

Minutes of the 2008 ACA Business Meeting
American Crystallographic Association
Held at Knoxville Convention Center, Knoxville, TN
Wednesday, June 4, 2008

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

The following members were present:

Marvin Hackert	(President)
Bob Von Dreele	(Vice President)
Alan Pinkerton	(Past President)
Bernie Santarsiero	(Treasurer)
Lisa Keefe	(Secretary)
Jim Britten	(Canadian Representative)
S. N. Rao	(Financial Officer)
Bill Duax	(Executive Officer)
Marcia Colquhoun	(Director of Administrative Services)

Call to Order

Hackert called the meeting to order at 5:34 PM and welcomed ACA members to the business meeting. There were approximately 75 ACA members in attendance.

1. Review of Agenda:

Hackert presented the agenda (see attached). There were no requests for changes to the agenda.

2. Approval of Minutes from July 2007 Business Meeting:

The minutes from the July 2007 business meeting were reviewed. There was one request for a minor correction.

MOTION: To accept the minutes from the July 2007 Business Meeting. (J. Flippen Anderson/ A. Oliver; unanimous)

3. President's Report (Pinkerton):

Hackert described the Media and Government Department of the American Institute of Physics (AIP), what the department is and its role within the scientific community. Their main goal is to be a liaison between the member societies and outside journalists and get them interested via press releases, etc.

Hackert mentioned that plans for the 2009 Meeting in Toronto are underway. He stressed the importance of obtaining proper travel documents (passports, visas, etc.) well in advance of the meeting. Information and guidelines for travel will be posted to the ACA web site.

Hackert stated that the site of the 2014 IUCr Congress will be chosen at the Congress this summer in Japan. Montreal, Canada has submitted a bid for the 2014 Congress. If Montreal is selected the ACA will have to seriously consider whether or not to have a meeting in 2014.

Hackert reported the following decisions the Council agreed upon at their recent meeting:

1. To post the approved and corrected meeting minutes from the last (5) years of Council Meetings to the ACA web site.
2. There will not be a dues increase for 2009. Future increases on membership rates will be proportionate between categories (for example: Student dues will be 25% of Regular dues, Retired and Postdoc rates will be 50% of Regular dues).
3. Annual Meeting Items
 - A. Speakers at the Transactions Symposium will be required to submit a manuscript, and/or an annotated presentation, officially beginning in Toronto 2009. Transactions speakers must submit their manuscript before receiving a registration reimbursement. The Transactions Editor must approve each speaker's submission before payment is released.
 - B. The Council recommends that all Session, Program, and Local Chairs of the Annual Meetings be **current** (i.e., dues paid) members.
 - C. Session Organizers must select a minimum of 40% of their speakers from the contributed abstracts.
 - D. The annual program budget has not been covering costs so it will be increased beginning with the Toronto Meeting. The Program Chair will make the decision on the funds to be dispersed.
 - E. The workshop topic(s) will be selected and approved by the Continuing Education Committee. The workshop budget and expenditures submitted by the organizers to be reviewed by the ACA Treasurer. The schedule and fee for workshops will be the same for each.
 - F. Reminded everyone that the abstract deadline for the 2009 Toronto Meeting is March 31, 2009. The awards to be presented in Toronto are Buerger, Warren and Etter Early Career.

Hackert asked for questions:

H. Bernstein – asked if 40% of the lecture *times* be from contributed abstracts.
Hackert – The program chair will take that under consideration.

C. Wilmot asked if the abstract deadline could be extended if organizers do not receive 40% of contributed abstracts for their session.
Hackert – The program will also take this into consideration.

4. Treasurer's Report (Santarsiero):

Santarsiero reported that the registration statistics for attendance in Knoxville are low, but about what was expected with a total of 643 registrations. The previous meeting low was 720. Approximately 60% of the Knoxville meeting attendees used the online registration site to register and approximately 98% used the online abstract submission site (other 2% submitted via e-mail).

Santarsiero stated that the restructuring of the meeting and office budgets is complete. This has provided a better accounting of costs.

He said that meeting sites have been selected and contracted through 2012. Signing a multi-year contract with one hotel chain allowed for better negotiation, which in turn, creates a better deal for the ACA that saves money.

The newsletter reported a small profit for 2007.

MOTION: To accept the Treasurer's Report. (C. Carter/V. Young; unanimous)

Discussion turned to the Knoxville Meeting:

Hackert stated that the program and abstract book on cd or paper copy experiment, has resulted in about a 50/50 split. (talley's were kept at the registration desk as people checked in). The Council will make the final decision. F. Hollander added he was pleased to have the choice. H. Bernstein asked if the final version of the book could be posted to the web site; it already is. C. Carter asked if the presenting author's institution could be listed in the schedule portion of the book; it will be in the future. Santarsiero stated an author index could be included in the small book. A. Ekkebus added that the text size in the small book is too little; this too will be corrected in next year's version. Hackert thanked everyone for these fine suggestions and added that we are using eco-friendly conference bags this year (100% organic cotton tote bags).

5. Vice President's Report (Von Dreele):

Von Dreele reviewed the dates and venues for the 2009 Toronto, 2010 Chicago, 2011 New Orleans and 2012 Boston, Annual Meetings. He reminded everyone that the Fankuchen and Trueblood awards will be presented at the Chicago Meeting but nominations will be due in early 2009.

6. ACA Fellow (Hackert):

Last year at the Business Meeting the membership was asked to submit comments on the ACA Fellow issue; one response was received. Hackert added that the Council recognizes the value of ACA Fellows program, but more data is needed. We would like to know the year in which each member joined, but the Headquarters records only go back to 1986. The membership will be asked to provide this information on their next dues billing. The issue is tabled for the time being.

Jim Kaduk, Chair of the U.S. National Committee on Crystallography was invited to give an update of the activities of the group. He explained the relationship between the ACA, USNCCr and the IUCr. It is the USNCCr that selects delegates to represent the United States at the General Assemblies of the IUCr (held every three years in conjunction with a Congress). He said delegates to this year's Congress will propose amendments to the constitution of the IUCr. One is to have multiple candidates running for positions on the Executive Committee (the governing body of the IUCr). Another is to include a representative from each Regional Associate of the IUCr (ACA, ASCa and ECA) on the IUCr Executive Committee. The delegates will vote on the location of the 2014 IUCr Congress and on the new members of the IUCr Commissions.

7. Old Business:

There was no old business.

8. New Business:

Duax gave a short summary of how the Media and Government Relations Department of the American Institute of Physics (AIP) has promoted the Knoxville Meeting and asked for cooperation if, in the future, you are asked to provide information for press releases.

MOTION: To adjourn. (B. Von Dreele/f. Hollander; unanimous)

ACA BUSINESS MEETING AGENDA

WEDNESDAY, JUNE 4, 2008

1. Review of Agenda
2. Approval of Minutes from July 2007 Business Meeting
3. President's Report
4. Treasurer's Report
5. Vice President's Report
6. ACA Fellows
7. Old Business
8. New Business

Minutes of the 2007 ACA Business Meeting
Salt Palace Convention Center, Salt Lake City, UT
Wednesday, July 25, 2007

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

The following members were present:

Alan Pinkerton (President)
Marvin Hackert (Vice President)
Robert Bau (Past President)
Bernie Santarsiero (Treasurer)
Lisa Keefe (Secretary)
Lee Groat Canadian Representative)
S. N. Rao (Financial Officer)
Bill Duax (Executive Officer)
Marcia Colquhoun (ACA Manager)

Call to Order

Pinkerton called the meeting to order at 5:03 PM and welcomed ACA members to the business meeting. There were approximately 50 ACA members in attendance.

F. Review of Agenda:

Pinkerton presented the agenda. There were no requests for changes to the agenda.

9. Approval of Minutes from July 2006 Business Meeting:

The minutes from the July 2006 business meeting were reviewed. There were no requests for corrections.

MOTION: To accept the minutes from the July 2006 business meeting. (J. Hanson / J. Kelly; unanimous)

10. President's Report (Pinkerton):

A. Etter Early Career Award:

The deadline for nominations has been extended to September 1, 2007. Self-nominations now are permitted. The award now is no longer limited to one per year. Rather, the number of awards presented in a given year will be dependent on the number and quality of nominations.

B. Call for Guest Editors of RefleXions:

ACA members are invited to be guest editor of RefleXions. If interested, please contact the RefleXions co-editors, Judy Flippen-Anderson and Connie Rajnak.

C. Abstract Book vs. CD:

There are significant disadvantages associated with distributing abstracts via the hard-copy program book; these include both the costs and the long, advanced time-line needed for publication, the need for printing updates/corrections, plus the shipping, storage and handling needed to get the abstracts into the packets by registration. Council seeks input for moving to CD distribution of the abstracts. Program abstracts will also be available on the ACA web site. At the meeting, the complete program schedule would still be distributed in hard copy.

Discussion on this topic followed. Highlights include:

Hollander: Opposed to distributing abstracts by CD only. Commented that there are abstracts in this year's program book that exceed the character/word limit that add to the costs.

Steinfink: Commented that although the program schedule would still be printed, the abstracts will not be accessible to those that do not carry a laptop with them.

ACA Response: Abstracts will be available in advance on the ACA web site before the meeting and could be printed from the web site.

Ohlendorf: Computers in the cyber café are also available.

Rose: Asked for an option for hard-copy abstract book that could be indicated on registration form.

Colquhoun: Stated that this is not possible because of the amount of time needed to print the book.

Ginell: Prefers both hard copy and CD because some attendees do not travel with laptops.

Johnson: Does not like the character limit for abstracts. Suggests that ACA charge members for printed abstracts when they pay their dues.

Kirschbaum: Commented that the noise that laptops make when attendees are clicking away during talks can be very distracting to others.

Ohlendorf: Suggested printing a limited number of abstract books and charging for them, then adjust the number of printed copies (up or down) the following year based on how many are sold.

Flippen-Anderson: Commented that abstracts books are distributed at the meeting registration, which is not in advance. By downloading from web site, then they would be available in advance.

Hollander: Commented that he reads abstract book frequently throughout meeting. Computers in cyber café were fully occupied by attendees accessing their email. Therefore, the computers were not available to view abstracts.

Pinkerton: Invited attendees to comment on this issue via email to council or ACA headquarters.

Colquhoun requested that all ACA members check and update their entries in the ACA and World Directories.

11. Treasurer's Report (Santarsiero):

Santarsiero reported on ACA finances. Over the past year, the finances were restructured into separate specific accounts to better monitor expenses and avoid audit problems.

A. Awards Accounts:

There are two accounts. One account is labeled the endowment, from which funds are not drawn. The other account is labeled the spendable, from which we pay the awards. Target amounts for the individual award accounts are being determined for the next decade (about three future awards) for the spendable account.

We need to monitor how much endowment we need in order to make future awards with some periodic increases. Student travel was moved to the meeting account since we spend all of the money in that account each year.

B. Reserve Account:

This account is a reserve account that enables ACA to build up an operating endowment. Similarly, there are two accounts: the endowment account and the spendable account. The goal is to build the endowment account to a level that supports the operating expenses.

C. Operating Account:

Only actual operating expenses are included in this account. This reflects the actual costs incurred by the Buffalo office to operate the ACA.

D. Meeting Account:

Only actual meeting expenses are included in this account. Since ACA headquarters office staff is spending more time to prepare and organize the annual meetings, more of the “office” expenses will be categorized as “meeting” expenses and thus charged to this account. This will better represent the actual meeting expenses. That mandates increasing some staff from 3-month support to 6-month support for the preparation of annual meetings.

E. Meeting Statistics:

Reviewed meeting statistics. Attendance continues to be high, with generally over 500 abstracts. Thus, the annual meetings have generated a small profit or remained revenue neutral.

F. Annual Membership Statistics:

Reviewed annual membership statistics. There was some concern about maintaining annual membership levels.

G. Revenue from RefleXions:

Reviewed revenue from RefleXions publication. Although this publication generates a profit, there is concern about the drop in advertisement income and the increase in postage costs.

MOTION: To accept the treasurer’s report. (J. Flippen-Anderson / J. Deschamps; unanimous).

12. Vice President’s Report (Hackert):

A. 2008 ACA Meeting:

The ACA meeting next year, in 2008, will be in Knoxville, TN, on May 31 – June 5, 2008. This is a spring meeting because the IUCr meeting in Osaka, Japan is scheduled for the summer (August 23-31). The program co-chairs are Paul Butler and Dean Myles. The local chair is Jason Hodges.

B. 2009 ACA Meeting:

The ACA meeting in year 2009 will be in Toronto, Canada on July 25 – July 30, 2009.

C. 2008 Awards:

Nominations for the 2008 Etter Early Career award are due September 1, 2007.
The 2008 Patterson award will be presented to BC Wang.

D. 2009 Awards:

Nominations are being sought for the Buerger Award and the Warren award. Please refer to the ACA web site for details on these awards.

ACA is your organization so please let us know what we can do for you.

13. ACA Fellow (Pinkerton):

Last year, council was presented with the proposal of creating Crystallographic Fellows as a way to recognize outstanding scientific contributions and service to the crystallographic community. The proposal was presented to the ACA membership at last years’ business meeting. Following discussion, a motion was

made to establish a committee to explore the creation of a Fellows program and create a first draft of guidelines. The idea to create ACA Fellows was well received and the vote on the motion to form the committee to draft guidelines was unanimous. Following through on that motion, a committee was formed and guidelines were drafted. To establish the fellows program, it is proposed that the first inductees be those ACA members who have received Nobel prizes and major ACA awards. A select group from this first class will then provide a list of nominees for a second group (perhaps also numbering approximately 20 members or so) to the ACA Council for induction. After these first two years, no more than 0.5% of the current ACA membership shall be elected in any one year. This should result in a “steady state” situation where the number of ACA Fellows would be expected to be about 6-7% of the membership.

Discussion on this topic followed. Highlights include:

Steinfink: Commented that the ACA has historically prided itself in being a democratic and egalitarian organization that did not single out certain members as being on a different level. Sees no purpose in the ACA Fellows program.

Hollander: Commented that the rate of induction (aimed to total ~6-7% of the total ACA membership) is not very exclusive and may turn this into a popularity contest. Prefers more selectivity of inductees.

H. Bernstein: Presented a practical consideration. For advocacy purposes, it is beneficial to have the “Fellows” designation. It lends a sense of credibility to the “Fellows” when they are asked to speak before congress and committees on the needs of crystallographers.

Pinkerton agreed that council will solicit for comments for a period of time.

Lind requested that the business meeting minutes be posted on the ACA web site.

14. Old Business:

There was no old business.

15. New Business:

Kaduk: Announced that the US National Committee on Crystallography provides student travel support for IUCr meetings. Money comes from NSF, the national committee’s own funds, and fundraising. Keep an eye on ACA and National Committee web sites for announcements regarding availability of travel funds.

F. Bernstein: Commented that Protein Society annual meeting conflicts with ACA meetings. Asked if ACA council considers meeting dates of these other societies when planning their future meetings.

Hollander: Commented that some recent workshops have not been real workshops but rather additional sessions for which attendees pay additional fees. Requested that the workshops not be used to report results but rather be presentations that teach.

Pinkerton asked that the comment be forwarded to the Continuing Education Committee, not the ACA Council.

H. Bernstein: Asked if workshops should be the purview of not the Continuing Education Committee but rather a separate workshop committee.

F. Bernstein: Asked why workshops cost more than the average daily rate for the meeting registration.

Mueller: Also asked why the workshop was so expensive when the workshop did not entail more costs.

ACA Response: Workshop days are not substantially more expensive than other meeting days, but they are intended to cover their costs. The cost of renting a room and equipment is fixed and there is the cost for included meals, all of which can increase the costs for a small workshop.

Adjournment

Meeting adjourned at approximately 6:00 PM.