

AKES Business Meeting Minutes

24JAN2015

Called to order: 2:30PM

Present: Officers: Matt Bowser (Pres), Jill Stockbridge (VP), Roger Burnside (T), (Jim Kruse, sec, moved to Colorado)

In Attendance: Derek Sikes, Robin Andrews, Kathryn Daly, Steve Swenson, Elizabeth Graham, Garret Dubois, Nick Lisuzzo, Logan Mullen

Student award: Alexandria Wenninger won the student talk competition this year.

OFFICER REPORTS:

(Sikes): Moment of silence for Ken Philip.

Treasurer's Report (Burnside): As of 24JAN2015 in Northrim Bank account balances: \$647 (no fee checking account); \$2600 (jump up CD account, which includes \$6 interest since the CD was purchased in October 2014). Since the inception of AKES in 2206, we have received \$4362 in dues and donations (of this amount \$1190 was designated by payers as donations). Our total expenses as of 24JAN2015 are \$1727. All accounts totaled equal \$2653

Membership Management (Burnside): As of 24JAN2015, 11 paid members for dues. Some paid ahead from a couple of years ago and some paid ahead for 2016. Including officers, presenters, and guests, there were 24 attendees at the meeting today. We should try to encourage membership after the meeting. We need to discuss how we should encourage correspondence requesting dues renewals and donations to the Society. There is inconsistency on how we generate memberships.

Website report (Bowser): No major content changes. Request from last year for express donations (e.g., a direct "Donate Now" link on the home page and associated methods(s) of payment) didn't happen. I would like to also request again for someone else to help with content. The content is up to date and newsy. I can set up login and privileges for people and then they can post on the website. If you see something published or something in the newspaper, you can give a link to me to post on the website. (Graham) We have a USDA blog about our project that we could put on the website. (Sikes) We should also post links on Facebook (FB) to the new posts on the website. (Matt) Posts on the website are also sent on the listserv too. **ACTION: We need to make an explicit link from the website to FB. FB link to website is also broken and needs to be fixed.**

Science Fairs: (Matt) There are three science fairs in AK: Fairbanks, Anchorage, and Juneau. This is the first year we tried to judge all three fairs. Last year, the science fair in Fairbanks and Juneau went well, but the Anchorage fair was a hassle. We couldn't find someone to judge the Anchorage fair and then couldn't get ahold of the person in charge to give the award. We still need to give that student the award. Sikes is the judge for Fairbanks and Graham is the judge for the Juneau science fair. (Lisuzzo) We

might be able to get Jason or Jessie Moan to judge the Anchorage fair. (Burnside) We need to have a committee of more than one (e.g., website, finances, membership, etc) . (Bowser) **ACTION: Put science dates on calendar? Give award to last year's Anchorage science fair winner. (Sikes) Put list of current and past officers on website too.**

Business Minutes: **ACTION: Stockbridge will email minutes to officers for revision and confirmation.**

Discussion:

- Arctos workshop for managing Forest Service collections in Alaska.

(Sikes) Graham wants to be able to put data and have access to data on Arctos. I move to allow Dusty to create login access for USFS employees. I could do a Skype workshop to teach employees how to use Arctos. (Graham) Can look into scheduling a time for the workshop. Data isn't currently in any database. We should all be entering data as it comes in. (Derek). Once the USFS collection set up, we need a list of people who want user accounts. (Bowser) We have a new executive order that all specimen data needs to be made publicly available.

- Growing funds.

(Burnside) Last year, we discussed membership and how we could restrict access to content for non-members and grant more access to content for paid members. We need something of value to compel members to renew. We should have a t-shirt or a regular/periodic newsletter, but a committee member of one is not enough. Matt needs help. We also need to look at our dues categories. They are too complicated. We are not requiring a high enough dues standard. I recommend increasing the student dues to \$25, remove the active category, and increase the sustaining category. (Sikes) We should just have two categories: student and sustaining. (Burnside) The PayPal fee ratio is high for small amounts like \$5 and lower for higher payments. Sikes, Stockbridge, and Andrews recommend \$15 for students. Burnside recommends \$50 for sustaining membership. (Sikes) The Kenelm Winslow Philip Entomology (KP) fund, which is an endowment established by the Philip family in Ken's honor, and run through the UAF Foundation, will help with the Museum collection and miscellaneous items. One of my goals for this fund is to establish a student award that will be decided upon by AKES. We will need a committee to select students for the award of up to \$800 per year. (Matt) We need income for the website and to provide food/beverages for meetings. The next thing we need is funds for awards but those are modest. Those are our main expenditure. We want to provide a student award for research and the KP fund can do that. (Burnside) Has KP Endowment criteria been approved? (Sikes) Yes, \$6000 is the annual return and the fund will also be used to support the interest of the collection. We need a committee to draft rules for the KP student award: How to apply, judging criteria, etc. (Burnside) We can set up donations to the KP fund. (Bowser) We can promote donations for the KP fund through the website. (Burnside) We have \$1200 that could go to the KP fund. (Sikes) AKES is healthy enough to do what we are doing now, but do we want to expand, and if so, how much more money will we need to do that? (Bowser) In 10 years we have made \$ 170 a year. However expenses have gone up because of awards. (Sikes) I think we were spending too much, and we have pulled back now the small awards we give out are not that much. (Burnside) For some of the better mutual funds we will need \$2000-\$2500 to start an investment. We

need to spread it out a little so the amount that we have right now for an equity investment doesn't provide enough diversity to minimize potential investment risks. Or we could put it in the KP fund. (Sikes) We could use some of the money for the KP fund student award. We also need to simplify membership categories. (Bowser) \$15 for student membership and just have student member and member categories. (Graham) I saw \$15 for student and \$30 for renewing memberships on ESA website. (Daly) We should have a link on the website so that someone can donate to something specific like a student award or science fair award. (Swenson) Students who give presentations should get free membership. (Bowser) That could be incentive for student presentations. (Burnside) We need to ask if students are members before they present. We haven't been consistent in that regard. We need to send reminders to renew membership and donations support for the Society. (Bowser) We don't want to exclude anyone though. (Daly) We need to update junior to student category. (Sikes) I motion to change the names of the categories and the amount for dues. What about a transitional category of early professional like the situation with Jill? Motion to change from 3 to 2 categories: One called student/early professional for \$15 and the other a regular membership for \$30. (Burnside) We should give a brief discussion on what these categories mean on the website. We need to make an amendment to the by-laws. (Sikes) We need to amend the by-laws and then have officers vote on that as a separate item. (Bowser) We need to look at what is required to amend by-laws. Motion: All in favor of amending the by-laws to: One called student/early professional for \$15 and regular membership for \$30 starting soon. **ACTION: Sikes will look into amending the AKES by-laws within 60 days.**

- Newsletter:

(Bowser) We don't have enough content for the newsletter and the last couple of years have been difficult to get enough submissions for the newsletter. The due date is one month after the meeting and last year's submission was late. We need to ask people to contribute content to the newsletter. The content doesn't need to be technical or rigorous. It could be fun and light. It could also be an opportunity to talk about Ken Philip. (Daly) Maybe I could share those updates and put them on newsletter. (Sikes) Then another article could be written announcing the Lepidoptera club. (Graham to Daly) You could add tidbits to the website about Ken as you are going through his specimens. (Bowser) **ACTION: We need to put out a call for general articles.** (Sikes) We could have museum entomology technicians write about what it is like to be an entomology technician.

- Meeting Date:

(Graham) We could consider changing the meeting date or at least do a doodle poll of the week before and after the normal dates for the annual meeting. We should allow for some flexibility. (Bowser) The date has worked well in the past because we generally pick a date when we are all here. (Sikes) I would prefer if we did the first or second week in Feb. (Bowser) In the past, we picked a date and changed it because too many people couldn't make it. (Sikes) This weekend is hectic for me because I missed open house at the museum. I think we should also change the date for the annual meeting. (Burnside) Either the 23rd or the 30th of January is when we usually hold the annual meeting. (Lisuzzo) We can see when museum open house is scheduled for 2016 and then look at dates for the annual meeting next year. (Bowser) In the past, these dates are what worked best for the most people. (Sikes) The last weekend of

Jan. would probably be best. I'll remind myself to check the date for the museum 2016 open house. (Bowser) We will propose a date and get the majority or have people contact you if there is a serious conflict. (Graham) So we are going with Jan. 30th in Anchorage. (Burnside) We could set up video conferencing for next year (idea by Etcheverry). Maybe we could get a room at cooperative extensions for video conferencing.

- Miscellaneous

(Burnside) I'll explore money investments. (Sikes) We need to do a renewal call and look into bylaw amendments. (Burnside) We could pull addresses off listserv for renewal call. (Bowser) Secretary usually calls for memberships. **ACTION: Stockbridge can send out call for membership.**

(Bowser) Do we want to do other publications (irregular)? (Sikes) Let's make a motion about having a FAQ on websites. (Daly) What about 'ask an entomologist?' (Bowser) Do we need a PO box? (Sikes) No, the museum address is fine to receive the society's mail. (Bowser) Questions by default go to Jim (secretary) from the website. They will now go to Stockbridge.

(Burnside) There was a problem in December with one member not able to process Pay Pal dues payment.

(Sikes) We should establish a committee for the Ken Philip student award. We need to draft the language that everyone that applies for this award will be reading to see if they are eligible and we need judging criteria. Dubois, Graham, and Daly volunteer to be on the committee. (Graham) We should check with Jim Kruse to see if he wants to be on the committee. (Bowser) Could we offer this next year? (Sikes) I hope so.

(Bowser to Daly) Do we want to have any formal endorsement or affiliation to the AK Lepidoptera Club? We could offer a subdomain without any cost? It would cost more to have a separate domain. I'll look into the cost. (Daly) Sounds great. (Burnside) Could we cross reference websites? (Bowser) Yes. We could have info/links on both websites. As long as we don't have big files, we have plenty of space.

- Officer elections:

(Graham) I nominate Jill to be secretary. (Stockbridge) What responsibilities does the secretary have? (Bowser) Manage listserv, main contact for questions on website, deals with spam, deals with records, and communications in general. (Lisuzzo) I second it. (Bowser) But I also need help with content on the website. I am looking for an editor. (Graham) It is user friendly. You can post newsy content like new publications or anything that you think is relevant or interesting. Dubois volunteers to help with content. (Bowser) You can post as a draft and have me look at it. (Graham) I'll try harder to add to content to the website. (Sikes) VP should go to one of the students. I think Burnside should remain treasurer. (Burnside) I accept. Matt Bowser voted in as President, Logan Mullen as VP, Jill Stockbridge as secretary, and Roger Burnside as treasurer.

Meeting adjourned