ACUBE Steering Committee  
Winter Business Meeting  
January 24-25, 1998  
(Approved Oct. 15, 1998)

Place: Richardson Hall, Room 302, Rockhurst College, Kansas City, MO  
Time: 12:30 pm.

Present: Karen Klyczek, Mark Bergland, Charlie Bicak, Bill Brett, Tom Davis, Terry Derting, Buzz Hoagland, Ed Kos, Ann Larson, Suzanne Martin, Tim Mulkey, Marc Roy, Nancy Sanders, Ethel Stanley, Margaret Waterman, Richard Wilson

I. Called to order by Karen Klyczek, 1:15 p.m.

II. Approval of minutes  
A. Steering Committee Meeting 10/16/97. Correct name from Albert Williams to Mark Williams.  
B. Business Meeting 10/17/97. No amendments.  
C. Business Meeting of 10/18/97. The checking account balance should be $4600, not $5000. Editorial board member is Rick Koehler (not Kaller), and Susan Lewis is also board member.  
D. Steering Committee Meeting 10/18/97. Change date to 18 from 19. Amend IIB2, re: the sending of the membership flyer. This will be done every other year.

Motion to approve amended minutes: m/s/p

III. Motion to approve the Agenda. m/s/p

IV. Committee Reports  
A. Executive Secretary (Marc Roy)  
1. Financial Report. See Appendix 1 for the 1997 Executive Secretary Report  
   Many members are not paying dues. ACUBE retains them for three years. Back dues are $2,625. Multiple notices of dues will be sent this year. Whether ACUBE should continue to carry members for so long or drop them sooner was discussed. A resolution to reduce the grace period will be brought forward at the business meeting in October 1998.  
   RE: the Carlock award. It is likely there will be enough interest to fund only one graduate student next year. The Carlock Award is an open fund and anyone can contribute.

Motion to approve financial report: m/s/p

2. Membership Directory. Marc Roy will work on the publication format with Tim Mulkey and Ethel Stanley. It will appear on the web site, and in Bioscene, perhaps as a separate hard copy booklet.  
3. Sustaining Memberships. These are one-year relationships with commercial entities. Wm. C. Brown was given a sustaining membership for assisting with the flier. Usually local arrangements identifies nearby businesses that will agree to exhibit at the annual meeting. Sustaining members receive Bioscene. Other benefits depend on amount of dues paid: for $50 their name is in the annual meeting program and they exhibit at the meeting. For $100, they also get a 1/2 page ad in Bioscene. For $150, they get a full page Bioscene ad as well as the space and name in program. As ACUBE grows, the issue of the amount of advertising space in Bioscene needs to be taken up. Motion to Table the issue of advertising space was passed.

   Moved to give W.C. Brown another year of sustaining membership for service to ACUBE. m/s/p

   Motion: Sustaining members are entitled to vendor display at the annual meeting, have their names in the meeting program, and receive copies of Bioscene for the next calendar year. m/s/p

4. Name change issues. The official name change from Association of Midwestern College Biology Teachers to the Association of College and University Biology Educators was filed by Tom Davis.

   Discussion of how to let people know about the name change, and changing the organization's informational materials to reflect the change. The web site has information that reflects the change, as does Bioscene.

   Need to let organizations, state organizations and academies of science, and publications know. Margaret Waterman will work with the Benjamin Cummings newsletter, Nancy Sanders will let the SICB know, Ethel Stanley will work with Botanical Society of America and will work with John Jungck about the Chronicle of Higher Education.
Motion to create a "name change committee" m/s/p
Karen Klyczek, chair, Tom Davis and Ethel Stanley. They will update the flier and work with Membership and Annual Meeting folks to get it distributed as soon as possible. The implications of becoming a national organization, especially the expected growth in the number of members and the effect of a larger size on the type and location of annual meetings, were discussed without resolution.

B. Membership. (Tom Davis)
1. Mailings. New material needs to be mailed nationally and locally as soon as possible.
   Motion: Tom Davis will contact WC Brown to see if they will finance a mailing. If they are not able to help, then ACUBE will finance the membership committee up to $300 to do a mailing. Tom Davis will decide to whom the mailing should be sent.
   m/s/p

C. Nominations (Dick Wilson). Nominations were solicited for two steering committee members and President Elect.

D. Awards (Bill Brett and Dick Wilson)
1. Carlock Award. Draft guidelines were distributed and discussed; they will be published in the next Bioscene.
2. Honorary Life (Bill Brett). Guidelines are being developed for this award, and a standing committee to administer it was discussed (see appendix 2: Standing committees).

E. Resolutions. Buzz Hoagland will work on these for the Fall meeting.

V. Planning for the Fall Meeting
A. Program (Terry Derting)
   1. Scheduling. Issues have been resolved
   2. Speakers. The theme is "Preparing Global Citizens"
      A number of possible speakers were suggested for the opening dinner and ideas for a panel discussion for the luncheon.

B. Local arrangements (Dick Wilson)
   1. Field trips -- several possibilities were discussed in the KC area
   2. Tour of the facilities at Rockhurst.

Adjourn for dinner 6:30 p.m.

Reconvene 8:20 p.m. Room 302 Richmond Hall, Rockhurst College

VI. Other Business
A. Bioscience (Ethel Stanley and Tim Mulkey, Co-Editors, Bill Brett, Chair of Editorial Board)
   1. Report
      a. Guidelines for the editorial board are being developed. The board members are reviewers, they can also submit articles or do reviews, and they should solicit articles.
      b. Guidelines for submission were discussed. Kinds of articles are labs and ideas that work, position papers and essays related to biology education, reviews of resources, artwork, news, short pieces.
      c. The journal needs a logo
      d. There should be a description of purpose and scope in the journal.
      e. For now, the editors will maintain three issues per year. This may need to be revised as we see how ACUBE develops, and as collaboration with AIBS is examined.
      f. Some suggestions for regular columns were discussed.
   2. Electronic versions: The goal is to have a CD available for the 45th anniversary to include Proceedings ('57-'72), Newsletters ('64-'74) and Bioscience ('75-present)
      a. Newsletters: Buzz Hoagland agreed to develop a prototype procedure for handling the conversion of newsletters. They are too fragile and poorly printed to be scanned and will have to be retyped and reset to include visuals. Ideas for completing the project included finding external funding and having students do this as part of course projects.

Adjourn 9:30 p.m.

Sunday January 25th, 1998. Room 302 Richardson Hall, Rockhurst College
Call to order: 9:00 a.m.

VI. Other Business continued

1. Motion to approve funding to register the organization with Internic as ACUBE.org, and maintain this designation. m/s/p
   Billing will go to Marc Roy. Estimated costs $300 for two years, then $100/year. Site will stay at Indiana State, Tim Mulkey will be responsible for maintenance.

2. Motion: Web Committee seeks addition of the membership list email addresses to the organization's listserve to facilitate communication among the membership. m/s/p
   a. With this enhancement to communication, members can be surveyed for design suggestions for the web site.
   b. There needs to be a clear first message to members as to why they have been added (without their prior consent) to another listserve, as well as continuing information on how to post to the list or post to individuals, how to subscribe and unsubscribe, and whom to contact if they have questions.
   c. The email list needs to be improved. Tom Davis, Ann Larson, Nancy Sanders, Marc Roy and Margaret Waterman agreed to help with this project. Marc Roy will contact these steering committee members with their assignments of members to contact.
   d. All members of the steering need to be also on the executive listserv, to better communications among the members of the steering committee. Marc Roy will see to that.

3 Meeting Program on the Web. The web committee will be responsible for putting up materials sent to them by the Program Committee. Information will include site and registration information, (including hotel and parking) as well as membership information.

C. Constitution (Ann Larson)

1 Executive Board Handbook The executive board is the same as the steering committee. Discussion of duties and responsibilities of each member of the steering committee were discussed. Changes will be incorporated and Ann Larson will post the revisions on the exec. listserv for further correction and comment.

2. The duties of members at large need to be delineated and put on the Fall Business Meeting agenda for discussion by the membership. In preparation for that discussion, it was suggested that the constitution, duties of officers, by-laws and standing committee duties be put in the membership directory, and be put on a poster at the Annual Meeting.

D. Historian (Ed Kos)

1. There is a need to have a bound copy of archival materials in some library for safekeeping. Rockhurst volunteered. Archives are now at Beloit.

E. Future Meetings

1. 1999 meeting at River Falls, WI. It was agreed to move the meeting days from Thur -Sat., to Fri - Sun. So, the meeting will start on Friday night, go all day Saturday and end on Sunday. This will help people flying to get less expensive fares (a concern as membership broadens beyond the Midwest region), and it will allow people to miss only one day of classes.

2. 2000 meeting, will be at Terre Haute, IN

3. 2001 meeting will be at Kearney, NE.
   It was decided to wait to see how the organization is growing before setting the sites for any more meetings. The need for criteria for site selection was discussed, including good access to transportation and availability of laboratory space, field sites.

F. Other Business.

1. Resolution re: World Population: The steering committee agreed to encourage members to pass a resolution to their legislators, and to beware of lobbying. ACUBE cannot lobby.

2. Nominations revisited. We need a general call for nominations. Marc Roy has a form that he will send to Dick Wilson for modification. Dick will then send it to the Bioscene editors for inclusion.

3. Standing Committees. These will be discussed at the Fall meeting

Adjourn 11:10 a.m.

Respectfully Submitted
March 7, 1998

Margaret A. Waterman
Secretary, ACUBE