Charles H. Page, DNB Chair  
Peter C. Wainwright, DVM Chair

Guests:

Alissa J. Arp, Member-at-Large Elect  
Richard Burian, DICI Chair-Elect  
Robert M. Does, DCE Chair-Elect  
John S. Pearse, Program Officer-Elect  
John F. Pilger, Educational Council Chair-Elect

Staff:

Laura Jungen, Executive Director  
Debra Gallagher, Administrative Manager  
Wilma Salvatore, Convention Manager

I. Call to Order - 2:30 p.m.

Alan Kohn, President, welcomed everyone to the meeting and introduced the guests.

II. Recap of Executive Committee 1997 Activities and Key Announcements

Kohn reviewed the list of accomplishments since the last Executive Committee meeting.

- Journal Name Change

The Publications Committee recommended that the Society not change the name of the *American Zoologist*.

- *Integrative Biology: Issues, News and Reviews (IB)*

A copy of the first issue of *IB* was distributed to all attendees at this meeting. A subscription to *IB* will be included as a membership benefit.

- Spring Constitutional Bylaws Vote

All of the proposed constitutional bylaw changes were passed by the membership.

- Co-Sponsoring Societies

The Julia B. Platt Club joined as a co-sponsoring society and held a session at this meeting. Several organizations have been invited to become SICB co-sponsoring societies for the Denver meeting.

- Electronic Executive Committee Meetings

The Electronic Executive Committee meetings worked well this year and will continue in the coming year.

- Grants-in-Aid of Research Awards

The total amount of money allocated to the Grants-in-Aid of Research awards was increased from \$5,000 to \$6,000.

- Endangered Species Act

Submission to Congress and the Executive Branch of a statement supporting science-based reauthorization of the Endangered Species Act will be deferred due to congressional changes.

- Proposed Policies

Kohn reviewed printing alternatives for the final program. After much discussion, this item was tabled.

Mary Beth Saffo, Treasurer, reviewed the proposal for reducing the registration subsidy for symposia speakers (see attachment A).

**MOTION:** To approve the symposia registration fee waiver policy as proposed with the exception not to offer the waiver to SICB members.

**By:** Stephen Nowicki

**Seconded:** Peter Wainwright

**PASSED**

**MOTION:** To accept the proposed dues increase.  
**By:** Willy Bemis  
**Seconded:** Malcolm Shick

**MOTION:** Propose to amend the above motion regarding the membership dues increase to state that the increase will be staggered over a three-year period.  
**By:** Dianna Padilla  
**Seconded:** Thomas Wolcott

**MOTION:** To table discussion on proposed dues increase until the next meeting of the Executive Committee.  
**By:** Jane Maienschein  
**Seconded:** David Towle  
**PASSED**

**MOTION:** To approve discretionary funds of \$2,000 - \$5,000 per year to be used by the Program Officer, the amount to be determined in conjunction with the Treasurer.  
**By:** David Towle  
**Seconded:** Peter Wainwright  
**PASSED**

- Abstract Submission for Non-Members

The proposal to eliminate the membership requirement for abstract submission was deferred until the January 7, 1998 Executive Committee meeting.

- Career Brochure Update

Kohn noted that the career brochure is in the hands of the Educational Council. The text has been revised and the photos laid out. It is expected that the materials will be sent to the SICB Business Office this month.

- Web Site Update

Laura Jungen reported that the web site has been kept current over the past year. The Electronic Communications Committee needs to begin working on the next level – drafting standards, deciding what is proprietary information, what belongs on the site, etc.

### III. Focus for 1998

Kohn briefly reviewed the focus for 1998 and how it relates to the Society's Long Range Plan.

#### A. Membership Committee

The Membership Committee has a new chair, Craig Young, and will focus on recruitment efforts.

B. Development Committee

There has been no activity with the Development Committee.

C. *Evolution and Development*

Kohn reported that the Publications Committee will review the viability of a relationship with a new journal, *Evolution and Development*, to be published by Blackwell Science. There is no specific proposal to date.

IV. Secretary's Report

A. Approval of Minutes

Thomas Wolcott, Secretary, asked for comments on the minutes from the 1996 Executive Committee meeting. Jane Maienschein requested that the December 30, 1996 minutes be changed to reflect the correct name of the Division of Integrative and Comparative Issues.

**MOTION:** To approve the Executive Committee minutes of December 1996.  
**By:** Thomas Wolcott  
**Seconded:** David Towle  
**PASSED**

**ACTION:** To revise the master minutes document for the 1996 Executive Committee Meeting to reflect the above change.

**RESP:** Micki Unkrich  
**DATE:** January 15, 1998

B. Results of the 1997 Executive Committee Elections

Wolcott reviewed the election results:

Program Officer	John S. Pearse
Member at Large	Alissa J. Arp
Educational Council Chair	John F. Pilger

C. Results of the Spring Constitutional and Bylaws Vote

Wolcott shared the results of the constitutional and bylaws amendments and noted that they had all been approved by the membership.

V. Program Officer's Report

A. Boston Update

- The Julia B. Platt Club met for the first time a day in advance of the SICB meeting and had more attendees than expected. Plans are to continue to be a co-sponsoring society with SICB at future meetings.

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- Nine symposia were scheduled, more than 730 abstracts were received, 210 posters. The program was listed on the web site for the first time. Registration numbers are greater than expected.

**ACTION:** Prepare a newsletter article outlining the costs associated with processing abstracts as well as an explanation of the new fees and the reason for the increase.

**RESP:** Willy Bemis, Wilma Salvatore, Christine Bennett

**DATE:** February 20, 1998

B. Denver 1999 Highlights

Nine symposia have been approved for the Denver meeting. The abstract guidelines will be revised but the deadline date will again be in late August.

C. Atlanta 2000 Highlights

The deadline for submitting symposia for the Atlanta meeting is April 15, 1998.

VI. Budget Review/Approval - 1998

A. Year-end Forecast

Treasurer, Mary Beth Saffo, reviewed the year-end forecast (see attachment B) and noted that the forecasted net income for 1997 exceeds the budgeted plan of \$160,736 by \$7,000.

B. Investment Update

Saffo noted that approximately \$100,000 of endowment monies continues to be invested in laddered CD's.

Saffo suggested that the Development Committee's efforts in fundraising should be concentrated on increasing membership contributions and securing outside funding from corporate and foundation sources.

C. 1998 Budget Changes

- *Integrative Biology: Issues, News and Reviews* Subscriptions

The Treasurer noted that the subsidy for member subscriptions is included in the 1998 budget.

- Investment in Technology

Saffo noted that the second of three \$3,000 installments for the abstract processing software is included in the 1998 budget.

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- Membership Directory

Saffo noted that the cost of producing a membership directory for 1998 was included in the budget. The membership directory has been produced every other year.

D. Budget Considerations for 1999

- Subscription increase for *American Zoologist*

Saffo noted that for 1999, a subscription rate increase of 5% is proposed. Jim Hanken, Editor, suggested a 7% increase followed by no increase the following year.

- Abstract Fee Increase

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.

**MOTION: To defer the decision to increase abstract fees until the method of distribution of the final program is determined.**

**By: James Hanken**

**SECONDED: Anne McNabb**

**PASSED**

- Registration Fee Increase

Mary Beth Saffo, Treasurer, reviewed the need to explore increasing the registration fee for upcoming meetings. After much discussion, the group decided to defer the registration fee decision until the next electronic Executive Committee meeting.

**ACTION: Include registration fee increases as a discussion item on the next Electronic Executive Committee meeting.**

**RESP: Alan Kohn, Laura Jungen**

**DATE: February/March 1998**

- Membership Dues Increase

Saffo reviewed the proposed 1999 dues structure with the group.

**MOTION: To increase 1999 membership dues by 10%.**

**By: James Hanken**

**Seconded: Mary Beth Saffo**

**PASSED**

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With nothing further to discuss, Saffo requested a motion to approve the 1998 budget.

**MOTION:** To approve the 1998 budget with the changes discussed and approved at this meeting.

**By:** Mary Beth Saffo

**Seconded:** James Hanken

**PASSED**

- Meeting Expenses

The group briefly discussed the Annual Meeting expenses and how best to control them.

**MOTION:** To cancel the "End of Meeting Party" if total financial sponsorship is not secured from a local host institution starting in 1999.

**By:** Daphne Fautin

**Seconded:** John Hildebrand

**PASSED**

VII. Adjournment

With nothing further to discuss, the meeting was adjourned at 6:15 p.m.

**SOCIETY FOR INTEGRATIVE AND COMPARATIVE BIOLOGY  
EXECUTIVE COMMITTEE MEETING  
January 7, 1998  
MINUTES**

Those present were:

Executive Committee:

Alan J. Kohn, President  
John G. Hildebrand, President-Elect  
Mary Beth Saffo, Treasurer  
Kimberly G. Smith, Treasurer-Elect  
Michael G. Hadfield, Past President  
William Bemis, Program Officer  
Thomas G. Wolcott, Secretary  
James Hanken, Editor  
J. Malcolm Shick, Member-at-Large  
Mark Q. Martindale, Member-at-Large  
Susan B. Cook, Educational Council Chair  
Stephen Nowicki, DAB Chair  
F.M. Anne McNabb, DCE Chair  
David W. Towle, DCPB Chair  
John P. Wourms, DDCB Chair  
Dianna K. Padilla, DEE Chair  
Daphne Gail Fautin, DIZ Chair  
Charles H. Page, DNB Chair  
Carole S. Hickman, DSEB Chair  
Peter C. Wainwright, DVM Chair

Guests:

Alissa J. Arp, Member-at-Large Elect  
Richard Burian, DICI Chair-Elect  
David O. Norris, on behalf of DCE Chair-Elect Robert M. Does  
John S. Pearse, Program Officer-Elect  
John F. Pilger, Educational Council Chair-Elect

Staff:

Laura Jungen, Executive Director  
Debra Gallagher, Administrative Manager  
Wilma Salvatore, Convention Manager

I. Call to Order - 7:05 a.m.

Alan Kohn, President, called the meeting to order.



II. Old Business

A. Abstract Mailing and Printing

The group reviewed the revised estimates for printing and mailing the meeting abstracts (see attachment A).

**MOTION:** To accept the revised estimates for printing and mailing the meeting abstracts beginning with the 1999 Annual Meeting.

**By:** James Hanken

**Seconded:** Daphne Fautin

**PASSED**

B. Abstract Fee Proposal

The group reviewed the proposed fee structure for abstract submissions.

**MOTION:** To raise the abstract submission fee to \$35 if submitted electronically or \$40 if submitted via paper.

**By:** Willy Bemis

**Seconded:** Anne McNabb

**PASSED**

C. Non-Member Submittal of Abstracts

The group discussed the implications of allowing non-members to submit abstracts for contributed paper sessions.

**MOTION:** To allow non-members the right to submit abstracts with review of such policy after two years.

**By:** Dianna Padilla

**Seconded:** John Pearse

**DEFEATED**

III. Divisional Reports

A. DVM Update

Peter Wainwright, DVM Chair, indicated that the Division is in favor of keeping the current divisional structure.

B. DEE Update

Dianna Padilla, DEE Chair, proposed that the Society consider extending the length of time members may remain in the post-doctorate membership category. She also commented that the Society should take on a greater role in mentoring students and minorities.

C. DICI Update

Richard Burian, DICI Chair-Elect, noted that his Division is concerned about the cost of membership and the Annual Meeting. The group felt the conference should pay for itself without raising fees too high. The Division hopes to have a Society-wide symposium on the changing demographics in the profession for the Atlanta meeting.

D. DAB Update

Steve Nowicki, DAB Chair, noted that his Division also had concerns over the costs associated with the Annual Meeting. The group also commented that the interdivisional papers were well received but could be improved if the divisional Program Officers got more involved.

E. DNB Update

Charles Page, DNB Chair, reported that the Division had voted on and passed their bylaws. The Division will be awarding their first student paper award at this meeting.

F. DDCB Update

John Wourms, DDCB Chair, noted that his Division felt the divisional structure should be retained but that the divisional Program Officers need to interact more with the Society's Program Officer. Wourms inquired whether the Grants-in-Aid funds should be used for supporting graduates and post-graduates in attending the meeting. After some discussion, it was agreed that the Grants-in-Aid funds should continue to be used as research grants.

G. DSEB Update

Carole Hickman, DSEB Chair, commented that the Division felt they had a loss of visibility at this meeting due to small session rooms and their sessions being concentrated at the end of the meeting.

H. DCPB Update

David Towle, DCPB Chair, indicated that the Division is hoping to have a Society-wide symposium for the Denver meeting.

I. DIZ Update

Daphne Fautin, DIZ Chair, noted that there were several scheduling conflicts between DIZ and DEE sessions since many individuals want to go to both. The Division also changed their bylaws slightly to allow for elect positions.

IV. Review of Committee Reports

A. Educational Council

Susan Cook, Chair, reported on current Educational Council activities including work on the career brochure, a member survey, reminders about educational session submittals and potential links to other organizations that are active in teaching initiatives.

B. Electronic Communications Committee

Kim Smith, Chair, reported that the Electronic Communications Committee is looking for suggestions on improving the look and content of the current SICB home page. The group briefly discussed the implications of publishing the membership directory on the Society's web site.

V. Allied Organizations Report

A. Co-Sponsoring Societies

Kohn reported that the presidents of the Co-Sponsoring Societies met the previous day to keep the dialogue open among participants. The Julia B. Platt Club will meet again in Denver as will ABS, TCS and AMS.

B. AIBS Congressional Fellow

Kohn briefly advised the group that SICB had been invited to participate in funding the AIBS Congressional Fellow Program. The group decided not to contribute at this time.

VI. Review of Future Meeting Dates/Locations

John Hildebrand, President-Elect, noted the future meeting dates and locations. Hildebrand indicated the increased need for more integration, minority representation and participation at future meetings.

VII. New Business

A. Meeting Expenses

The group discussed the need to further educate members about the true costs associated with the Annual Meeting.

**MOTION:** That the Executive Committee assure that the Annual Meeting is self-sufficient keeping the fee structure approximately below or equal to the rate of inflation.

**By:** Richard Burian  
**Seconded:** John Hildebrand

**DEFEATED**

**MOTION:** To charge the Treasurer with the job of scrutinizing the cost details of the Annual Meeting to look for appropriate cost reductions.  
**By:** Stephen Nowicki  
**Seconded:** None  
**FAIL FOR LACK OF SECOND**

**ACTION:** Create a newsletter article outlining the costs associated with the Annual Meeting reiterating the subsidization issues and benefits.  
**RESP:** Kim Smith, Christine Bennett  
**DATE:** February 20, 1998

B. Post-Doctorate Membership Limits

The group discussed lengthening the time limits placed on the current Post-Doctorate membership category.

**MOTION:** To increase the time limit for the Post-Doctorate membership category from three years to five years or until employed, whichever comes first.  
**By:** Michael Hadfield  
**Seconded:** John Wourms  
**PASSED**

C. *American Zoologist* Update

Kohn reported that James Hanken will step down as Editor of *American Zoologist* at the end of 1998. The group expressed its thanks for Hanken's efforts during his tenure.

**ACTION:** Make recommendations for a new Editor of *American Zoologist*.  
**RESP:** Jim Hanken, Editorial Board  
**DATE:** April 1998

D. Abstract Submission Guidelines

The group discussed potential additions to the abstract submission guidelines including clearer details about submitting educational method sessions in addition to educational sessions as well as publishing an animal welfare statement.

**ACTION:** Include abstract submission guideline additions as a discussion item on the next Electronic Executive Committee meeting.  
**RESP:** Alan Kohn, Laura Jungen  
**DATE:** February/March 1998

VIII. Adjournment

With no further business to discuss, the meeting was adjourned at 9:45 a.m.