

**Minutes of the Ohio-Region Section of the American Physical Society (approved)
Executive Committee Meeting**

The Executive Committee of the Ohio-Region Section of the American Physical Society met on Friday, 4 Oct. 2013, in 407 Geology/Physics at University of Cincinnati. In attendance were:

Laura Van Wormer, Cornel Rablau, Gabriela Popa, Joe Scanio (guest, local host), Perry Yaney, Robert Hengehold, Mo Ahoujja (guest), Masoud Kaveh B., Roy Day, Donald Priour (guest, YSU), Dennis Kuhl, Tom Oder (guest, YSU), Timothy Hamilton (guest, Shawnee State), Ken Hicks, Gordon Aubrecht (guest)

Cornel Rablau presided over the meeting, calling it to order at 10:05 am, and began with introductions.

I. Business

A. Secretary's Report

The minutes were approved unanimously, with no changes.

There was discussion about the changes in fees and money flow that were approved at the last meeting. The advance really is an advance now because the local host does not get the registration and banquet money; even the money collected on-site should go to the APS. This was done to make things easier, and is part of the reason the advance is now given up front. But the encouragement is always that the local host should get local funds to help defray expenses. The \$400 honoraria for speakers is on top of travel expenses. The reason for raising the registration was to get rid of the abstract fee. Joe Scanio reports that no one balked at the \$50 registration fee.

The one thing we didn't discuss last time was member vs. nonmember (nonmember is \$60). No one balked at that either. There was also a late fee. Note that there is no membership of OSAPS only – people are members of APS.

B. Treasurer's Report: Roy Day

Discussing the Income part of the sheet, we only get membership fees at the beginning of the year. Banquet and registration fees were from OU, about \$4,000. That was the last meeting we were collecting abstract fees, which were about \$400. On the expense side, we've paid out approximately \$4,000 for the spring meeting, but that essentially broke even. We paid advances to UC and YSU. Students travel grants, Student Member-at-large travel expenses and State Science Day were other expenses. Our balance went from \$33,000 to \$23,000 because we moved to paying things up front, and this is a result of that changeover. Advances for two meetings have been paid up front, \$5000 for this meeting and \$3000 to YSU and as yet, we have no income from those meetings.

On pg. 2 are Meeting Expenses. For the past two meetings, the net cost was under \$2,000. You can see on the second graph that we've pushed down meeting expenses. Remember that we commit more than we've been spending and if our expenses stay down, we are fine. Before 2012, the number in the meeting expenses was kind of meaningless – it was a final statement from the host of what the meeting actually cost. But that is not the same as OUR cost, and our cost is what we are mainly concerned with. There were many different accounting procedures. Have we ever had a case where the local host doesn't have support from University? If that happens, will APS cover costs? The bigger universities generally get money from their administration and department; the smaller universities get less, but facility charges are also often less or nothing. The other number – the actual meeting cost – is very useful to people who are going to host meetings. The reports of meeting hosts should be available from the Treasurer. Keeping the books as you have begun doing, with net costs for OSAPS, net income for OSAPS is very useful.

Income -- as before, interest income is down but otherwise steady.

Treasurer's report passes unanimously.

C. Chair's report: Cornel Rablau

My report is essentially two announcements. The first is about the Leadership Convocation in Washington DC. Last year we didn't have anyone attend; two years ago, Cornel and Roy attended. Cornel and Gabriela will attend this year, along with Roy. The Thursday visit to Capitol Hill is very educational; this year should be even more interesting and important. The way APS formulated the message for Congress, the attention to every word, was impressive.

The other announcement is from APS regarding Public Outreach Funding. Unfortunately activities already in existence don't qualify for support. Cornel encourages us that this kind of outreach is really important. Physics can get lost, and it is not always clear to the public what the role and benefits are – we can't just be subsumed into engineering. For example, much fundamental research that was done many years ago was used in constructing the iPad. At this point, no one in the room has applied, but some are considering.

Kettering University got the first applied physics program accredited by ABET – This is an accreditation that is usually for engineering. Some engineering physics programs had been granted the accreditation, but no applied physics programs had ever been accredited before.

D. Meeting reports

1. Fall 2013 Current Meeting Report: Joe Scanio, University of Cincinnati

Current meeting will happen in 525 Old Chemistry, the building next to ours. About 90 people are registered, and we anticipate onsite registration; 70 have signed up for the

banquet, and there is food for 75. There are 34 oral presentations and 38 poster presentations scheduled. At the moment, we have no idea how much meeting will cost. The theme is Dark Matter, Dark Energy which all of the speakers will be talking about. Almost all contributed papers and posters are on other subjects, so we had to get colleagues to run the contributed sessions. Comment submitted for consideration: 8:00 on a Saturday morning is a ridiculous time! It allows us to have joint meetings with SOS-AAPT, which we are doing this time as well. One of the rooms is dedicated to them. Did you get any external support? \$1000 each from Provost, Dean and Department. The Dean and Department Head will each give a welcome. The after dinner speaker is CEO of Cleveland Museum of Natural History, and is an expert on Dark Matter, Dark Energy. A reminder that we need to advertise the next meeting both today and tomorrow. There is a notice in everyone's packet. Usually the chair makes a few announcements after the banquet. No abstracts for contributed talks have been printed because it is available on APS web site, but it was pointed out that not everyone will have laptops. Perhaps we could have some printed out and posted. Note to chair for next time to ask if anyone wants vegetarian for the Executive Committee luncheon. Was this meeting advertised in Kentucky? Attendance at meetings on boundaries can be lower, so if you advertise in a region adjacent to an OSAPS area, it can help. This was the concept of the Ohio-Region, that we are reaching out. When we send mass emails from APS, we can ask for other geographic regions.

2. Spring 2013 Past Meeting Final Report: Ken Hicks, Ohio University

Total support was \$3050. Expenses were about \$7000, which leaves about \$4000. Meeting income was \$4500, but in addition there was speaker honoraria and student travel. Our bill to the section was \$500 less than registration, abstract and banquet fees. Expense details are given in the report. Total registrations were close to 170 people, half coming from Ohio University. Banquet was subsidized by about \$1000. One of the headaches we had was getting a liquor license, partly because we had contributions from the University. It needs to be planned quite far in advance, and it has to be done with the State of Ohio. From our perspective it was a successful meeting, especially given that it was on a holiday weekend. Usually meetings have about 80-100 people in attendance, with differences between fall and spring and where meeting is located. At Shawnee State, we won't have a strong local contribution, and are at the border, so maybe 50-100 is more reasonable.

3. Spring 2014 Next Meeting Report: Donald Priour, Youngstown State University

The conference title is The Many Faces of Materials: Emergent Phenomena, Ideas, and Uses – it is a condensed matter theme though there will be talks from other disciplines. We already have a slate of invited speakers, and candidates for after dinner speakers. We've received the advance, and anticipate needing the \$2000 for honoraria. We are

working to get local funding. The meeting is scheduled for April 4 and 5. The meeting venue is Williamson Hall. Does the university charge a lot for this venue? No, not a lot, \$200-300. Poster dimensions are a little funny because our poster holders are 3' wide by 4' tall. We are anticipating 40 posters. Advice was given to work closely with APS to get the poster size and orientation information correct and available when people register. Anticipating 150-200 attendees. We are looking at ways to advertise to Pennsylvania. Kudos to being so well organized, so well in advance!

4. Fall 2014 Next next meeting report: Tim Hamilton from Shawnee State

We have about 5000 students, on a small campus that is fairly open, but we are limited on venues. It helps to know the average number of posters (20-37). We really only have 2 hotels, but if we expect a smaller group, that should be fine. What about the State park nearby? That is worth investigating, and we could possibly do the banquet there. How early do people start planning? A year ahead, but get serious 6 months ahead. To get to the OSAPS web site, from the APS web site, go to Memberships and APS Units. Scroll down the page to see the sections. On the OSAPS web site, go to Meetings > Hints for Hosts. Click on that. Have you thought about a theme? Was theme determined by who you brought in or vice versa? Advice – choose something your colleagues will help you work on. In general, you want to make it as inclusive as possible no matter what the theme is. How much of an issue is getting guest access to wireless? Most universities have options for that.

5. Future Meetings: Gabriela Popa

Student travel requests – there were only 11 students. Everyone requested about \$100, which is what they will get.

Spring 2014: Youngstown State University

Fall 2014: Shawnee State University – We don't have actual days yet, but are thinking about October.

Spring 2015: Kent State –let's find out if there is a pressing reason why they need 2015, if not could they do 2016?

Fall 2015: Cleveland State University

Spring 2016: University of Dayton – we will have to confirm that

Michigan State University is working on it.

Now we need to get letters from the universities.

II. Standing Committee Reports

A. Membership Committee: (works with Vinaya at APS to get membership info)

1. Student membership report: Masoud Kaveh

Masoud sees his job as connecting to the student body, and connecting with the Executive Committee and seeing how we function. Two questions – how many students do we have in Ohio? How many are members? Research showed more than 3000 graduate students. There is no email list of only students that would allow him to contact and encourage them to be members. He gathered emails of department heads and sent them an email to share with their students. Could have a survey before and after meeting about what we can do to improve the quality of the meeting. We could also survey to find out what different fields the students are doing. Roy can get APS roster of physics departments. In Hints for Hosts is a list of all the meeting topics, and also tells you where they were. New York belongs to another section. It might be profitable to look to places that are undergraduate only. We weren't sure of the contact person at APS to find out membership information – but that is resolved for next time. There will be a comment box at registration table for comments and suggestions. Perhaps we could also get a student at each institution to be the contact person. Society of Physics Students is the natural route to find the students and advisors.

D. Honors and Awards: Bob Hengehold

The message is essentially the same: still looking for candidates. We give two awards, Maxwell, for service to section – executive committee, hosting meetings; Fowler award exemplary work in physics, person has some connection to Ohio. They are given every year or every other year, but we really need nominations, especially for the Fowler award. Nomination Committee is Bob, Mike Crescimanno and Scott Lee. In progress, Bob is getting a list of awardees and short bio on each up on web site so we have examples of what kind of people we are looking for. For the Fowler award – every one has been Fellow of APS. We aren't giving an award at this meeting, though we will at Youngstown or the next meeting. This frequency seems reasonable, unless the committee thinks otherwise. We do not give awards to active members of the executive committee. The last Maxwell award went to Barbara Anderek.

E. Nomination Committee

Cornel needs to appoint the members: usually it is the past chair, which would mean Linn Van Woerkom, someone else from the Executive Committee and APS appoints the 3rd

person. We are supposed to give them a list of possible people who could serve. Which terms are up? Treasurer's term ends in the spring. So we need to have an election this spring – we need Treasurer (Roy Day would be one candidate), Vice Chair (Jeff Dyck at JCU might be a candidate) and a member-at-large.

F. APS Councilor's Report

G. Web Master's Report: Perry Yaney

There are many things that need to be updated, including minutes. Look on there, check your name and address. If there is a mistake, you need to go into your APS file. At the moment, there is no student member at large listed. Those of you who are planning new meetings need to get the topic, meeting web site, date and location to Perry as soon as you have it. It helps because the APS doesn't automatically put it on the OSAPS page.

H. TechFest 2013 Report and Request for Funding: Perry Yaney

He's been involved since the late 1960's. Last year, 79 hands-on exhibits, with interaction between professionals and the young people. It's always on President's Weekend, in February and is aimed at 4th-9th graders, though all ages and grades are represented. Teachers can attend talks and get Continuing Education Credits. Past support was \$2000/yr for two years. **Motion is to continue the support at \$2,000/year for Spring 2014 and 2015, and passes unanimously.**

I. State Science Fair Report: Gordon Aubrecht

Thanks OSAPS for supporting it at \$750 last year. We had about 30 judges and about 150 students last year. Starting next year for the first time, 5th and 6th grade students will be able to participate in State Science Day. If OSAPS includes them, that could increase the amount of money that we give. Thank you for supporting this for many years. How many awards are given? We gave 8 awards, First place: \$150, Second place \$100, Third place \$50, though sometimes there are ties. Authorization is for \$1000, though that much is not always spent. **The motion is to continue the support up to \$1000, and the money can be used for 5th and 6th grade as well; the motion is approved unanimously.** We consider this money well spent. It truly is a statewide program, starting with local science fairs that send students to regionals and then to the state level. The projects are weeded out at each level. ISEF gets students from regional science fairs, not the state science fair, in Ohio. Next year, State Science Day is May 10. U Dayton is starting a science festival in November.

III. Old Business

1. Review of Hints for Hosts

The proposal is that the Treasurer should be responsible for keeping Hints for Hosts up to date, and distributing it or at least making future hosts aware of it, through a letter outlining the financial side of hosting a meeting. The reason for this proposal is that things have changed. The Treasurer is the person who is really affected and really cares about the funding; therefore it makes sense for that person to have the Hints for Hosts and keep it up to date. Is there any harm in having this letter both on the web site and in the care of the Treasurer? If you look at the format for the financial reports that you've received from the hosts, can we propose a standard form that hosts use to report their expenses? Especially now that we have the advance, it would help us keep track. It is understood that each meeting will have differences, but it would just mean that a particular line is zero, for example. It would be good to have a Meeting Cost line as well as an OSAPS cost line. We should change the wording from, "You are encouraged to submit a complete financial report." to "You are required to submit a complete financial report." Since many of the Hints come from recent hosts, a wiki might be a good format for this. Having the Hints for Hosts broken down by months in advance was very useful. Another advantage in the Treasurer taking responsibility is that people sometimes don't get that information. Regarding a letter to future hosts, the Treasurer will send a letter that references Hints for Hosts and talks about financial procedures. Both should be available on the web site. When a host asks for local support, how do you do it? Response: if you give me, XX amount, then I can get YYY.

2. Discussion regarding registration charges

Are there reciprocal agreements with other societies, in terms of registration fees? Not usually. Can we waive the nonmember fee for someone from an astronomical society, for example? That might be a question for APS. One issue to vote on is \$20 surcharge. **There is a motion that the registration fee is \$50 for members, \$60 for non-members and \$10 for late fee. The motion passes unanimously.**

3. OSAPS web site

Mike Crescimanno from YSU asked Laura to raise the question about an OSAPS job posting site on its web page. We do have one and should publicize this. Openings should be sent to Perry Yaney. They can be for faculty positions, post-docs, fellowships etc.

IV. New Business

V. Future Business

The meeting was adjourned at 1:28 pm.