

MI-ASM Board Meeting Agenda Minutes, Spring 2010 (A. Swarthout)

Attendance: A. Swarthout, (Delta), J. VandenBosch (EMU), M. Ryan (FSU), J. Whittum-Hudson (WSU), A. Hudson (WSU), J. Geiser (WMU), K. Baumgarten, S. Rossbach (WMU), D. Clemens (EMU), O. Olapade (Albion), S. Gosich (CMU)

1. Approve minutes from February meeting – Audra
 1. minutes approved
2. Treasurer's report – Alan
 1. Balance in checking \$19,000+. This includes \$400 for tables and \$1000 from vendors for the April 2010 meeting.
 2. Projected spending for April 2010 meeting: \$6000, registration for meeting was around 80 people
 3. Still have two CDs, one will mature every 3 months (staggered), so there is access to \$ if we need
 4. Never used more than \$6500 for a meeting, would like to up each CD to \$8000, as we don't need to maintain \$15000 in the checking account
 5. Jim suggests perhaps 1yr CD, Alan notes that rate isn't much better
 6. moved & approved to up to \$8000
 7. 2009 made \$1000 including interest & donations and will probably do about that well this year
 8. Discussion regarding: Should we lower student membership & registration fees to entice more students to attend? Alan suggests lowering student membership from \$10 to \$5, adjust registration fees accordingly
 9. John suggests doing away with student membership fees, but Jim & Alan note that membership fees are necessary for record keeping and a sense of belonging to something, Silvia suggests doing \$5 and \$5
 10. It doesn't appear that we are losing students due to excessive fees
 11. Student chapters get \$300 to go toward meeting fees & travel to meetings
 12. John questioned if the \$1000 profit was after the Gerhardt award was paid, Alan replies it is registration money and interest on CDs
 13. Alan needs addresses to send honoraria for 4 speakers, flight for Abigail
 14. More than \$1700 in K-12 account, do we need to send it back? Can we keep trying to use it? It can be used to do workshops, meetings, get K12 students involved, John notes that we planned & tried to get them here, but they didn't show. Food and Mimi were planned with K12 in mind
 15. Mike notes that National is interested in encouraging careers in Microbiology, Can describe what we did, contacts were made, the effort was made, if we do outreach, go to Alan for money, write it up and provide it to John for the report
 16. We received a check from Nat'l for \$1200 for K12 teacher workshop: Alan asks what is that for? Kris: wrote a grant for mini-cue, but it was for undergraduate education, not K12, can be used to have workshop at a meeting, should be used at MSU meeting in the fall of 2010
 17. Also received a \$1500 check from Nat'l, also a grant from Kris for travel for students to come to meetings
 17. Alan noted that 3 chapters didn't request the \$300 travel money, we need to encourage all chapters to apply
 18. Discussion regarding timeline for paying membership dues Jim suggested that membership should coincide with an academic year, many students end up paying dues twice, John noted that changing membership fee requires a ballot, Judith suggested keeping it as calendar year, because we often only get students to 1 meeting, the board consensus is that we need to check constitution before we can change this

19. Discussion regarding donations & the Gerhardt award: Mike asked if we could start fresh and start having donations for Gerhardt awards or other things that Board decides, Jim noted that since we already have 501c3 status so we can receive donations, John suggested that going to MSU would be a good time to push for this for support for Gerhardt funds

-Previously Gerhardt funds were for travel & research for students, funds were intended to encourage student participation in branch

-Money was never accounted for properly

Mike suggested that we should have a statement so that future Boards know what money is for, and should use interest on money. Jim noted that we don't need to partition our funds, or have separate body to oversee them, however, Alan suggests that it would be easier for the money to be in a separate account. Jim noted if the money goes into the constitution, spending it becomes overly restricted, Others: should be restrictive
Alan: should let the money build & grow the principle
Alan, Jim and Mike will discuss and research logistics of setting up the endowment

3. Spring Conference 2010 wrapup– John

Went well, student participation from WMU very helpful, registration process w/ computer worked well

1. Discussion regarding format. Do we really need to have 2 days?

-It's an option to come on Friday night, speaker is general audience

-Steve suggests going to schools and making presentations in order to attract students, could pitch to general public

-Alan suggests organizing meetings to provide CE credits for educators, Judith notes that that may require money, need to provide certificates of attendance for promotion & tenure

4. Fall Conference 2010 –Joan (Joan's student reps from MSU)

Theme: Microbiology Methods for Education & Exploration

1. date 10/8 and 10/9

2. Speakers: C. Woolverton and M. Molzola, C. Matheson is tentative

3. location Biomedical physical science bldg

4. Asking for budget to decide on what food options for Friday night & Sat.

1. Alan says about \$5000 for total budget, definitely less than \$6000

5. Hotels lined up

6. Need to line up corporate partners

1. Jim recommends planning on 6 vendors, need table chairs and access to electricity

7. Prizes/awards for presenters?

1. Kris: prizes are president's job

2. Alan reminds them to check into A/V cost

May need a snappier theme “microbiology of the past, present and future”

Large lobby may be a nice space for posters and vendors

Separate room for lunch & meetings

Discussion regarding video recordings of meetings: Jim suggests alternative to video recordings: can we Podcast the lectures, doesn't cost anything and is more accessible

Board concurs that it is a great idea, they are possible to put on website, Jim and John will look into viability of this option

5. Spring Conference 2011

More discussion regarding two-day format.

Discussion regarding getting more people to attend: South Central Clinical Medical Microbiologists used to attend, we've tried to get meetings to overlap, their meetings are held over 4 state area, so maybe with a Friday overlap, we can do something joint

Other possibilities to increase attendance:

- send e-mail/flyer to clinical people
- find out who runs clinical labs & contact them

There are no volunteers for the spring 2011 meeting

Possible sites: UM Flint or Dearborn? Jenn at Aquinas? Grand Valley? Carrollton?

6. Selection of Gerhardt award winners: rec'd \$200 ea

1. Miles Rogers
2. Petra Kohler
3. Vanessa Reveindran

7. Other New business

1. John: bringing in more people, how do we get people involved? On committees? Jim: we'll make up titles to give people to get them on the Board
2. Can we skype meetings? Don't really know how to do more than one person at a time
3. Do we have student chapters account for the money they receive? Chapter coordinators should send annual report to president

Adjourn 4:40