ACUBE Steering Committee  
Winter Board Meeting  
February 3, 2001  

Place: Stadium Room, Courtyard Marriott, Midway Airport, Chicago IL  
Present: Charlie Bicak, Tom Davis, Ben Dolbeer, Mary Haskins, Buzz Hoagland, Cynthia Horst, Ed Kos, Malcolm Levin, Pres Martin, Bob Wallace, Margaret Waterman  
Time: 12:45  

I. Call to order: Tom Davis  
   Announcements regarding logistics  

II. Motion to approve amended minutes of October 2000 M/S/A  

III. Reports  
   A. Executive Secretary Report – Pres Martin  
      See attached for details  
      Total assets: $15,417  
      Money from annual meeting has not yet been received from Indiana State University. While this is the same schedule as funds have been received from sponsoring institutions in the past, the board asks that this be faster if possible.  
      Approximately 50% of the membership has not paid dues.  
      The scheduling of dues collection was discussed and the following was agreed upon:  
      Do not try to collect past dues.  
      The dues year is the calendar year.  
      Any dues paid at the annual meeting is for the upcoming year.  
      Dues notices will go out before and after the annual meeting.  
      If dues are not paid by 1/15 then the member will no longer receive Bioscene.  
      As soon as dues are paid, the member’s subscription to Bioscene will again commence.  
      No back issues will be provided as this is not feasible and the issues are on line with a few months of publication.  
      The success or failure of this plan will be reviewed at next year’s winter board meeting.  
      ACUBE’s tax exempt status is to be worked on later this Spring with the aid of AIBS.  
      ACUBE is a member of AIBS, as such we get some benefits, including the aforementioned help with the tax exempt paperwork. In addition, we get a one-time advertisement in BioScience, a half page size, and we get free exchange of mailing lists with other member organizations.  
      Mary Haskins and Charlie Bicak will draft a half page ad for the BioScience that will appear in a timely fashion to try to get higher attendance at the upcoming annual meeting.  
      Pres will determine the deadlines from AIBS, and the ad will be submitted to board members for review before sending submitting it.  
      Pres Martin will obtain the AIBS mailing lists that seem appropriate as a way to identify those in the Kearney area who might like to attend ACUBE.  
      Approval of the Executive Secretary Report M/S/A  
   
   B. Membership Committee: Tom Davis  
      Another mailing is scheduled to go out this spring with McGraw Hill products (they have been inserting the ACUBE membership flyer on odd-numbered years).
A discussion of additional ways to get the word out about ACUBE:
   Carroll College is sponsoring Tri Beta meeting this year.
   Contact State Academies of Science with information and membership forms.
   The Illinois Community College Biology Teachers has an annual meeting (at about the same time as ACUBE) and is worth investigating, as well as other state or regional organizations of community college biologists.

C. Nominations: Lynn Gillie
   Names were suggested for the offices of President elect, Secretary, and two steering committee members at large. Lynn Gillie will contact those nominated to obtain approval and C.V.s.

D. Awards Committee:
   No nominations for Carlock Award. Nomination for Honorary Life Award was made and approved last winter.

E. 2001 Annual Meeting at Kearney NE: Charlie Bicak and Mary Haskins
   Theme: Biology in the Light of Evolution.
   Speakers: Local expert on Cranes for opening talk.
   Ideas for other speakers were shared.

   Balloting: Keep at the banquet as was initiated at the 2000 meeting.

   Field Trips: Some local sites (art galleries, the arch, museums, etc) will be suggested for on-your-own sightseeing on Thursday afternoon, but the biology field trips will be on Friday morning to the Platte River and on Saturday afternoon to the Loess ecosystem. This rearrangement of fieldtrips was decided since we predict many members will be staying over Saturday night to lower their airfare.

   Facilities: Charlie Bicak provided a virtual campus tour with maps, photographs and floor plans for science buildings and likely meal sites. Tom Davis, Mary Haskins and Ed Kos will travel to Kearney in early March to do a walk about and make decisions. Classes will be in session on Friday October 12, 2001 but will have little impact on available facilities.

   Margaret Waterman will send the electronic files of the registration forms to Charlie Bicak. Buzz Hoaglland will create the web pages for the conference, program, etc.

   We would like a downloadable registration form.

   We agreed to give out evolution teaching resources instead of a bag or mug this year. Malcolm Levin is researching possibilities from NSTA and NABT.

   Exhibitors were discussed, and logistics of those arrangements.

   An overall conference evaluation form is needed (new).

F. ACUBE logo
   Tom Davis will contact Zachia Middlechild, an artist, with whom he discussed the logo briefly at the 2000 meeting.

G. Historian Report: Ed Kos
   Ed Kos is working on a history of the organization, using “Evolution of a Society” as a theme.

H. Other new business:
   It was agreed that ACUBE should have an organizational charge card for the Executive Secretary.

Adjourn for dinner: 4:45
Saturday February 3, 2001
7:45 p.m. Same people and place Call to order by Tom Davis

IV. Other Business
   A. Bioscene
      Neither co-editor was present, but several issues were discussed in response to an email from Tim Mulkey.

      The need to get materials into Bioscene editors in a timely fashion will help speed up publication. Please refer to the schedule of materials needed from members of the steering committee to see when your things are due.

      The minutes of this meeting will be posted via email to board members who were present, by February 26. Reply with changes to the Secretary, Margaret Waterman, within five days. The revised minutes will be posted then for approval with a motion to approve. Send vote to Tom Davis (todav@loras.edu).

      The approved minutes will then be submitted by Secretary to Bioscene editors and other board members by email.

   B. ACUBE Webpage and Electronic Communications
      Move that all members be placed on the ACUBE listserv as a part of their membership in ACUBE. They may unsubscribe at will. Directions for unsubscribing will be sent out no less frequently than every two months.

      An archive of all annual meeting programs and abstracts needs to be created and to be accessible on the web. Buzz Hoagland will coordinate. Past program chairs should send electronic copies of their files to Buzz.

      Permission needs to be obtained from participants to put up their email addresses with their abstracts. Margaret Waterman will contact the presenters from the 2000 meeting.

   C. Email from Executive Secretary to Membership
      It was proposed that email newsletters to alternate with Bioscene publications be sent to the membership as a way to make a more frequent presence for ACUBE.

      It is likely that some information would be repeated from the Bioscene, such as meeting announcements, calls for papers, etc.; but new information could also be included that would be unique.

      New Member Letter: Tom will send it out again this year.

   D. Constitution Review
      It was noted that there are several typographical errors in the Constitution and By Laws that need to be corrected.

      Except for the following proposed committee change, there are no major changes in either the Constitution or By Laws. The executive handbook needs to be reviewed for any changes.

      Web Site Committee changes:
         Rationale: An organization’s web presence is a critical tool for communication, recruitment, publication, and involvement of its membership. ACUBE was a successful early entrant into the field of using the Internet for just these purposes, and those who have designed, updated and maintained the organization’s web pages are to be highly commended, particularly Tim Mulkey and Ethel Stanley.
Because the Internet is such an important tool, the steering committee has suggested that the *ad hoc* web site committee become an official standing committee with a broader charge and greater responsibilities reflecting the increasingly complex capabilities and expectations of an organization’s web site. The specific charge and responsibilities are to be defined in consultation with the membership, steering committee and members of the current web site committee.

The steering committee approved the following motion to be presented to the ACUBE membership at the annual meeting in October 2001.

**Moved to increase the status and roles of the “Web Site Committee” to become a standing committee with increased responsibilities, and to be renamed the “Internet Committee.”** M/S/A

**E. Future meetings**

Austin Brooks and Nancy Sanders need to be contacted to determine whether or not their schools will sponsor the 2003 meeting.

2002 -- Columbia College of Chicago
2003 -- Westfield State College

Adjourn 9:20 p.m.

Respectfully submitted
Margaret Waterman
ACUBE Secretary

The Association of College and University Biology Educators (ACUBE), placed the organization’s rich archive of materials online for the benefit of the members and interested biology educators. Nearly 45 years of society’s publications and resources are currently accessible.

**Featuring the Online ACUBE archives:**

- Bioscene: Journal of College Biology Teaching (1975-present)
- AMCBT Newsletter (1964-1974)
- AMCBT Proceedings (1957-1972)

**ACUBE Organizational Information:**
- ACUBE Executive Committee
- Editorial Board of Bioscene
- ACUBE Annual Meeting Information
- Meeting Abstract Submission Form
- Searchable Membership Database
- Online Membership Application
- Scientific Meetings of Interest
- ACUBE in the News
- Sustaining Member Links