ACUBE Steering Committee Meeting Minutes

ACUBE ANNUAL MEETING
First Steering Committee Meeting
September 12, 2002

Place: Room 503, 623 S. Wabash, Columbia College
Time: 1 P.M.
Present: Jerry Adams, Austin Brooks, Abour Cherif, Tom Davis, Lynn Gillie, Malcolm Levin, Kathy Marr, Tim Mulkey, Ethel Stanley, Robert Wallace, Margaret Waterman.

I. Call to Order: Malcolm Levin

II. Approval of the Agenda: Approved with the understanding that order will be modified to accommodate any changes needed.

A short discussion followed regarding what constitutes a winter meeting.
The Executive Handbook calls for presence of the President, the President-elect, the local arrangements chair and someone who has past experience in organizing a meeting. The Constitution calls for a winter meeting.

III. Minutes of 1/26/02 were approved as amended/corrected.

IV. Standing Committee Reports (are out of order from the agenda)

A. Local Arrangement, Cherif and Adams
1. Everything was in order for the annual meeting as of 12 P.M.
2. Questions arose as to whether a recorder/reporter was to be present at all sessions.
3. A form will be available to all presenters such that a letter from the association secretary could be sent recognizing the presentation of a paper or poster.
4. A financial accounting of this year’s meeting expenses is needed by January.
5. Margaret Waterman will write a conference evaluation form for distribution to the membership in attendance.
6. Abour Cherif expressed sincere thanks to other members of the program committee.
7. Questions arose as to whether a photographer might be available to document the meeting. There will be.

B. Program Chair, Wallace
1. Abstracts this year were scattered. Problems included hand-written vs word-processed. Those e-mailed were not always readable. Some confusion existed as to what defines a workshop vs a paper.
2. Scheduling of workshops against papers posed a problem.
3. The format of the program changed after Bioscene was published. The current program committee needed to work with Bioscene, and not local arrangements. Other problems resulted because of multiple postings (web, program chair and local arrangements.

C. Nominations, Gillie
1. 2 presidential nominees are required according to the constitution. This has been a problem in the past. Ethel Stanley was nominated.

D. Bioscene Editors, Mulkey and Stanley
1. The May issue was delayed due to trouble getting information on travel for this year’s meeting.
2. Some problems with payment arrangements resulted as Pres Martin, Executive Secretary was out of town and the printer would not deliver until he had been paid for the May issue.
3. Editorial Schedules were distributed.
4. A list of articles presently in the loop was distributed.
5. The Bioscene on CD was also distributed. Suggested price for members is $3 with $10 for non-members.
6. Present editors; Tim Mulkey and Ethel Stanley will stay on at the pleasure of the Executive Committee.

E. Constitutional Committee, Waterman.
   1. Changes were made and published via e-mail.
   2. Substantial changes cannot be voted on until the next Annual Meeting.
   3. The Constitution on the web needs to be updated, presently it is the ’97 version.
   4. Margaret Waterman will address the present changes at the Dinner Business meeting this year. A voice vote should be sufficient.
   5. Copies of final changes will be published May 2003 issue of Bioscene.
   6. The Executive Committee Handbook needs to be updated and approved.
   7. It should also be available to the Internet Committee.
   8. A discussion of the Constitutional aspects of a Winter Meeting followed. The consensus was that the Executive Committee is acting prudently with respect to reducing the number of individuals who actually meet in Winter. The concept of a virtual meeting was also discussed. Standing committees could report at midterm this way. The President would then publish an interim report in Bioscene.

F. Honorary Lifetime Membership and Carlock Committee, Mulkey for Wm. Brett
Nominees were discussed. Presently there was no Carlock nominee.

G. Membership, Davis.
   1. A discussion took place regarding the rule that members are the only ones to vote at Business Meetings, and a plan was made to give ballots only to members.
   2. Development of a Membership Brochure was discussed.
   3. McGraw- Hill was discussed as a possible sponsor. It was offered that they would send out membership information on our behalf every year.
   4. Suggestion was made that we send the Bioscene CD out to schools as well as distribute it at the NABT conference. Stanley and Waterman agreed to handle the NABT distribution.
   5. Bob Wallace and Austin Brooks will serve as joint chairs of the Membership Committee.

V. Old Business

A. Future Meetings
   2003 -- Truman University, Nancy Sanders local program chair.
   2004 -- Wabash College, Austin Brooks local program chair
   2005 -- Cape Giarardeau
   2006 -- Carroll College

B. Membership re-addressed
   1. Renewal or addition of relationships with other organizations (AIBS, ERIC) was addressed. NABT and NSTA relationships need to be strengthened. There have been temporary agreements in the past with ASM as well.
   2. Legal aspects of incorporation were discussed. Clarification was put off until Pres Martin, Executive Secretary could clarify.

Meeting was placed on hold until after evening opening activities. The Meeting was re-convened at 9:35 P.M. in the Best Western Lobby.

Discussions that followed included:
   1. Since the Resolutions Chair will not be in attendance this year, Buzz Hoagland will write this years resolutions.
   2. A call for regular meetings of the Internet committee was made. Buzz Hoagland will facilitate. Buzz will also post the current Constitution on website.
   3. Executive Secretary, Pres Martin presented the financial report. He reports that membership is up and ACUBE is solvent. The website costs $35/year and is paid every 5 years. The ACUBE incorporation is in Iowa and there in no annual fee. A yearly report is filed with the IRS. The Executive Secretary handles that. Winter Meeting expenses for 4 would be more cost efficient. A contingency plan to make sure funds are available for Bioscene was established.
   4. Honorary Lifetime membership nominee was voted on and unanimously approved.
5. Further discussion took place on membership with a strong agreement to find ways to revive the membership. Austin Brooks will replace Tom Davis as chair. The concept of regional captains was discussed. Suggestion was made that Executive committee members could place a footer on their e-mails to advertise ACUBE. Letters to Science Education Departments were discussed as well. ACUBE information could be distributed at the upcoming Gordon Conferences. All ACUBE distributions should emphasize that we are a teacher-friendly organization.

6. Page charges in Bioscene for non-members were discussed.

7. Library subscriptions can also be made available as we now have an ISBN. There was a discussion concerning whether we should notify all members to encourage their libraries to subscribe. A fee of $50.00/year seemed reasonable.

8. The theme for next years meeting will be *Biology for Contemporary Living*.

9. Margaret Waterman asked if we should work to establish formal affiliations with other organizations. She suggested that we get someone from NABT to be part of our program as well. We should also request that our meeting be placed on other’s annual calendars.

10. A discussion followed regarding the ACUBE logo. A committee might be appointed for review of submitted and newly submitted logos with a deadline of October 15. Margaret Waterman offered to organize. However, no consensus was arrived at and the discussion was tabled to future meetings.

Meeting was adjourned at 10:53 P.M.

**ACUBE ANNUAL MEETING**

**First Business Meeting**

*Columbia College*

*September 13, 2002*

I. Announcements:
   A. Volunteers needed to serve on the Membership Committee
      Contact Austin Brooks or Malcolm Levin.
   B. ACUBE would like to encourage University and College Libraries to subscribe to *Bioscene*.
   C. Program changes were noted.
   D. The next Annual Meeting will be at Truman State University. More information will follow. Nancy Sanders will be the Local Program Chair.

II. New Business:
   A. Nominations were presented for the position of President Elect. Terry Derting and Ethel Stanley were previously nominated, no new nominations came from the floor. Nominations closed.
   B. Nominations for Steering Committee Members were presented: Abour Cherif, Karl Kastor, Randy Moore, Megan Thomas. Neil Grant was nominated from the floor. Nominations closed.
   C. Margaret Waterman introduced the “Out of this World Teaching Idea Contest”

III. Luncheon Program
   A. Speaker Jeff Lyon
   B. Topic “Gone in 60 Seconds: The Evanescence of News”

The meeting adjourned at 1:40 pm

**ACUBE ANNUAL MEETING**

**Second Business Meeting**

*The Congress Hotel, Chicago*

*September 20, 2002*

I. Announcements:
   A. Paper Presenters were reminded that a form must be submitted to Secretary Kathy Marr if individuals wish acknowledgement sent to their institutions.
II. New Business:
A. Presidential Elect nominee Ethel Stanley spoke on behalf of Terry Derting. Lynn Gillie, nominations Committee Chair handled the ballot casting. Terry Derting was elected President-elect.
B. Steering Committee members elected were: Abour Cherif and Neil Grant.
C. Margaret Waterman reminded members of the “Out of the World Teaching Idea Contest”.
D. The Honorary Lifetime Membership Award was presented by former president Neil Baird to Norman Jensen for his service to ACUBE. A plaque was presented in recognition, as well.
E. Malcolm Levin recognized first-time attendees.
F. Abour Cherif, Dr. Cannon and Jerry Adams presented an award of appreciation to the evening’s speaker, Dr. Helen Davies.

III. Presentation
A. Dr. Helen Davies
B. Teaching & communicating about integrative issues of health & disease: An evening of song.

Meeting Adjourned.

ACUBE ANNUAL MEETING
Third Business Meeting
Columbia College, Chicago
September 14, 2002

I. Resolutions
A. Buzz Hoagland presented a resolution thanking Columbia College for the hospitable reception afforded to ACUBE this year.

II. Reports
Bioscene
Tim Mulkey reported that current issues of Bioscene are in the mail. He also reported that since we now have an ISBN number it will be more accessible to college and university libraries. CD versions including all past issues are also available. The editorial board met that morning and are updating board information.

Executive Secretary
Pres Martin presented the financial report. He noted that changes in the Bioscene mailing process have made the cash flow more efficient.

III. New Business
1. Lynn Gillie presented the “Out of this World Teaching Idea” award to Nancy Sanders for the use of hand puppets in student research shows.

IV. Outgoing President Remarks
Malcolm Levin, departing president, addressed the general membership. He emphasized the idea that we as members of ACUBE have a major opportunity to influence our student’s lives. He commented that we should emphasize a case-based approach in encouraging students to explore a meaningful body of knowledge. He made particular mention of Jeff Lyon’s Friday’s luncheon speech. Dr. Levin further encouraged members to bring colleagues, particularly that junior faculty to meetings in the future. He emphasized the importance of paper presentations on teaching and how this organization can be especially important to the smaller schools.

V. Closing Remarks incoming president
Margaret Waterman thanked Columbia College for their hospitality. She also thanked the steering committee and welcomed new members. Announcement was re-iterated that our next meeting would be at Truman State University with Local Arrangements being Nancy Sanders and Program chair being Lynn Gillie. Travel information and background materials on Kirksville were distributed. A final thanks was
extended to all presenters and participants with a reminder that the Afternoon Tea and Shedd Aquarium Trip were to take place post-meeting activities.

Meeting was adjourned at 12:00 P.M.

ACUBE ANNUAL MEETING
STEERING COMMITTEE MEETING
Second Meeting
Columbia College, Chicago
September 14, 2002


I. Meeting was called to order at 12:10 - Margaret Waterman.

II. The Meeting Agenda was approved with the addition of a discussion of the membership directory.

III. Old Business

A. Review of immediate past meeting: Local Arrangements. About Cherif.
   1. Columbia College put forth a group effort that was not just the Biology Dept but the whole Science and Math Division as well the College in general.
   2. Problems with meeting and abstract information were discussed.
   3. It was suggested that in the future 2 copies of an abstract should be submitted one to the program chair and one to the local arrangements chair so that local arrangements can plan rooms and AV equipment needs.
   4. Abstracts need to be more complete.
   5. Program decisions should not be made by the local arrangements committee.
   6. About Cherif stated he would get an e-mail out to the president and secretary with respect to how many presenters there were as well as an itemization of who were members vs non-members.
   7. Financial Reporting of the income from registrations vs. the expenses are due to the executive secretary by Dec. 1, 2002. Cherif said that Jerry Adams would help him prepare that report.
   8. Discussion followed as to whether at least one author on a paper should be a member.
   9. Discussion followed regarding fee delineation for members vs. non-members. Three categories were arrived at: Members who would pay a flat registration fee, non-members who would pay regular fee plus 30.00, non-members who would pay registration fee plus dues for new membership. Motion was made, seconded and carried to approve such a fee system. m/s/a
   10. Keynote speakers will receive an Honorarium.

B. 2003 Annual Meeting. Presentation by Nancy Sanders
   1. Bill Brett thanked Nancy Sanders for her preparedness.
   2. Tentative dates for the 2003 meeting are October 9-11, 2003.
   3. Meals would be served in the Georgian room Building 21 (Student Union)
   4. The Medical School is willing to donate Facilities for the Friday evening banquet.
   5. Violette Hall would be a good poster area as it has a slate floor.
   6. Mac and PC labs will be accessible
   7. The following speakers were discussed:
      a. Philip Wilson on Eugenics and Pre-natal care
      b. Sneed Collard III, children’s author, animal books
      c. Edie Witter, Sr. Scientist at Harvard Branch Marine Lab
      d. Ted Goslow, Flight in Birds
   8. Field Trips were also discussed including:
      a. Dog and Gun Collar auction- possible post-meeting
      b. Tour of Organic Farms
c. Frank Overly Photo Prairie
d. Coal Mining Museum
e. Limestone Quarry
f. MEGA Pork Processing Plant
g. Amish Driving Tour
h. Savon Lake Birding Trip
i. Savannah Restoration Project Hike

9. The notion of a late-registration penalty was discussed at this point.
10. Lynn Gillie, Margaret Waterman and Nancy Sanders were going to look into the issue of a logo with the publication department at that university.
11. The Local Arrangements committee brought up the idea of meeting souvenirs.
12. Mention of a T-shirt with the “new” ACUBE logo was made.

C. Nominating Committee

The Nominating Committee will be Austin Brooks, Neil Grant and Janet Cooper.

D. Interim Committee Reports need to be to Margaret Waterman by January 15, 2003.

Because there will be no full board meeting in the winter, the board agreed to provide interim reports to the President by January 15. These will be summarized and circulated to the Executive committee for comment. The summary will be printed in *Bioscene*.

E. *Bioscene* Editorial Committee

1. New board members joining as of this meeting are: Lyndell Robinson, David Cox, and Steven Daggett. Margaret Waterman is giving up her position on this committee in lieu of her job as President.
2. Steve Brewer will be re-writing manuscript and reviewer guidelines
3. Motion was made, seconded and carried that there will be a page charge for non-members submitting articles for publication in *Bioscene*.

F. Minutes of the Business and Steering Committee Meetings will be submitted via e-mail to for review around Oct 15. Members are asked to review and submit changes for final copy to Bioscene by Nov 15th.

G. Membership - Brooks

The membership brochure needs to be updated and made less time-sensitive. We should have a firm 5 members from each state.

H. Internet Committee - Hoagland

Buzz will be sending descriptions of duties to all committee members. New images will be added to the website. Austin Brooks will add some photographs. Our address will remain at the same server site. Bioscene will be separate but will link the reader to the ACUBE website. Buzz will develop a checklist and communicate in the next few weeks. Internet committee is currently an *ad hoc* committee.

**IV. New Business**

1. Publication of the membership needs to be updated and released. Pres Martin will handle this. He will make it available in an Excel format and e-mail it. A print-ready copy could be mailed with the March 15th issue of *Bioscene*.
2. Both the out-going and in-going president will write a newsletter.
3. New Graduate students would be invited to the next annual meeting.
4. Hamline University was suggested for the 2006 Annual meeting. We still need a Drake connection due to our origination roots.

Meeting was adjourned at 2:50 P.M.

Respectfully submitted
Kathy Marr
Secretary of ACUBE

*Approved Feb. 21, 2003*