

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, 29 March 2013, in 226 Baker Center at Ohio University. In attendance were:

Laura Van Wormer, Jason Pinkney, John Feldmeier (subbing for Mike), Cornel Rablau, Ken Hicks (guest), Gordon Aubrecht (guest), Gabriela Popa, Linn Van Woerkom, Roy Day, Nicholas Pike, Tom Coffey, Joe Scanio (guest), Jim Sullivan (guest),

Linn Van Woerkom presided over the meeting, calling it to order at 10:03 am, and began with introductions.

I. Business

A. The minutes were approved with no changes.

B. Treasurer's Report: Roy Day

Most of the financial activity on the Revenue side was receiving membership dues (\$5988) in January from APS, and returned money from Wayne State and John Carroll. The Expenses included speaker honoraria for the Wayne State University meeting, as well as settling up with them since they didn't get the \$3000 advance, and BAPS page charges. There was a question as to why Speaker Honoraria show up in Travel Grants. That is how APS designates the money. That is different than the STUDENT travel grants we have. Wayne State University didn't advertise the student travel grants and no reimbursements were requested.

If you look at the charts, the first one shows the OSAPS's financial assets. The following chart shows Meeting expenses. We've changed the way we handle the finances of the meetings in the last several years. The Local Organizing Committee (LOC) used to collect all fees and paid for everything out of the advance and the fees they collected. Now local organizers only collect on-site registration fees and submit them to the APS. After doing the meeting books, the LOC asks for additional money from OSAPS, if needed, and we send a check. So the way in which meeting expenses are now calculated reflects what really comes out of the OSAPS funds (speaker honoraria, student travel grants, BAPS charges and the advance money) minus income (registration and banquet fees, abstract fees and the return of advance funds). The difference between those two is what comes out of OSAPS budget.

The net cost from OSU was a lot more than Wayne State, but it is because of student travel grants, which is a desirable expense.

The income chart shows the historical dues from APS plus interest. To keep the numbers meaningful, that is still what appears on graph. Other income, from meeting expenses, should be a wash. In the last 5 years, the interest income has gone down dramatically. (Though it was

noted that this is still a good rate compared to savings accounts!) In summary, income from dues is static, interest income has decreased.

Currently, we are roughly taking in as much as we spend in a year. However we have to stay aware of these expenditures. It could easily get out of hand. For example, right now we authorize expenditures for meeting honoraria (\$2000) and student travel grants (\$2000) for each meeting, totaling \$8000 for the year, plus roughly \$3000 for TechFest and State Science Fair. This adds up to \$11000, yet our income is more like \$7000 or 8000. Typically the student travel grants don't use the full amount, so we've been ok. And most of the \$3000 advance is usually returned, and so is not figured into the above. But we should pay attention to this.

Question: Is there any squawking from APS to carrying \$25,000 to \$30,000 in our account? No. Back in the 1980's when it got up to \$40,000, we were told we weren't spending enough. But that's a long time ago. Question: If we spent more than we had coming in, could we ask APS to subsidize student travel grants? No, it is more likely they would ask us to raise our meeting fees, which are currently among the lowest.

There was a motion to accept the Treasurer's report which was approved unanimously.

C. Chair's report: Linn Van Woerkom

D. Meeting reports

1. Spring 2013 Current Meeting Report: Ken Hicks, Ohio University

We received \$1000 each from the Physics department, the Dean and the VP of Research, so we didn't ask for an advance from OSAPS. In the registration information from APS, the income from the banquet was \$1820, registration and abstract fees were \$2060, for a total of \$3880. Meeting rooms were very little: \$200 for rotunda, other rooms free. Coffee breaks were \$500 for each, for a total of \$1500, roughly. The banquet sold out at 96. We didn't expect that and had to add 2 tables. It cost us \$28.80/person, and should be quite nice. We are heavily subsidizing this cost because there are a large number of students and they only pay \$15 each. Not so many pay the \$35 rate. Plenary speakers are all from outside, so that cost totals \$2250 –though one was paid for by the department colloquium budget. (This is in addition to \$1000 from department.) We offered \$500 to 3 of them; the after dinner speaker is free but is selling a book. Ken asked who actually writes the check? OSAPS – The request should be submitted to Roy, he sends it to the APS, and they send the check to the speakers. The Executive committee lunch is paid for by APS. Meeting costs total just about \$7000. We are expecting real costs to be fairly small, excluding banquet and honoraria. Parking passes – the first 25 were free, then \$3 each and we got 50 extra. It's in the noise. Honoraria is normally \$400, but Ken requested \$500 since he

was only paying 3 of them. They got their first choices! There are also 6 student travel requests that will come in. The money from on campus was transferred to a separate department account. Many of posters are from OU people. What is grad/undergrad mix on the posters? Don't know but most are grad students. There are 34 poster abstracts, and 63 parallel talks, which worked out to 4 parallel sessions; they have received a couple post-deadline abstracts. These are healthy numbers. There are 4 options for lab tours – it took longer to get that organized than expected, and turned out to be a real headache. There will be sign up sheets. The Saturday meeting is in a different building, so posters need to come down after the banquet. We have advertised after dinner talk as open to the public – hopefully that is ok. Response: It is a nice gesture; any chance to have an open forum is good. Parallel sessions on Saturday will have local students assigned to help with technical problems. We are hoping to collect talks on memory sticks beforehand. We will do a group photo after the last parallel session on Saturday. Question about organization – all invited speakers are today. Is that unusual? Yes, but it would have required extra expense and organization for the room. It didn't seem to have any effect on registration – there are still a lot of talks.

2. Fall 2012 Past Meeting Final Report: Cornel Rablau for Wayne State University

It was a smaller meeting, but included a lot of students. There were 6 invited talks, a planetarium show, 31 posters and 38 contributed talks. Budget: \$3000 in local support, and at the end they were \$1500 in the hole –though they hadn't requested an advance. The cost of facilities and banquet were a little high. Are the books closed on this? Yes, no need to follow up. APS forgot to sign one of the honoraria checks, but they are getting that straightened out. We are grateful to Wayne State University for stepping up on short notice to host the meeting.

3. Fall 2013 Next Meeting Report: Joe Scanio, University of Cincinnati

There is no home game on Oct. 4 & 5, so that will be the OSAPS meeting. Dark matter/Dark energy is theme of meeting. In terms of invited speakers, we are asking faculty to invite friends who are well-known and good speakers. We don't yet know specific locations on campus. We will be having a joint meeting on Saturday with SOS-AAPT – but haven't worked out the details of meeting costs.

4. Future Meetings: Gabriela Popa

Fall 2013 meeting: University of Cincinnati

Spring 2014 meeting: Youngstown State University – title Many Faces of Materials: they hired two new faculty in solid state, increasing the department by 25%. The hope is to have Eric Mazur as a speaker. Projected date – in March after APS meeting. We will work with the Youngstown Business Incubator. We will send notices to engineering departments. It was recommended that they watch out for Easter, though it turned out well for this meeting. Isn't later better because most seniors are wrapping up projects? OSU used to end much later, now ending at the end of April. How should we proceed on that date? The date often depends on the availability of a venue, but should we ask students? Sliding our meeting back to 2nd week of April might be nice. Don't forget April meeting of APS.

Fall 2014 nothing yet –

BGSU hasn't done meeting in a long time. Toledo has been a while. Kent State or Akron might be other options. Gabriela doesn't know particular people – Scott Lee ran the last meeting at the University of Toledo. Wasn't there a discussion about Xavier wanting to do it? Tom will sort membership list by university to get contact information. We don't want to have to do this at the last moment again, so if we could get them settled in the next 1-2 months, it would be very good. Use Gabriela and Cornel as contact people. Two years in advance is ideal. In 1976 or so, we had a meeting at Battelle Memorial Institute, so that's something to consider.

Spring 2015

Fall 2015 – we should be trying to get those now as well.

II. Standing Committee Reports

A. Membership Committee: Tom Coffey

Would people mind if we didn't use Excel? Response: As long as people can understand what is presented and so that the next person can understand and follow what has been done, that's ok. There is lots of manual information to be entered and manipulated – I goofed up in the fall. It seems like there are more members in the fall than spring. This spring we are up from fall, but down from a year ago. Last meeting we passed out a sign up sheet and that seemed to help. Should we try that again? Generally the level didn't change much, about 1500 members. An interesting question is whether we are ok staying flat? Nothing seems to be broken, but should it be growing, are there opportunities we

are missing? In general in physics, what is happening? It is not increasing across US. The fact that we've maintained a steady membership is great.

1. Student membership report: Nick Pike

Student membership isn't changing much either. Student membership as a percent of the whole is about 35 +/-3%. We should definitely do the sign up sheet again. Most are already members, but it doesn't hurt.

B. Honors and Awards: Bob Hengehold was not present but he sent a report.

The Fowler award has always gone to a Fellow of the APS. This is not a requirement but that has been the benchmark. He needs nominees. Tom will do a check of the membership list to see who is a Fellow of the APS, then send that to us. APS Fellowship seems like a reasonable requirement, so we should continue to use that. Does it make sense to spread it around the state? A criteria is to make big contributions to the Ohio-region – does it matter if two are coming from the same place? No. We really need nominations, no matter what school they are from. The Maxwell award usually comes from people who served on Executive Committee, but not always.

C. Nomination Committee – Jason Pinkney

We had an election and we have some results. There were complaints about not enough choices, but we managed to fill 3 out of 4 positions. We don't have a student-member-at-large. It is hard to get people to volunteer – one is hard enough, two people is even tougher. We should work on people who have a connection to the OSAPS; we need to make a personal contact and request. What do we do about the student-member-at large? Should we pay for student member-at-large travel? If we could provide an incentive, that might make a difference. **A Motion was made and passed to pay for fair and reasonable student member-at-large travel expenses – mileage (or airfare, whichever is cheaper) plus up to 2 nights in a hotel, starting with this meeting. If research grants can appropriately cover travel expenses, they should.** We will review this annually to keep track of expenses. The Treasurer already does that for people who are receiving awards.

III. Old Business

None

IV. New Business

The problem with contributed abstracts is a continuing problem – people aren't aware they have to pay and we don't have a good way to keep track. It also isn't clear about posters, which should pay the \$10 fee too. We charge \$10 but APS only charges \$5. Roy proposes that we raise the meeting fee and don't charge an abstract fee. The fee wastes the time of the meeting organizer and Treasurer. Last time the APS only put down \$175 but charged \$375? This is a huge difference, partly because some was paid on site. It doesn't amount to that much money in the end. If we raise regular fee by \$10 that should take care of it.

It was noted that OSU subsidized around \$2200.

Roy suggests that the abstract fee be rolled into meeting registration fee. Our registration fee appears to be low relative to other units. Question: Will that raise enough money, because right now, students don't pay any registration fee? Roy's response and recommendation: If we raise it by \$15, that should cover everything. A point was raised whether the checkmark would still be there when registering? APS had to specially put in abstract fee box. They won't mind taking it out. It will mean that regular members who are not bringing students are actually paying a bit more; members who are bringing students who present will be paying a bit less. **Motion made and passed, raising the registration fee to \$50.** What does that do to the retired fee? There is no fee for retired members, so that will stay at \$0. The rate will increase on the regular rate only.

Gordon: State Science Day is May 11. You will have a good time, please volunteer to Gordon so you can work on special awards from the OSAPS. They covers grades 7-12.

Roy: In guidelines for the Treasurer, it says we give \$600. No, that has been changed to \$1000. The check is made out to the SOSAAPT Treasurer.

Roy raises the issue that it is somewhat of a nightmare to request checks from APS because they need social security numbers, which you don't want to deal with via email. He proposes that the Treasurer sends a check for \$5000 up front for speaker honoraria and advance. Then the Local Committee can settle up afterwards. Local organizers would be responsible for paying honoraria. Local organizers should set up a local account, to pay bills, accept money etc. Question about the amount: if we commit \$5000 up front, we might get less from universities. Can we strongly encourage local organizers to seek internal funds? Yes. Response: it doesn't actually change anything. Our hope is that \$3000 covers expenses, but if you have a large meeting, we will collect more from APS and then send you some of it. If we set it at \$4000, almost everyone would be coming back to us afterwards. It makes things much easier to have the money up front. **Motion: give \$5000 advance of which \$2000 is for speaker honoraria. The \$3000 comes back to us from APS from meeting registration fees. This would get**

money to speakers more quickly, and help small institutions especially. Motion carries unanimously.

V. Future Business

None

The meeting was adjourned at 12:13 pm.