

**Minutes of the 2009 Fall Council Meeting
American Crystallographic Association**

Hauptman-Woodward Medical Research Institute, Buffalo, NY - Saturday, October 3rd, 2009

Note: Formal motions and action items are highlighted in bold.

The following members were present:

Robert Von Dreele (President)
Marv Hackert (Past President)
Judy Kelly (Vice-President)
Bernie Santarsiero (Treasurer)
Carrie Wilmot (Secretary)
Jim Britten (Canadian Rep)
S. N. Rao (Financial Officer)
Louis Delbaere (IUCr Representative)
Bill Duax (Chief Executive Officer)
Marcia Colquhoun (Administrative Manager)

Call to Order

Von Dreele called the meeting to order at 8:29 AM.

Review of current agenda (Von Dreele)

The agenda was reviewed. No changes were made.

President's Report (Von Dreele)

Von Dreele commended everyone on the highly successful 2009 Toronto Annual Meeting. In particular thanks were given to Jim Britten, the Program Chair.

Von Dreele then spoke of the efforts towards a joint Denver Diffraction Conference (DXC) / ACA meeting in the 1st week of August 2013 in Denver. Rao, Von Dreele and Colquhoun with representatives of ICDD (who organize DXC) conducted a site visit of Denver. It appears to be a great place to hold a conference. It had many attractions that could mean that people would spend some vacation time either before or after. They looked at 3 possible hotels with conference facilities, all of which seems suitable for a joint meeting. Discussion of this was left for Agenda item 10B.

MOTION: Accept report. (Wilmot / Britten Unanimous)

Approval of Minutes from Summer 2009 Council Meeting

Minutes accepted as amended.

Amended minutes will be placed on the web. Wilmot was complimented on the quality and comprehensive scope of minutes from all the Council meetings that took place during the Toronto Annual Meeting.

MOTION: Accept report. (Duax / Kelly Unanimous)

Secretary's Report (Wilmot)

2010 Award winners: The 2010 Etter Early Career Award (Raymond C. Trievel, Department of Biological Chemistry, University of Michigan), Fankuchen, (David Watkins, University of Oxford,

UK) and Trueblood (Ton Spek, Utrecht University, The Netherlands) award recipients had been selected. The Wood award has 3 nominees; Matt Ridley, Dan Nocera and Neil deGrasse Tyson. The Wood Award winner will be decided at Agenda item 11A. At the 2010 Annual Meeting formal half-day sessions will be associated with the Fankuchen and Trueblood Award winners. This has been "informal" in recent years. This occurs already for the Etter Early Career Award, where YSSIG chose student/postdoc speakers from the submitted abstracts. Two morning sessions have been held back at the planning meeting for the Fankuchen and Trueblood Awards to follow the recipients talk from 8-9am. Winners and nominators will be asked to suggest names of speakers they would like to include, and the appropriate SIG would be approached to help organize the session.

Annual Meeting 2010: Physics Today had run a nice article on the 2009 Annual Meeting in their July issue. Should we encourage Physics Today to publish an article in the May issue to advertise the Meeting? Yes.

ACTION: Wilmot will contact Physics Today early in 2010 to get an article into the May issue of Physics Today about the 2010 Chicago Meeting.

MOTION: Accept report. (Britten / Hackett Unanimous)

Canadian Representative Report (Britten)

IUCr 2014: The Executive Committee of the IUCr has officially confirmed that Montreal will be the site of the 2014 IUCr Congress and General Assembly. Normally this is only given 3 years prior to the Congress. These days this is not enough lead time to secure a site for such a large meeting. Sine Larsen (IUCr President) had arranged a General Assembly vote to confirm Montreal as the 2014 site. Contracts were now being negotiated.

Canadian Chemical Crystallography Workshop: The first Canadian Chemical Crystallography Workshop (CCCW) was held at McMaster University May 28th-30th 2009. It was very well received by the participants. It will be offered again next year in Hamilton, ON, as a satellite to the Chemical Society of Canada meeting in Toronto. In 2011 the CSC meeting will be in Montreal, and the Université de Montréal has agreed to host the CCCW. Financial support will be sought from the IUCr, the ACA, and other sources, so that the workshop can be offered to students outside of Canada as well, and a larger compliment of tutors can be brought in. Britten asked about ACA financial support for the CCCW. Hackert suggested that the CCCW put this in as a proposal for 2011 ACA Summer School (deadline Sept 1st 2010). Support for the coming year was not possible as the deadline of Sept 1st 2009 had already passed. The Canadian National Committee for Crystallography will be overseeing the operation and future development of the workshop.

2009 ACA Annual Meeting, Toronto: This had been a great success.

Canadian Light Source (CLS): The CLS will be sponsoring hard X-ray workshops in London, Ontario and Guelph, Ontario. The 1-day London meeting will be for students interested in diffraction and fluorescence techniques for characterizing materials. The 2-day Guelph meeting will have international experts discussing scattering and diffraction at synchrotrons. It will also serve as a planning meeting for the Brockhouse Diffraction and Scattering Sector of the CLS.

Chalk River nuclear research reactor: There is still a shutdown of the main research reactor at the AECL Chalk River facility as a result of an internal leak. The future of the site is still unknown. This will seriously affect many neutron diffraction projects, as well as the production of

medical isotopes for international use. The much smaller reactor at McMaster has increased its production of certain isotopes, but cannot be an effective diffraction facility.

Canadian X-ray News Letter: This has been resurrected by Lockwood. It is available in hard copy and on-line.

Powder diffraction workshop in Trois Rivieres: This is held every other year, and will take place sometime in May, 2010.

MOTION: Accept report. (Kelly/Wilmot Unanimous)

Treasurer's Report (Santarsiero)

Toronto meeting

Transactions: The powerpoint slides need annotating, and the 2007/2008 Transaction slides are still not up on the ACA web site. It was found many were not annotated enough for someone who was not at the talk to follow. Speakers give these to Colquhoun late in the meeting, so there is no time to check them before giving the speaker his reimbursement check. Therefore, Santarsiero had been looking into software that would effectively produce annotated presentations, by creating a voice recording of the lecture linked to the powerpoint slide changes. Use of this software would become a requirement for Transaction speakers. This needs to be introduced in advance of the Annual Meeting so that speakers can agree and give permission. Ross Angel was already organizing the 2010 Transactions, so this change would be introduced at the 2011 Annual Meeting. It was pointed out that web based materials represents the future. Wilmot pointed out that this would also be appropriate for certain workshops and a popular YSSIG session for the last 2 years that brought crystallographic software creators and experts in different areas, such as data processing and refinement, in for "nuts-and-bolts" sessions about how to get the best out of crystallographic data. These would become outreach education sources and raise the visibility of the ACA. The question arose of whether these would be available to all or only ACA members. The consensus was that they should be freely available. Perhaps we could get industrial sponsorship for this?

Workshop budget: There were problems with getting realistic initial budgets with workshop proposals. Organizers underestimated the true costs of their workshop. Santarsiero suggested that the ACA does not give the \$1000 it currently does towards running a workshop. He hopes this will make workshop organizers more fiscally aware. The problem has been that extra costs were incurred that were not part of the original proposal. What does ACA do if a workshop runs over budget? Does the ACA cover the shortfall? At the 2010 Chicago Annual Meeting there are expecting 3 workshops to be approved. To keep costs down the workshops are going to be held at college campuses (Northwestern, U Chicago, Medical campus). The participants will still stay at the main meeting hotel, but will be bussed to the workshop site for the day. This will reduce costs. Kelly asked if organizers get a list of things they might need to run the workshop and the associated cost. Workshop organizers already get a check list for what they are likely to need and costs, but they often don't understand where costs arise from. For example, organizers may want 15 more poster spaces, but do not realize the associated costs are not just for the boards, but the requirement for a larger space to accommodate them. Costs are ~\$1000 per room, which includes AV, an AV trouble-shooter, and extra cleaning staff to come in on a Saturday.

Bristol-Myers Squibb 2009 donation of 20 laptops; These are now housed in Chicago. They should keep down AV costs for workshops. Santarsiero has written a letter to BMS to see if they will donate more laptops. Von Dreele wrote a letter of thanks to BMS for donating the 20 laptops

already given to the ACA. Santarsiero estimates that the ACA probably need about 30-40 per workshop presuming 2 people share.

American Institute of Physics newsletter: AIP has a weekly electronic newsletter. Santarsiero wrote an article about the 2009 Toronto Annual Meeting, which was well received. Staff at AIP receive the newsletter electronically every Monday. This is a good vehicle for raising the visibility of ACA within AIP.

Buffalo office budget approval: The annual financial report for the office, and approval for the coming years budget, were being presented directly to the Council at the Fall meeting. This report and budget needs to be reviewed by the Finance Committee at their summer meeting. They will then make recommendations to Council at the Fall meeting. Duax and Colquhoun were asked to use this schedule for future annual office financial reports.

MOTION: Accept report. (Hackert/Britten, Unanimous)

Financial Officer's Report (Rao)

Rao went through his report. 5.02% interest/dividends of ~\$10,000 had just been received. 40% is associated with operating reserves and 60% with award endowments. Unlike many AIP societies, ACA is in a relatively strong financial position. Total ACA investments are \$710,000.

IUCr Representative's Report (Delbaere)

IUCr Commissions: These are like ACA SIGs. There was discussion of possible new ACA SIGs. The Europeans have a SIG on aperiodic crystals. There is an IUCr Commission and European SIG on electron diffraction. Duax has some ideas about developing new SIGs, and ways to strengthen the ones we already have. There may be IUCr funds to help with this. The JANA 2-day workshop at the 2009 Annual Meeting was very popular on incommensurate crystal structures. So this could be a possible new SIG.

ACTION: Duax to put together a document regarding ideas for the development of new SIGs and ways to strengthen existing ones.

Synchrotron communications: There was IUCr discussion about how the crystallographic community could support free electron laser research, and how to publish the results of this research. The possibility of a new journal was tabled.

IUCr Committee reviewing Bylaws and Statutes: The committee consists of Ted Baker, André Authier, Mike Dacombe and Delbaere. It was noted that there was no woman on the Committee. Agenda items discussed that affect ACA were; (1) Should there be one representative from each Regional Associate at the General Assembly (GA), and should they have a vote? This represents only one more vote in GA, which is a drop in the ocean. This should be considered for the Executive Committee (EC). Members of the EC do not vote in the GA; only the representatives. However the EC can put forward and shape ideas. Could there be an *ad hoc* for Societies without a formal member (*i.e.* American Institute of Physics to which ACA belongs)? (2) When a Congress and GA site have been selected 6 years in advance, can the choice be ratified then and there, rather than waiting 3 years for the next GA to confirm the site? This had caused issues with the 2014 IUCr to be held in Montreal, Canada, as the organizers could not reserve the Conference site and hotels without written confirmation from the IUCr. A three year lead is not enough time to reserve space for a Congress and GA the size of the IUCr. There was a big joint dinner at the Toronto meeting between the ACA Council and the IUCr EC. This enabled the ACA to demonstrate that official approval is required 6 years in advance. It had

been very productive to have the new IUCr President, Sine Larsen, at the ACA Annual Meeting. Kelly had already written to Larsen to invite her to the 2010 ACA Annual Meeting in Chicago. (3) There had been discussion of delegate terms being increased from 3 years to 6 years. This seemed more appropriate for EC than delegates. Three year terms did enable non-productive delegates to be dropped, and getting someone to agree to a 6 year term would be difficult.

Executive Officer / Headquarters Report (Duax / Colquhoun)

Proposed 2010 ACA budget: Duax presented the proposed 2010 ACA budget: (1) The 2009 office costs are \$10,440 under budget. (2) The 2009 Annual Meeting costs are estimated \$6,250 under budget. (3) The proposed 2010 office budget is 7% less than the approved 2009 budget. (4) The IUCr newsletter budget (administered through the ACA) should be increased from \$2,250 to \$5,000 for 2010. The IUCr will also pay 40% of Rao's annual fee for accounting and auditing services. (5) The 2010 publications budget has been reduced by 20%. (6) There is an 8% increase for the Chicago Meeting budget. **The 2010 overall proposed budget is 5% more than approved 2009 budget.**

Table 1 compared the overall 2009 budget with the 2010 proposed budget.

In the future the proposed budget needs to be discussed by the Finance Committee at their Summer meeting, rather than at the Fall Council meeting. This then enables the Finance Committee to make recommendations and then approve for ratification by Council at the Fall meeting.

ACTION: Colquhoun and Duax to present the 2011 ACA budget to the Finance Committee at their 2010 Summer meeting.

Britten wondered if cutting staff will cause issues with the amount of responsibilities the remaining staff have to deal with. Duax stated that this was not going to be a problem.

IT outsourcing: What will the costs of doing this be? Oxford will take over organizing meeting abstracts. This will cost \$3,000, and is included in the presented 2010 budget. Oxford would charge \$1,500 for sorting out membership dues. This was not included in the presented budget. The office should prepare full IT costs for presentation at the Spring Finance Committee meeting. The outsourcing of handling the Annual Meeting abstracts decision needs to be made today. Both abstracts and dues outsourcing costs were approved by Council.

ACTION: Colquhoun and Duax to present IT costings to the Finance Committee at their 2010 Spring meeting.

Table 1A: ACA salary, benefits and employer costs for 2009 and proposed costs for 2010: Office staff were asked to leave the room whilst 2010 salaries were discussed. The proposed increase was **only** 4% for 2010. Hackert pointed out that information on benefits in Table 1A did not make sense. The 2009 ACA salary column should be removed. For the presented 2010 salaries how benefits are calculated needs to be checked as the rates were very different between office staff.

ACTION: Duax will check how office staff benefits have been calculated in the presented 2010 ACA budget.

MOTION: ACA staff will receive a 4% salary increase as part of the 2010 ACA budget. (Von Dreele / Hackert, Unanimous)

AMENDED MOTION: The overall 2010 ACA budget is approved as presented during the Fall Council Meeting. (Approved electronically after the meeting. (Wilmot / Santarsiero, Unanimous)

Colquhoun and Shepard rejoined the meeting.

Table 2: Newsletter expenses/income: Page 22 on newsletter revenue was missing from the report.

Santarsiero stated that AIP lost \$1,000,000 this year in advertising revenue. They are expecting to be down by \$2,000,000 next year. This trend is likely to be mirrored for RefleXions.

Should we charge extra for members wishing to receive a hard copy of RefleXions rather than an electronic copy? Other professional societies do this. Vendors had been approached regarding their interest in electronic advertising. They showed little interest. The Council decided to leave the situation as it currently is (hard copy as part of the membership dues, with the most recent issue not being available electronically). It was suggested that next time the membership dues needed to be raised, we should consider making the hard copy of RefleXions an option with an associated fee, and then keep membership dues the same.

Annual Meeting: In the past we have associated 50% of staff salaries to the Annual Meeting without including fringe and overtime/bonuses. For the 2010 Chicago Annual Meeting these need to be associated with the Annual Meeting finances.

Refunds were an issue. 20-30 people on average cancel. For these people we pay credit card processing twice (once when register and once when refunding). Shepard pointed out that many people hit the "registration confirmation" button more than once, thus making two registration payments, which require reimbursement, which adds up to three separate credit card processing fees. For the 2009 Meeting there was a pop-up box that indicated the payment was processing. This really reduced the number of people who hit the payment button twice.

Opening reception. Giving 2 drinks tickets rather than one made the event significantly more expensive. In the contract with the hotel and conference center, there are required targets for food and number of hotel rooms that need to be met to not incur a fine. These targets were met at the Toronto meeting. However, due to the change in the economy, other hotels close by had cheaper rooms, which many attendees had taken advantage of. Perhaps student travel awards could be directly paid to the hotel to help ensure that the quota is met? What if the students share a room? Could we get the hotel to fund only part of a bill?

Refunding SIG officers for an extra night to stay for planning meeting. Should ACA only pay for an additional night at the conference hotel, or provide funds up to that rate for SIG Officers who are staying elsewhere? Colquhoun stated that SIG Officers often don't apply for these funds. For the Toronto Annual Meeting only 8 SIG Officers asked for the refund out of 27. So this is not going to make much difference to hotel room quotas or Annual Meeting funds.

MOTION: Accept report. (Santarsiero / Kelly Unanimous)

Annual Meetings

A. Chicago Meeting

1. *Set registration and exhibitor rates.* BD points out that Toronto underestimated costs by 13%. That would be a \$50 inc of registration for Chicago. Last 2 years only put it \$5. Can we investigate what other soc have inc registration. This does not include some incre in vendor booths. Not raised exhibitors fees for 4 years. In current economy will some not come or smaller booths. Projection of attendees may well be 1000. Council agreed. Negotiated rate for hotel is \$229 per room. 5 other hotels that are as nice are under <\$200. Rao negotiating with Sheraton to lower. Contract is already signed. MC has a idea. Have a raffle. If win get whole stay for free. LD an \$50 inc in registration is not going to make a difference. Financial committee should make a recommendation at summer meeting on reg and exhibit and then council can just vote at Fall meeting. JB suggested be willing to include \$30k hotel hit in registration. Other being 10% rounded up.

Motion Registration be regular \$450. Other adjusted accordingly. BVD/JB unanimous

Motion Vendor +\$200 to \$1600. BVD/MH unanimous

Nonprofit from \$400 to \$450.

Could non-profits have a poster instead of a booth? But the registration is same as booth.

160 to 180 200 to 220 600 to 650.

B. Joint Meeting with Denver X-ray Conference

DXC wants to keep meetings apart. Only a few joint sessions. To BVD he feels this is not the case for powder. Both at DXC and ACA have same types of sessions in powder. Speakers at ACA left to talk at DXC the same talk. Powder has 299 members. Eur has the same issue. They have 2 separate meetings too. People chose one or the other. BVD wants to accept new proposal. If say no, it will never happen in the near future. Would then need to sort all the differences. Rao get the feeling that DXC things ACA is going to absorb. Form 990 for 6 years and they have a large loss. Offset with product loss. Scientifically Rao agrees with BVD, but financial is very bad outlook as they will not look at how to pay for loss. Individuals Rao worked with were not the ones could make the decisions. The ICDD Board does. They have no membership, just flat. They lose \$100k per meeting. Vendor are about the same number between them. BD says it could not be concurrent, but back to back. MH What about gains from holding 2 together on same site?

Options Accept proposal. Keep apart either in different fee and whether in same site. So what about vendors? Vendors are separate. Those that are both have different instrumentation (powder and fluorescence). Because of the loss, we cannot afford to negotiate with them to get a set price, as they accept such a loss. DXC will not move from Aug week. Put off until 2014. But won't move to May cos IUCr year. BS wants to try and have back to back or simultaneous. BVD thinks most of sessions at DXC would be of interest to ACA. JB back to back not an option. 2 weeks of hotels will kill people. What draws BVD to the meetings as well as ACA. He went to DXC in 80's for nice drive for a day or so. At that time ACA did not offer much to powder community. Critics are that it is scientifically not as good at DXC. Now a vehicle for ICDD for 10 workshops including very basic stuff. Like a summer school. If only one meeting not worth it. 80-90% of attendees at DXC are industrial. DXC is a trade show really. Powder, materials and neutron propose sessions that are the same as scientific at DXC.

Motion To reject the proposal from ICDD. Oct 1st. CW/BS unanimous

What about 2013? Not Denver as microsoft. Renegotiate with Sheraton. Give pull for other negotiated sites. BS where would they like it? Leave to meeting committee. Need have site, so

may need to vote electronically as cannot wait until Spring Council meeting. Need to tell them that financially we cannot take the risk.

C. Oxford Abstracts Company

MC has also put \$3000 in budget for Chicago. Try them out. MC had a check list. Includes CD etc. Only for a set period. What happens in terms of archiving long term? What about hard copies at meeting, or large ipod to search abstracts.

ACTION:

ACA Awards

A. Wood 2010 Award

1. *Vote on recipient.* Tyson Nocera Ridley. Next time include others and Goergina Ferry. Action BVD will contact. They have to attend to receive award.

B. Supper 2010 Award

Supper won't give money for 2011. Supper fund has \$600. BS and JK willing to put in money to bring up to \$1000. BS Gerd and Ron Hamlin as possible. It is on the web site so should give. Move money to principle. CW suggested Sol Gruner. BD suggest 2011 when Supper will support. BS will produce 3 bios quickly if 2010 and vote electronically.

Motion Auth BS to contact Steve ag. in to resolve issues in 2010. If happy we will go ahead in 2010 without financial support from him. Every 3 years be given. Then get bios & vote electronically. MH/BS unanimous.

Rao leaves at 1pm.

Bob gives Marv a plaque for his service to ACA. MH is favorite soc in 40 years.

Students and others don't know about ACA, even though they are using crystallography, but don't know what they are doing.

Many crystallography faculty don't belong to the ACA.

C. Discussion of nominees for the Public Service Award for the 2012 Boston Meeting

Need to think about. There is a blurb under awards about this. Long time since last given. Council given award. Council to think of nominees for next meeting.

ACA Summer Schools

No proposals at this moment, but Fall issue that will carry the new guidelines has not come out. Deadline from previous Council meeting was Sept 1st. So any got now would be for 2011. Charles Lake going to apply again for another 3-4 years after 2010 (small mol). No macromol for 2010. BDV will put in call in his last column in reflexions for proposals for 2011.

What about Canadian xstl course. Can apply for funds from ACA to hold school. 2010 in Hamilton again, so lower cost. Applying for IUCr money. Given go ahead to apply to ACA as a summer school in 2011, when will move site. Teach orgainc chem how do perform Xstllography.

ACTION:

SIGS and Committees

A. Organization and election of SIG Officers

BD suggests inviting Eur and ACA counterparts. Try to get conformity. This is 2 late for 2010. This document needs to come to SIG meetings before 2011 planning meeting. We have enhancement funds for session chair to bring funds from Eur (\$4000 up to \$500 per session). Get SIGs on board for this at 2011 planning meeting. Have 20 mins at end of session SIG organized to have SIG meeting, so get more people involved in SIG meeting. Get Chris Cahill should be contacted before 2011 planning meeting to arrange 20 mins blocked off for SIG meeting and tell session chairs don't have that time for a talk. This would be PM rather than AM which is a shorter time.

Action: Will give list of ECA SIGs.

MC wants to get rid of SIG elections. All have different officers. Would need to change by-laws. Does not want to have an electronic vote. Can just appoint someone. Some small SIGs should go or be merged with another. Rule 5 does not have annual but with main election. So they could change bylaws to have 2 year, 3 year officers. Needs an official inclusion in ballot for change in their constitutions. 1.5 years to take effect. Need to remind on an annual basis who has multiple terms. Talk at SIG meetings 2010. One (President) of responsible for e-mails to SIG Officers of what responsibilities. Let them know by that they can change by-laws.

B. Duties and actions of standing committees

Only one standing committee came to lunches in 2009. Cont Ed great, and other 2 don't even turn up to meeting. Don't have much to do. Are their necessary? Data, Standards and Computing. Isn't this an international issue? Do we need a committee. Communications. Should CW charge them with writing and providing info for adverts. Get rid of Data, Standards & Computing should dissolve. Change in bylaws or amendment. JB Get an ad hoc group to look into standing committees? Big job but might be worthwhile. MC should put together list of issues and inconsistencies. Just remove line in rule 6.

Action BVD to write to chairs and to say what issues they wish to pass on to next Chair. JK will then write a congratul to new Chair of standing committee, and give this info.

MOTION: (/ Unanimous)

Other Organizations

A. AIP Committees (Santarsiero)

Under-rep minorities.

We don't collect demographics at this time. So easier to track. Put on registration, optional. On members. Already have M/F. Many soc do this. Remove 1st sentence. Add more ethnicities. Work with MC. Want to include for example french (i.e. in Canada). NRC has done this recently. This is a very Amer thing to do. How would int take this type of survey. Have a year to work on this as 2010 registration forms have already been. Tread softly.

Motion: Give \$1000 to AfPS? New soc. Make one off for getting the Soc off the ground. BS/JK
Unanimous

Amendment: Give \$500 rather than \$1000. 2:3 not. BD/CW

ACA organize an day for all Xstl go to high schools and tell them about science. To cont
committee to look at. This came out for under-rep but may not be just for that.

USA science festival in Washington. We might want to get involved.

Mentor.net. ACA may want to get involved. Involves fees so if too expensive don't do this.

UG one yr free for SPS. Put on young sci web page.

Proactive in getting xstl in contact with high/middle school students.

B. Nominations for AIP Committees/Subcommittees

Council appoints member. BD communication standing com member to media and Government.
If Council puts together any nominations by Dec date. Judy F-A on history committe

New Business

New web site installation? On track?

Old Business

None.

Future Council Meetings

A: *Spring 2010*. April 10th 2010. Chicago. By Midway rather than O'Hare?

Adjournment

MOTION: Adjourn meeting. (Unanimous) Meeting adjourned at 2:30 PM.