ACUBE Winter Steering Committee Meeting  
January 31, 2004

Place:  Wabash College, Crawfordsville, IN  
        New Science Building, John C. Rafferty Conference Room

Present:  Aus Brooks, Joyce Cadwallader, Terry Derting, Lynn Gillie, Pres Martin, Tim Mulkey, Conrad Toepfer,  
         Margaret Waterman

Absent:  Ethel Stanley, Abour Cherif, Janet Cooper, Neil Grant, Brenda Moore, Robert Wallace

Time:  8:30 am

I.  Call to Order  

II.  Approval of Agenda  M/S/A  

III.  Approval of Fall Minutes  M/S/A  

IV.  Committee Reports

   Executive Secretary  –  Pres Martin
   Printed copies of the membership for 2004 ACUBE were handed out along with an expense report for  
   2003.  Income was $10,813 and expenses were $9,785.  Nancy Sanders provided all data after the Fall  
   meeting to Pres.  Pres explained how Nancy Sanders handled a more efficient method for the finances for  
   the fall meeting.  It was proposed that the new method be followed for subsequent meetings.  Registration  
   packets at the annual meeting will include a friendly reminder to pay past dues.

   Membership  –  Aus Brooks (reporting), Bob Wallace, Conrad Toepfer
   A brochure for recruiting new members was produced.  The brochure includes the new logo.  Further  
   changes will be made on the brochure before they are handed out.  Aus would like to promote  
   membership as outlined in the second steering meeting in the fall meeting.  He suggests that geographical  
   areas be assigned to the each committee member.  People will be given a Bioscene CD and possibly back  
   copies of the journal.  This will be followed up by email, letter or a phone call.  The committee will  
   encourage members to bring one new person for the fall meeting.
   Pres has been receiving online applications from international locations.  An additional fee for  
   mailing costs of $15.00 for international (outside of North America) applicants was proposed by Margaret  
   Waterman.  M/S/A.  The committee will also look into having the ability to pay for membership dues on  
   the internet.

   Nominations  –  Janet Cooper (chair), Neil Grant
   Current Recommendations:
   Steering Committee - Marya Czech, Wyatt Hoback, Peter White, Greg Grabowski, and Bobby Lee  
   President – Bob Wallace, Cynthia Horst, Janet Cooper

   Awards:  Honorary Life and Carlock – Bill Brett; reported by Tim Mulkey
   The new wording of the Carlock Award to include ‘advanced undergraduates’ was approved.  
   Nominations for the Honorary Life award were discussed and approved.

   Constitution  –  Margaret Waterman (reporting), Terry Derting, Malcolm Levin
   Constitutional by-laws and Hand Book revisions were distributed.  Major changes proposed:  
   The President term will change from a one-year to a two-year term  
   Members- at-Large will serve a three-year term  
   Members of the Steering Committee may be removed from office if they fail to attend Steering  
   Committee meetings for one year or for misusing ACUBE funds or egregious failure to carrying out  
   assigned duties.
   Payment of dues is required to receive Bioscene issues.  Back issues will not be issued.  
   Keynote speakers at the meeting will receive a complimentary membership and Bioscene for the  
   subsequent year.  
   Responsibilities of the Managing Editor and Technical Manager of the ACUBE web site were  
   specifically stated.  Nancy Sanders will serve as the Manager Editor.  Tim Mulkey and Margaret  
   Waterman will serve as Technical Managers.  
   Proposed changes of the Constitution will be published in Bioscene and voted on by the membership  
   during the fall meeting.  M/S/A
The revised documents will be posted on the ACUBE website.

**Internet** – Margaret Waterman (reporter), Tim Mulkey, Ethel Stanley, Bill Brett, Karen Klyzek, Nancy Sanders

Changes to committee duties are within the updated Constitution and By-Laws.

**Historian** – Ed Kos

It was recommended that the Historian provide a list of past Honorary life awardees, past Presidents and Steering Committee members and past meeting sites. In addition, photographs need to be compiled for the 50th anniversary.

It was also proposed that the Historian take photos at annual meetings.

**Resolutions** – Brenda Moore

An addition to the resolutions was proposed about the concept of Intelligent Design being a non-testable and nonscientific explanation for species diversity.

**V. Planning Upcoming Meeting** – Aus Brooks

**Program** - Joyce Cadwallader

See speaker notes.

**Facilities** – Workshop and presentation sessions can all be in the new science building. A PC lab and wireless laptops will be available. Detchon has 24 Macintoshs available. A third PC lab is available in the library. Registration and Thursday evening reception will also be in the science building. There are also wet labs available for sessions. The poster sessions can be in the main hallway.

**Logistics** – Transportation to and from motels can be available, if needed.

**Food** - Campus food services is good but expensive. Aus recommends using them only for the main banquet. The rest of the meals can be covered by outside vendors.

**Transportation**

**Housing** – Days Inn, Ramada and Super 8 are providing a special rate of $75. The Comfort Inn will block rooms at $89.95. The rate after September 15 is $115. The Holiday Inn will block 20 rooms at a rate of $122.55. There are 18 rooms on campus for $89.

**Speakers** – John Jungck has confirmed his participation at the meeting. Tim Mulkey stated that the NASA Institute for Advanced Concepts (NIAC) is another possibility for the Friday talk. He will make the contacts to arrange this.

Thursday night speaker possibilities – GIS person. Terry Derting and Aus Brooks will work on this.

**Field trips** – The Crawfordsville crinoid beds will be used as a field trip for Friday afternoon. The walking tour at Pine Hills will be Thursday afternoon. On Friday morning, a math faculty person will take people birding in the area.

**Advertising** - Aus Brooks

Halfpage advertisement in *BioScience* will be due March 15 at AIBS. Ethel Stanley will be asked if she wants to do this. Aus will work on an advertisement to put in *Bioscene*.

Aus will work on web information such as meeting announcement, call for abstracts, travel information-campus and city maps, lodging information, institutional description and exhibitor information.

An e-mail advertising a call for abstracts for the fall meeting was approved.

**Registration Form** – Aus will finalize the registration form.

**Exhibitors** – Exhibitors will be covered by local arrangements. Possibilities include SmartBoards (Terry Derting), GIS, Garmin, ESRI (Terry Derting), Vernier (Terry Derting), iWorks (Lynn Gillie), Seiler (Joyce Cadwallader), Modern Biology (Aus Brooks), HP Tablets (Margaret Waterman), Benjamin-Cummings, McGraw-Hill (Tom Davis), Pfizer (Joyce Cadwallader), iOmega (Lynn Gillie), BlackBoard (Aus Brooks),PRS (Terry Derting).

Door prizes could also be given away.

**Meeting and registration costs** – Registration fee will be $85. An early bird date for registration will be August 1. After that date the fee increases to $100 (this includes on-site registration).

K-12 teachers will be charged the same rate as regular members.

Undergraduates and graduate students will be charged $55/65 respectively.
T-shirts -- Nancy Sanders volunteered to get individual orders for the T-shirts. Terry Derting will check on this. T-shirt orders can be included on the registration form. Student workers could have different colored T-shirts so that they could be easily identified during the meeting.

VI. New Business

Invitation to the 2004 AIBS Council Meeting – Terry Derting
No one will be participating in the Council Meeting on Invasive Species
Request for support for AIBS Public Policy Office – Terry Derting
The committee proposed to not provide monetary funds to support the AIBS Public Policy Office
New member information packet – Lynn Gillie
New members should be sent a welcoming letter, ACUBE CD, old copy(s) of Bioscene, list of ACUBE governance, constitution and by-laws, a solicitation to serve on standing committees, and a call to submit papers. The membership committee will create these packets. Pres Martin will be responsible for sending the packets to new members.

VII. Other Business

Bioscene report – Tim Mulkey (reporting), Ethel Stanley, Karyn Turla, Jill Kruper
The latest edition of Bioscene should come out in March. A notice about page charges for non-members will be posted. The committee proposed to add a $20 page charges for Bioscene papers. The charges will be waived for ACUBE members. This revision will be posted in the Instructions to Contributors in Bioscene.

Tim has been asked about doing book/equipment/resources reviews. It was recommended that a member will be asked to do such reviews in the future.

2005 Meeting – Cape Giradeau, Missouri
i. Select Program Chair
   Proposed Program Chair (First Vice President) – Jill Kruper
ii. Meeting Dates
   October 13-15
iii. Theme – Lynn Gillie
   An interdisciplinary theme was proposed -
   “Biology: Entangled in the Web of Knowledge”

Future Meetings
i. 2006 Margaret Waterman will contact Anne Larson to see if having the meeting at U. of Illinois in Springfield is a possibility.
ii. 2007 Carroll College, Waukesha, WI- yet to be confirmed
   50th Anniversary
   It would be nice to have videos of people sharing memories, lists of Life Members, past Presidents. We need to see if original schools involved would like to be included. We could brainstorm where ACUBE will be in 50 years. It would be good to show how the organization has grown from Chair’s meetings, to including community colleges, to becoming a national organization. Sister Yackey and Anne had volunteered to help with this at the fall meeting.

Meeting adjourned at 3:30 pm

Respectfully submitted January 31, 2004
Jill Kruper, Secretary