

**Minutes of the 2009 Summer Council Meeting**  
**American Crystallographic Association**  
Sheraton Center, Toronto, Canada - Friday, July 24<sup>th</sup>, 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 8:33 AM.

**Review of current agenda (Von Dreele)**

The agenda was reviewed. No changes were made.

**President's Report (Von Dreele)**

Von Dreele met with Bob Schneider in March regarding joint Denver Diffraction Conference (DXC) / ACA meeting in the 1st week of August 2009 in Denver. Rao, Von Dreele and Colquhoun with representatives of ICDD (who organize DXC) will conduct a site visit of Denver downtown Sheraton + conference center on Sept 4 2009.

**MOTION: Accept report. (Santarsiero/Hackert Unanimous)**

**Approval of Minutes from Spring 2009 Council Meeting**

Minutes accepted as amended.

Amended minutes will be placed on the web. Comments of a sensitive nature involving named individuals will be removed. These will be marked by colored text, and following Council approval these will be deleted before posting to the web. It was noted that these were not extensive changes (one comment was removed from the 12 pages of the Spring 2009 minutes).

**ACTION: Wilmot to check through Spring Council 2009 minutes, and identify what passages should be removed for web version.**

**MOTION: Accept report. (Hackert/Kelly Unanimous)**

**Secretary's Report (Wilmot)**

The 2010 Etter Early Career Award winner (Raymond C. Trievel, Department of Biological Chemistry, University of Michigan) had been selected, but the Fankuchen, Trueblood & Wood awards had still to be decided. It was suggested that half-day sessions should be formally

associated with Award winners. This occurs already for the Etter Early Career Award, where YSSIG chose student/postdoc speakers from the submitted abstracts. For other awards this has become "informal". Two sessions would need to be held back at the planning meeting for the awards. Winners and nominators would be asked to suggest names of speakers they would like to include. Once the Award had been announced, the appropriate SIG would be approached to help organize.

**MOTION: To formalize half-day sessions associated with major ACA Award winners. Two sessions of the 2010 meeting would be held back for Fankuchen and Trueblood Awards (Unanimous)**

**MOTION: Accept report. (Britten/Santarsiero Unanimous)**

#### **Canadian Representative Report (Britten)**

*IUCr 2014*: Organizing committee for IUCr 2014 in Montreal.

Conference Chair: Mirek Cygler

Conference Manager: Michèle Bourgeois-Doyle (NRC-CSO)

Secretary: Joe Schrag

IUCr Representative(s): Louis Delbaere (as a member of the IUCr Executive Committee)

Scientific Program Chair: Jim Britten

Management Office Chair: Laurier Forget/Rob Hart (NRC)

Local Chair: Mirek Cygler

Palais des Congres Representative: Marie-France Polidori

Other members:

Lachlan Cranswick (Webmaster)

Lee Groat (Mineralogy)

Pam Whitfield (Powder)

The first *Canadian Chemical Crystallography Workshop* was held at McMaster University May 28<sup>th</sup>-30<sup>th</sup> 2009. It was very well received by the participants. It will be offered again as a satellite to the Chemical Society of Canada meeting next year and in future years. Financial support will be sought from the IUCr and the ACA, so that the workshop can be offered to students outside of Canada as well.

*Canadian Light Source (CLS)*: The CLS will be sponsoring hard X-ray workshops in London, Ontario and Guelph Ontario. The London meeting will be for students interested in diffraction and fluorescence techniques for characterizing materials. The Guelph meeting will be an international planning meeting for the Brockhouse Diffraction and Scattering Sector.

There has been 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.

**MOTION: Accept report. (Kelly/Hackert Unanimous)**

#### **Treasurer's Report (Santarsiero)**

*Toronto meeting*. It was found that the initial budgets of the workshops were unrealistic. This had a big impact on funds actually required. Need to change the application so that typical cost figures are included to help proposers formulate a realistic budget. There would be a check list in the application for rooms, poster boards, AV along with associated costs. Santarsiero pointed out that one laptop rented for the day is the same as buying one. But if we bring ours, then they

won't guarantee compatibility. ACA has been given 47 laptops from Bristol-Myers Squibb that are to be used in the 2009 ACA annual meeting workshops. These will be specifically used for future meetings/workshops, so don't need to rent. This will give time to check compatibility. There is disconnect with regard to organizers believing more attendees means more workshop money. Workshops will only get the money they pre-agreed with the ACA. There was also the suggestion that perhaps the workshops could have a set budget. This was not favored as it depended on the flavor of the workshop (talks vs. hands-on). ACA aims for revenue neutral workshops. For the first time there was one 2-day workshop (Friday and Saturday) which appeared to be going well, and was well attended.

74 travel awards (\$25k) were made. Donations (vendors/organizations) promised \$50k, with about \$10k outstanding. Quite a bit of these funds are earmarked for certain sessions.

Council wanted to highlight the substantial contributions from vendors at the meeting. This has been done in the form of ribbons. Awardees and vendors would have these on their name tags, and ribbons on vendors' booths for all the different things they had contributed to.

This year attendees would only get an overall meeting booklet and a CD of abstracts. It was hoped that in future years the meeting program would also have a specific web designed version with hot links, search capability and a nested organization. Santarsiero and Flippen-Anderson are looking into this.

*Room contract with Sheraton.* We did make numbers. Needed 80% and achieved 86%, so OK with regard to penalties. However there had been problems booking the hotel over the web. It rejects a request if one night is unavailable, by implying all nights are booked. People were lost from the hotel because of that. Due to hotel costs there are a significant number of people who come just for a couple of days, as flight is the cost of 2 nights, and so they don't want to stay. This year's contract with the Sheraton was signed in 2006. At that time the room rate was good for Toronto, but not now due to economy. Could travel support for students be earmarked for room? In short, give award specifically for hotel. This would help guarantee room blocks would be filled, and save the cost of cutting checks. The hotel this year will take US\$ travel award checks to help pay for room. People receiving travel awards or reimbursements will be told this when they pick up their checks.

*Program budget.* \$32k and \$4k of funds. The organizers stuck to this and it worked well. Britten produced a spreadsheet that session organizers filled in, that included a column to designate people to receive session monies. If this column was blank then the funds were not given for session. This has led to \$8k being left over. Should this be earmarked for student travel awards next year? Should it go back into the ACA meeting budget in case of shortfalls? It was decided not to designate, and let the Finance Committee put forward ideas of what should be done with these monies.

**RECOMMENDATION:** Bring to Financial Committee for suggestions as what will be done with any left over money from Toronto meeting.

*RefleXions Newsletter.* There was a profit this year, despite advertisement income being down. Should we go paperless? As postage costs more than printing the newsletter, it had been decided that people abroad should go paperless to reduce costs. Rather than PDF, the newsletter web page should be interactive or a smart PDF. Should all ACA members be given the choice of going paperless? There would be no additional print costs if most members went paperless. The price was the same. For advertisement revenue the electronic copy of the

newsletter needed to be public accessible. Should this be linked with ACA membership dues? The default would be electronic, and getting a print copy would be an extra as part of membership dues. No motion was put forward at this time on this topic.

**MOTION: Accept report. (Wilmot/Hackert Unanimous)**

#### **Financial Officer's Report (Rao)**

The report was presented. Award fund donations had been down this year, \$2846 rather than around ~\$6k. 5.06% increase in endowments, which is very good, as all but \$10k are not in equities. Rao thanked Jennifer Shepard for doing an excellent job.

**MOTION: Accept report. (Santarsiero/Kelly Unanimous)**

Recommendations of Finance Committee (FC) met on July 23<sup>rd</sup>, 2009.

1. ACA had recently taken on the organization of an external meeting (Sagamore). As this was a success, FC suggested Council should consider similar initiatives in the future.

**MOTION: Finance Committee should put together a fee structure for ACA conference management of external meetings to bring to the ACA Council (Unanimous).**

2. Joint Denver Diffraction Conference (DXC) / ACA meeting in the 1<sup>st</sup> week of August 2013 in Denver. There are lots of issues involved here. ICDD organizes the meeting on behalf of DXC. Registration structure is different, vendor fees are more at DXC etc. How are the profits split up? How are travel awards dealt with? The organization could be that ACA or ICDD takes point for organizing meeting, or the organization is split between the two. ACA would prefer to take point. ICDD seemed open to this as the DXC is much smaller than the ACA, and meeting organization is a minor component of their business. A legal contract would need drawing up. Rao needed to communicate with the FO in ICDD, and begin to resolve these issues prior to the Sept 4<sup>th</sup> site visit. A viable organizational structure needed to be brought before Council at the Fall meeting. Approved details needed to be sorted out by the end of 2009.

**MOTION: Rao to contact Financial Officer of ICDD and put together a working plan of how the organization of the meeting would be done prior to the Sept 4<sup>th</sup>, 2009 Denver site visit (Unanimous).**

3. If the ACA does not hold an annual meeting the year of the Montreal IUCr (2014) it would need to be compensated for lost revenue (~\$200k). This equated to ~ \$100 per person (if 2000 participants). This was completely impractical, and Duax produced compelling data that having an ACA Spring meeting in a year of a North American / Canadian IUCr Congress, had no effect on numbers at the IUCr. As such the ACA intends to hold a 2014 spring meeting. Council would present this to the IUCr representatives at the Monday breakfast. The IUCr expected the ACA would still hold an Annual Meeting that year, and was unlikely to view it as "competition". Delbaere and Britton stated that this made life easier for the IUCr Organizing Committee too, as it removed a complicating factor from the equation.

**RECOMMENDATION: That the ACA goes forward with an Annual Meeting in Spring 2014, and will actively support efforts to increase attendance at the IUCr Congress.**

4. The FC suggested that the ACA should perform a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) with an outside professional. It was decided that after the Friday Planning Meeting for the 2011 ACA Annual Meeting at the 2010 Chicago meeting (and probably at the 2011 meeting too), the FC and a representative of each SIG would carry out a SWOT analysis. Participants would be given lunch and an extra nights accommodation.

**MOTION: ACA will perform a SWOT analysis following the 2011 Planning Meeting following the 2010 Chicago Annual Meeting (Unanimous).**

5. For Council to implement a Fellows Program. The American Chemical Society has just instituted a Fellows Program. It is not just for prize winners, but also for service, education and political contributions. In the first couple of years more Fellows would be elected to build up numbers and then this would be reduced in later years (~2-3 a year?). It would be an award, not a membership category. Fellows had to be members of the ACA. The Fellows Program was suggested in Hawaii at the all-member business meeting, but when presented at the Salt Lake meeting it was shot down as elitist. Would this require a change in by-law? It was decided to revisit the previously prepared document on how the Fellows Program would be done at the Fall Council Meeting. It was decided to add it as an item on the ballot, and get an electronic vote from the members. That this was going to happen would be brought up at the all-member business meeting in Toronto. It would also be included in RefleXions to elicit comments before the Fall Council Meeting.

**MOTION: That the ACA implements a Fellows Program. An electronic vote of the membership would be included in the upcoming election ballot (Unanimous).**

6. To manage the ACA web-site through the CMS purchased from 360 PSG effective Jan 1<sup>st</sup> 2010 or sooner. This would save money, and enable the ACA office to have much more control over the web-site. A feasibility study will be prepared for the Fall Council Meeting.

The members of the Finance Committee will be changed for the future: Financial Officer, Treasurer and a Member-at-Large appointed by the Council. The auditors have requested a Charter be created.

#### **Executive Officer / Headquarters Report (Duax / Colquhoun)**

No report. All issues will be covered in the later sections. Everything is within budget, including the Newsletter. Membership still 160 behind last years numbers.

**MOTION: Accept report. (Kelly/Wilmot Unanimous)**

#### **Annual Meetings**

##### *A. Toronto Meeting*

1. *Current Costs.* Still under budget, so looking good. By moving to a small overall program book (\$15k) and CDs (\$19k) substantial cost savings have been made.
2. *Summary of donations, abstracts, registrations.* See Treasurer's report re; donations. Abstracts 623. Registrations 881.
3. *Prepare Business Meeting Agenda & Minutes from 2008 meeting.*  
2013: Annual Meeting will be joint with DXC in Denver (1<sup>st</sup> week in August).

2014: ACA will have a spring meeting due to Montreal IUCr.  
2011: Kelly looking for Program Chair.  
Proposed Fellows Program and its inclusion on the election ballot.

4. *Prepare Banquet Agenda*

Hackert requires ~20 mins.

David Rose and Jim Britten to say some words about the meeting.

IUCr President will be invited to present IUCr poster prize.

IUCr and NCC will also make remarks at opening reception.

B. Joint Meeting with Denver X-ray Conference. See President's Report and item 2 of the Financial Committee's recommendations.

C. 2014 IUCr Congress in Montreal. See item 3 of the Financial Committee's recommendations.

Debriefing of Program Chair and Local Organizer should become a standard procedure with the next year's organizers. This year this will be done at Tuesday lunch as the two Program Chairs are already coming (Britten and Angel). Ask Dave Rose (2010 Local Organizer) to join the meeting.

**ACTION: Colquhoun to invite David Rose to Tuesday lunchtime meeting.**

#### **ACA Awards**

The triennial Fankuchen, Trueblood & Wood awards will be presented in Chicago 2010, in addition to the annual Etter Early Career Award.

Ray Trievel (Michigan) is the 2009 Etter Early Career Award winner. He was selected from a strong group of candidates (10). Some of these candidates are still early within their Assistant Professor appointments, and should be encouraged to continue applying. Recent winners have been in their final year of eligibility and so have a stronger portfolio of achievement.

The new Etter Early Career Award Committee consists of Radu Custelcean (2008 winner), Svilen Bobev (2009 winner) & Ryan Jackson (YSSIG Chair). Nomination deadline is May 1<sup>st</sup> 2010.

It was noted that strong potential candidates were often ineligible because they had been awarded their PhD in Europe, which is often 2-3 years earlier than US PhDs. A number of these fell outside the "10 years since PhD" eligibility requirement. It was suggested to increase the eligibility requirement to 12 years (they would still have to be in their first tenure-track Assistant Professor position).

**MOTION: For the Etter Early Career Award change the eligibility requirement for time elapsed since PhD to 12 years (unanimous)**

Fankuchen and Trueblood committees have been set up. Need to remind them as they tend to forget with most awards being on a triennial cycle.

Wood (writing award) is selected by Council, so there is no committee. A decision needs to be made by the Fall meeting. A number of candidates were identified

**ACTION: Nominators should submit to Council via Colquhoun, examples of writing by the candidates for the Wood Award.**

### **ACA RefleXions**

Vendors should be consulted about going electronic with clickable links (see Treasurer's report). Is a rate increase required? Couple with change to electronic? Bring up the subject of apprenticeships with Judy Flippen Anderson and Connie Rajnak (in case they wish to retire at some point) at the Monday lunch meeting. How do they think this might be done?

### **ACA Summer Schools**

No-one had moved forward on asking the Continuing Education Committee to put together a notice soliciting new proposals for the 2010 ACA Summer School in Macromolecular Crystallography (see Spring 2009 minutes). Proposals need to be submitted by Sept 1st, so the turnaround was tight. Text was already available from the 2007 call for proposals.

**ACTION: Von Dreele to direct Continuing Education Committee to put together a notice soliciting new school proposals for 2010 for publication in RefleXions and on the ACA web-site. Proposals must be submitted by Sept 1<sup>st</sup> 2009.**

### **SIGS and Committees**

There was nothing to discuss. At Council / SIG lunches, Council should make sure SIGs will have a person at the planning session.

### **ACA Membership**

It was decided to round up membership dues to easier numbers. Student from \$24 to \$25, and postdoc / retired from \$39 to \$40. Regular membership would stay at \$100. At present, if a postdoc moves into a tenure-track or industrial job within 5 years of their PhD, they can still continue at the postdoc level until 5 years is reached. ACA loses many of these members when they convert to a regular membership. To give these members more time before they convert to regular membership, this will be extended to 10 years beyond PhD.

**MOTION: Adjust membership dues to \$25 student, \$40 for postdoc / retired, \$100 regular. Enable members to continue at the postdoc rate for 10 years beyond PhD year. (Hackert/Britten Unanimous)**

### **Other Organizations**

2012 is the 100 year anniversary of Laue experiment. Something should be done at the 2010 ACA Annual Meeting to celebrate this.

### **New Business**

*Morning plenaries at ACA Meeting.* Although numbers who turn up to these this year are not known, it was felt that this was a good idea, and should be continued at the Chicago meeting,

*Archiving ACA historic materials.* Santarsiero and Flippen-Anderson have started a project to archive all ACA historical materials. They have spoken to American Institute of Physics archivists, and will meet with them soon. Archive into electronic media, and also conduct oral interviews of influential crystallographers to be placed on the web.

*Reimbursements for session organizers.* Can session organizers use session monies to reimburse themselves? Yes, it is up to them.

*IUCr minutes from Osaka Congress.* President Sine Larsen feels the ACA and USNCCr are underrepresented in the IUCr governance. Thinking of changing the by-laws to dictate composition of Executive Committee. Currently 3 Asia, 1 ACA & 6 Europeans. World-wide 50% of crystallographers are members of the ACA. Who will be on the by-law committee? Equal representation from Europe, Asia and the Americas. Need to have some women and younger scientists as representatives.

### **Old Business**

None.

### **Future Council Meetings**

A: *Fall 2009.* Buffalo, NY. October 3rd.

### **Adjournment**

**MOTION: Adjourn meeting. (Unanimous) Meeting adjourned at 2:50 PM.**

## Summary of Action Items and Motions of the 2009 Summer Council Meeting American Crystallographic Association

### Approval of Minutes from Spring 2009 Council Meeting

**ACTION:** Wilmot to check through Spring Council 2009 minutes, and identify what passages should be removed for web version.

### Secretary's Report (Wilmot)

**MOTION:** To formalize half-day sessions associated with major ACA Award winners. Two sessions of the 2010 meeting would be held back for Fankuchen and Trueblood Awards (Unanimous)

### Financial Officer's Report (Rao)

**MOTION:** Finance Committee should put together a fee structure for ACA conference management of external meetings to bring to the ACA Council (Unanimous).

**MOTION:** Rao to contact Financial Officer of ICDD and put together a working plan of how the organization of the meeting would be done prior to the Sept 4<sup>th</sup>, 2009 Denver site visit (Unanimous).

**MOTION:** ACA will perform a SWOT analysis following the 2011 Planning Meeting following the 2010 Chicago Annual Meeting (Unanimous).

**MOTION:** That the ACA implements a Fellows Program. An electronic vote of the membership would be included in the upcoming election ballot (Unanimous).

### Annual Meetings

**ACTION:** Colquhoun to invite David Rose to Tuesday lunchtime meeting.

### ACA Awards

**MOTION:** For the Etter Early Career Award change the eligibility requirement for time elapsed since PhD to 12 years (Unanimous)

**ACTION:** Nominators should submit to Council via Colquhoun, examples of writing by the candidates for the Wood Award.

### ACA Summer Schools

**ACTION:** Von Dreele to direct Continuing Education Committee to put together a notice soliciting new school proposals for 2010 for publication in RefleXions and on the ACA web-site. Proposals must be submitted by Sept 1<sup>st</sup> 2009.

## **ACA Membership**

**MOTION: Adjust membership dues to \$25 student, \$40 for postdoc / retired, \$100 regular. Enable members to continue at the postdoc rate for 10 years beyond PhD year. (Hackert/Britten Unanimous)**