

IMPORTANT INFORMATION FOR SECTION CHAIRMEN

Iowa Academy of Science
 Meeting of Section Chairmen and
 Annual Meeting Committee

10 a.m., I.S.U., Saturday, Sept. 28, 1974

Basil Gilliam
1-515-271-2145

2839

Presiding: Robert W. Hanson, Executive Secretary and Coordinator of the Annual Meeting

Present: H. T. Horner, Jr., Ruth Wildman, Stanley Yates and Don Norton for the local arrangements committee, the Annual Meeting Committee, and the Centennial Committee. (The other members of the AMC could not be present but some sent notes indicating approval of a poster session in principle. The absentees were David Roslien, David Pippert, Sr. Marguerite Neuman, and James Christiansen.)

Section Chairpersons present: Roger Landers (botany), Warren Dolphin (cell biology), Sr. Mary Ann Vogel and Joe Woods (chemical education), Gerald Flesch (inorganic, analytical, and physical chemistry), Bernard White (organic and biological chemistry), Wayne Merkley (conservation), John Even, Jr. (engineering), Stan Grant (geology), William Reece (physiology), John Craft (psychology), Richard Wacha (zoology).

✓ Sections not represented: anthropology, economics, mathematics, physics science teaching and undergraduate.

1. The agenda that had been mailed prior to the meeting was followed and the numbers in these minutes correspond to those in the agenda. After Hanson introduced those present, he announced that the chairman of the physics section (Richard Adams) had submitted his resignation the day before and that M. Gene Ulrich, co-chairman of the conservation section had asked to be excused from his duties. He will not be replaced. A new physics section chairman will be sought by R. W. Hanson.
2. Horner and Wildman presented an overview of the planning for the centennial observance scheduled for April 17-19, 1975. Hanson asked for comments about the scheduling of section meetings on Saturday only. The consensus was that it provided adequate time and fit well into the over-all program. Some did recognize that certain sections that had grown accustomed to not meeting on Saturday would have to see the necessity of the change for this year and view this year's program as a very special situation. Landers questioned the need of having invited speakers for the section meetings in view of the strength of the centennial committee's program plans. Attendance was estimated to be double that in regular years.
3. Hanson described the procedures for soliciting and processing contributed papers. After considerable discussion the group agreed that the following schedule would be agreeable and desirable:

- * (1) First mailing from section chairpersons should go out in November or at least well before Christmas, to non-Academy recipients, e.g., department heads, etc. Hanson explained that the central office can process such mailings with mailing lists already compiled. Instructions for such

Handwritten note:
Note -
Basel -
read
these
forms.

mailings are attached as a separate sheet. This first mailing will not include abstract forms, but will include a response form as a request for abstract forms or as a statement of intent to submit a paper. Section chairpersons can then use these as follow-up. It was suggested by Hanson that this form be designed in the central office and returned to the central office (not to section chairmen).

- (2) Another mailing from the central office will go out in November as a first call for papers from the membership. No abstract forms will be included, but the same kind of response card will be used (as a request for abstract forms or a filing of intent to submit a paper.)
- (3) The last mailing from section chairpersons should go out in January (early) to the section members, reminding them of the impending February 3 deadline. An abstract form will be included in this mailing.
- (4) Papers must be authored or co-authored by Academy members (by an established rule of the Board of Directors) but authors may, of course, join when the paper is submitted.

Hanson described the abstract form to be used and emphasized that old ones are not to be used because of slight revisions in the spacing. Use of last year's forms will necessitate retyping of abstracts which otherwise can be assembled directly into the abstract booklet for printing.

Each author who submits an abstract will be sent an acknowledgement and a news information questionnaire that will be used for local publicity, if the author so desires. This procedure has been developed by the Public Relations Committee and was tried with some success last year.

The abstract form will also be designed to allow the author(s) to indicate whether they wish to use a display of posters in place of the usual reading in the section meeting. (See below.)

- 4. "Poster sessions" were discussed at length and the various concepts of this type of presentation were explained by various individuals. The group favored trying this approach this year, with all such "exhibits" to be placed in the foyer of Carver Hall rather than in close proximity to the section meeting rooms, which will also be in Carver Hall on several different floors.

A special sub-committee will handle the arrangements for these displays so that section chairpersons will not have that direct responsibility. The details as to space limitations, format, and the manner in which the author will be made available at stated times for consultation will be developed. Papers presented in this manner will be listed in the section program, however, and in the abstract booklet. A special note will indicate that the paper is a display in the foyer of Carver Hall. (These will be up only on Saturday, during the section meetings.)

- X 5. Hanson explained that each section is allowed \$50 for honoraria and/or expenses for an invited speaker and that sections may combine to use the combined allowance for one speaker. Honoraria is not to be paid to Academy members, although expenses may be paid to an Academy member invited to speak. Non-Academy speakers, especially those from out-of-state may be paid both honoraria and expenses.

Special financial needs for joint sessions should be discussed with R. W. Hanson before final arrangements are made. There is a possibility of allowing extra funds in special situations, especially if the speaker is likely to draw a fairly large audience.

Section chairpersons are to keep track of out-of-pocket expenses for postage and telephone and report these for reimbursement just after the April meeting. A form will be provided as a section report at that time. It is assumed that limited clerical help will be furnished by each section chairperson's institution as a professional contribution; it is not expected that sections will ask the Academy for clerical expense.

The Academy does not pay travel for the section chairperson to the annual meeting.

6. Discussion of the need to spell out in the bylaws the manner of selecting section chairpersons brought out the need for continuity of experience from year-to-year by having a vice-chairman who is "elected" each year at the time of the annual meeting and who then actively assists with the ensuing year's section planning and then functions as section chairman the year after that.

A bylaw will be written by a committee of three appointed by the President (Hanson, Clausen, Rider) to allow freedom for each section to choose its own means of selecting a vice-chairman in the future but which spells out in some detail what the responsibilities are and the expectation of two-year overlapping tenures.

For 1975, it was agreeable to the section chairmen present that each current section chairperson would agree to serve as section chairperson again in 1976, or else locate a willing vice-chairman now to help with the 1975 meeting and then serve as chairman in 1976.

For those who are already serving a second year as chairman, it is essential to locate a vice-chairman now and to elect another vice-chairman at the 1975 meeting, to work out as follows:

	<u>Person A</u>	<u>Person B</u>	<u>Person C</u>
1974 meeting	Chm.	--	--
1975 meeting	Chm.	V.C.*	--
1976 meeting	--	Chm.	V.C.**
1977 meeting	--	--	Chm.

*selected now

**selected in April, 1975

etc.

For sections with co-chairpersons, one of the two will have to agree to serve as chairman again for the 1976 meeting (thru 1975-76); this would have to be worked out by the individuals involved.

At any rate, the election in April 1975 should be for a vice-chairman rather than a chairman, with the understanding that that person would be involved in section planning for two years rather than just one.

(These procedures may not appear to be 100% democratic, but interest in serving and willingness are the most important requirements. There should be a deliberate effort, however, not to have successive chairmen from the same campus, if possible.)

7,8. After discussions over lunch, some of the group walked over to Carver Hall (a short distance from the Union) to see the rooms available for section meetings. It appears at this time that Carver Hall will adequately accommodate all the sections and will be convenient to the Union where the Saturday luncheon, general session speaker, and centennial awards will be held.

9. No specific plans were announced concerning joint sessions, but it is hoped that before the November mailing sections with affinity will decide to team up. Each section chairman is exhorted to take the initiative in contacting other section chairmen about such possible plans, without delay.

A few section leaders joined Hanson, Horner, and Wildman to look over the facilities in the ISU Center that will be used for the Thursday evening and Friday sessions - C. Y. Stephens Auditorium and Fisher Theater. These lovely facilities with their ample seating and adjacent parking should provide ideal space for the 1975 meeting unequalled in the history of the Academy.

10. Adjournment was by gradual attrition from 12:15 through 2:45, when Hanson and Horner finally went their separate ways.

Submitted by R. W. Hanson
September 30, 1974

Distribution: To all section chairpersons, directors and officers, members of the annual meeting committee, Charles Ellis, and Paul Smith.