

Executive Committee Meeting Minutes
Standish Room, Science Library
October 26, 2001

Time: 9:00 AM

Members present: Chair, Gianfranco Vidali (Syracuse University); Vice Chair, Enrique Galvez (Colgate University); Secretary-Treasurer, Larry Josbeno (Corning CC); Council Advisor, Richard Galik (Cornell University); Executive Committee: Michael J. DeMarco (05), Steve Duclos (05), Jim Hannon (05), Dan Hays (03), William Kilgore (05), Sunil Labroo (05), Carolyn MacDonald, James Napolitano (03), Jay Newman (03), Stacie Nunes (05), James Owens(05), Zohreh Parsa (05), Carl L. Shepard (03), William Standish (03)

Members absent: None

1. Approval of minutes from the 5/5/2001 Mt. Kisco, (IBM), meeting
2. Secretary - Treasurer Report
 - a. See report attached at end
3. Report of the Local Committee
 - a. Report of local organizers
 - i. Jim Napolitano and Carolyn MacDonald arranged the agenda and speakers.
 - ii. Pre-registration is 110, with many local members expected.
 - iii. Chairs needed for Saturday, Enrique Galvez and Stacie Nunes volunteered.
 - b. Student support changes - There is confusion on the banquet price for students, the following policy, adopted at the Spring 2001 meeting will be followed; the following policy was discussed and approved: Student support will be a maximum \$35 per student, with discretion on the part of the student support coordinator on the amount. Banquet will be \$5 for pre-registered students (with certification by a faculty member at the institution). Student walk-ins may obtain a banquet ticket at ½ price if available.
 - c. Posters - We have none this time.
 - d. Suggestions were made that a section web site for organizers of each conference with examples of forms and guide lines. Gianfranco Vidali copies of these guidelines which have been established and will be available on the section website.
4. Report of the Spring 2001 (April 6-7) - IBM meeting - Philip Batson, Local Committee

The Spring 2001 New York State Section of the APS covered "The Physics of Self-Organized Nanostructures: Nanocrystals, Nanowires, and Nanoporous Templates." The program included 16 speakers over one and a half days. The quality of the science presented and the accessibility for non-experts in this field were excellent. The IBM Research Division donated auditorium facilities, audio-visual equipment and staffing. The Department of Physical Sciences also pledged \$1000 toward the costs.

There were 79 pre-registrations, including the 16 speakers and 13 students. This number held for the meeting with walk-ins roughly compensating for the no-shows. About 67 attended the Friday evening meal. The high costs of the Westchester County area could probably have been mitigated with better planning to accommodate banquet venues. The banquet was a major difficulty due to the very high cost. In fact IBM and the NYWSSAPS ended up heavily subsidizing it. It may be that for future meetings in the metropolitan area, NYSSAPS should plan, as a matter of policy, to largely support this activity as a valuable way to further bring this community together.

The final balance sheet follows:

<u>IBM Expenses:</u>	
Banquet	\$2818
Coffee (Friday 2 setups)	\$ 300
Coffee, bagels, lunch (Saturday)	\$ 135
Registration overpayment (Oneonta students)	\$ 60
Executive Meeting	\$ 475
	<hr/>
	\$3788
<u>IBM Receipts</u>	
Cash Registration	\$ 90
Executive Dinner (paid by NYSS)	\$ 475
<u>IBM Net Expenses</u>	
	\$3223
IBM Net Contribution	<u>\$1000</u>
IBM Net Shortfall (reimbursed 9/01)	\$2223
<u>NYSSAPS Receipts:</u>	
	\$1325
NYSSAPS Net Shortfall	\$ 895

5. Outreach Grants Kiko Galvez

Seven Outreach requests were received and evaluated by a five member Committee chaired by Kiko. Three grants were awarded fully and two if conditions are accepted the awards are as follows:

- I. Department of Physics, Applied Physics and Astronomy Rensselaer Polytechnic Institute Troy, New York 12180 "Public Observing at Hirsch Observatory" - to help increase science awareness and literacy through organized visits to the Hirsch Observatory and the Henry Hudson Planetarium. A recommendation was made to the Executive Committee of NYSS-APS, and subsequently approved. The secretary treasurer will issue a check for \$1580 to this institution. We will expect a report at the year anniversary of the award.
- II. Department of Physics Penn State University University Park, PA 16802

The outreach proposal entitled "Air and Aviation Unit Enhancement" was one of seven that submitted. The New York State Section of APS applauds the efforts to help improve elementary school science through such a creative project. The five-member review panel felt that this project was worthy of funding and enthusiastically approved it. A recommendation was made to the Executive Committee of NYSS-APS, which was subsequently approved. The project will receive the \$1000 funding that you requested. Also approved is \$200 toward personal expenses for Prof. Cole and Prof. Zembal-Saul. Receipts for expenses will have to be submitted. The secretary treasurer will issue a check for \$1400 to this institution. The Committee will expect a report at the year anniversary of the award, which should include an itemization of the expenditures.

III. Department of Mathematical Sciences New Jersey Institute of Technology
Newark, New Jersey 07102

The outreach proposal entitled "Mathematical and Physical Sciences Workshop for High School Students and Teachers at NJIT" was one of seven that were submitted. The New York State Section of APS applauds the efforts to help increase the science preparation of high school students and teachers through your workshops. A five-member review panel felt that your project was worthy of funding and enthusiastically approved it. A recommendation was made to the Executive Committee of NYSS-APS, which was subsequently approved. The secretary treasurer will issue a check for \$1000 to this institution. We will expect a report at the year anniversary of the award, which should include an itemization of the expenditures.

The following two awards will be granted if the listed conditions are meet.

IV. Department of Physics Syracuse University Syracuse, New York 13244-1130

The outreach proposal entitled "Workshop on the Modeling Approach" was one of seven that were submitted. The New York State Section of APS applauds your efforts to help increase the science preparation of high school teachers through your workshop. With one proviso, the five-member review panel felt that your project was worthy of funding and approved it pending your acceptance of a modification of the expenditures. The modification pertains the distribution of honoraria and stipends. The review panel felt that a greater stipend is given to the participants, who are taking time and expenses to attend the workshop. A reasonable compromise may be \$300 for the honorarium of the co-leaders and \$200 for their travel expenses, and \$500 for the stipend of the participants. I also note that our guidelines specify that the co-workers in this project, three Professors are eligible for up to \$200 for personal expenses. Should you accept these modifications the secretary treasurer will issue a check to your institution. We will expect a report at the year anniversary of the award, which should include an itemization of the expenditures and receipts for the personal expenses.

- V. IBM T.J. Watson Research Center 30-148 PO Box 218 Yorktown Heights, NY 10598

The outreach proposal entitled "Physics All Around Us" was one of seven that were submitted. The New York State Section of APS applauds your efforts to help increase the science education through such a creative workshop. With one proviso, the five-member review panel felt that your project was worthy of funding and approved it pending your acceptance of a small modification. The panel felt that this workshop would be a very valuable experience for teachers, and requests that teachers be included in the list of participants. Should you accept this modification the secretary treasurer to issue a check for \$1000 to your institution. We will expect a report at the year anniversary of the award, which should include an itemization of the expenditures.

The remaining two were not approved although suggestions were made and the schools were encouraged to apply again.

6. Future Sites Kiko Galvez

The following future sites and topics were approved

- S02 SUNY Oneonta: Energy and the Environment Sunil Labroo
- F02 Syracuse: The Small, the Large and the Universe: New Horizons in Gravitation and Astrophysics Gianfranco Vidali
- S03 Geneseo: Physics of Everyday Phenomena
- F03 BNL: Particle Accelerators Frontiers and New Physics Potential

Motion was made and passed to post upcoming sites and topics on NYSS website.

7. Report from APS - Richard Galik - Did not attend.
8. Report on Electronic Balloting Carl Shepard - Moved to make suggested APS changes - information will follow.
9. Report on Section Website - Larry Josbeno -established at Corning Community College will be used by Executive Committee members only -,
10. New Business - Gianfranco Vidali
 - Amendment to Outreach Grants Guidelines - Gianfranco Vidali
These will be posted on website.

New York State Section Physics Outreach Grants

A. Purpose

The program is funded by the New York State Section of the American Physical Society

(NYSS-APS) to provide seed money for projects intended to bring physics-related learning experiences to the general public, and in particular to K through 12 students.

B. Eligibility

Proposals will be accepted from individuals who intend to carry out educational activities within the area served by the NYSS-APS. The targeted audience must be located in New York or contiguous states/provinces. Undergraduate and graduate students are particularly encouraged to submit proposals. One of the proposers must have a current or prior affiliation with an institution of higher education, a New York State-based industrial R&D center, or not-for-profit educational organization.

C. Size of Awards

Two awards up to \$1,000 each will be available each funding cycle to cover eligible expenses. An additional \$200 may be granted to each individual/group for personal expenses.

D. Proposal Format Proposals must: (1) a two-page (maximum) narrative with:

- (a) planned activities;
 - (b) targeted audience/grade level(s);
 - (c) a statement of how the planned activities will increase the awareness of physics topics among the general population and/or facilitate/encourage the study of physics among K-12 students;
 - (d) names of those who will plan and carry out the activities;
 - (e) a timeline;
 - (f) an itemized budget of funds that are requested.
- (2) Have the name and address of party that has agreed to be part of the outreach project (if applicable). For example, a cooperating elementary or high school, museum, etc. and the name(s) of any teacher(s)/administrator(s) at that school/institution.
- (3) State that funds will be used for the requested purpose and that an itemized accounting will be furnished to NYSS-APS within one year of receipt of the grant;
- (4) State to what extent, if any, this grant will be supplemented with additional "matching" funds;
- (5) Be signed by the proposer; if the proposal comes from undergraduate or graduate students, the supervising professor will co-sign the proposal. If the proposal makes use of facilities, supplies or manpower of any organization/private party, a qualified representative of that organization/party must co-sign the proposal. Please indicate how the proposer became aware of this Outreach Program.

E. Deadlines

Proposals may be submitted to the Vice Chair (who serves as chair of the grant committee) or the Secretary of the NYSSAPS (see the NYSSAPS governance for addresses) by March 1 or October 1 of each year. Grants will be awarded at the Spring or Fall NYSSAPS meeting, which is held typically in April and October, respectively.

F. Criteria for Judging

The primary criterion used by the committee is the potential positive impact on

educating the general public (and in K-12 students in particular) about physics-related topics.

G. Eligible Expenses

Supplies, equipment, printing, computing costs and local travel costs are all eligible; no salaries or overhead (indirect costs) can be charged. Proposals where in-kind costs are shown to be borne by other parties (proposer's academic institution, beneficiary elementary or secondary school, etc.) will be given preference, everything else being equal.

H. Report

A short report that describes the activities and accomplishments is required by April or October of the following year for grants awarded at the previous April or October meeting, respectively. This should be submitted to the Vice Chair.

I. Operation

The program will be administered by the Executive Committee of the New York State Section of the American Physical Society. Proposals will be reviewed by and decisions made by a committee of members selected by the Executive Committee and duly appointed by the Section Chair. One of the members will be the Section Vice-Chair, who will chair the group. Past Awards Return to NYSS homepage Revised October 28, 2001

b) Publicity for Symposia - Gianfranco Vidali Posters will be sent to appropriate, (Schools and Industries), this can arranged through the Secretary/Treasurer.

(c)Unit Convocation - Gianfranco Vidali The APS Unit Convocation will be held on Saturday February 2, 2002, at College Park, Larry Josbeno and Enrique Galvez will attend.

11. The meeting adjourned at 12:30 PM.

Respectfully submitted,

Larry Josbeno, Secretary-Treasurer

APS-NYSS Secretary-Treasurer report

October 26, 2001

Membership is 1839.

Balance in account as of 10/08/2001

\$68,061.46

Outstanding bills	
Mailroom Services	\$957.44
printing - fall mailing	\$240.28
Clerical Services	\$253.75
Student aid - Buffalo meeting	???
Approximate balance	\$66,061.00

Balance one year ago was \$62,793.57, two years ago was \$57,528.00.