

**APS Forum on Graduate Student Affairs**  
American Physical Society

**Minutes of the Planning Meeting 2004**

January 24, 2004, 5 – 7pm

January 25, 2004, 9 - 3pm

<b>Participants</b>	Anne Catlla	Chair	<a href="mailto:a-catlla@northwestern.edu">a-catlla@northwestern.edu</a>
	Karsten Heeger	Past Chair	<a href="mailto:kmheeger@lbl.gov">kmheeger@lbl.gov</a>
	Kelly Korreck	Treasurer	<a href="mailto:kekorrec@umich.edu">kekorrec@umich.edu</a>
	Ariel Michelman Ribeiro	Member-at-Large	<a href="mailto:michelma@mail.nih.gov">michelma@mail.nih.gov</a>
	Tom Tierney	Past Treasurer	<a href="mailto:tierney@lanl.gov">tierney@lanl.gov</a>
	Lindley Winslow	Chair Elect	<a href="mailto:LAWinslow@lbl.gov">LAWinslow@lbl.gov</a>

<> indicates action item and responsible person

**1. Report of APS Unit Convocation and Lobbying Activities**

Lindley, Anne, and Ariel participated in the lobbying activities on January 23, 2004. Anne, Kelly, Lindley, Tom, and Karsten attended the Unit Convocation on January 24, 2004. We noted that an increased number of student travel grants are available from various units. FGSA will contact units to arrange activities and seek financial support for graduate student travel and conference activities.

<> Anne to write summary of unit convocation.

<> Tom and Kelly to identify units that might be interested in sponsoring student activities.

**2. FGSA 2004 Elections and New Officers**

In 2003 FGSA held for the first time web-based elections. With only 13% participation in the FGSA elections is below average. Typical turnout for elections in other units is about 20-30%. These units noted that email reminders are effective and help increase the members' participation in the election.

In addition to the tasks and responsibilities outlined in the FGSA bylaws we discussed and clarified the following responsibilities for the chair, past chair, and secretary as they apply to the FGSA election process:

- Past Chair:
1. The FGSA past chair acts as the FGSA membership coordinator and will serve as the coordinator and point of contact between Trish Lettieri and the FGSA executive committee.
  2. The past chair will oversee and coordinate the nomination process for the FGSA elections. At the end of the nomination process the past chair will provide the FGSA chair and secretary with the necessary information on the election candidates, including their candidate statements and biographies. The past chair

and the nominating committee are also responsible for verifying the membership requirements of the candidates.

Secretary: 1. The secretary will conduct the election process. This includes setting up the web-based ballot, holding the elections, and informing the chair about the election results. The FGSA chair and secretary will announce the election results before January 1, the beginning of the new term.

### **3. FGSA Budget**

Tom reports that we expect to have a budget of ~ \$7000k for 2004. With the same growth in membership as in previous years we expect to have ~\$8000k for 2005. We decided that FGSA will cover unit costs for lapsed members. Kelly will prepare a budget estimate for 2004 including costs for planned activities, CAM2005 preparations, and FGSA officer planning meeting.

<> *Kelly to prepare 2004 budget estimate.*

<> *Kelly to contact Trish to setup unit fee waiver/letter for lapsed FGSA members.*

### **4. FGSA Interim Webmaster and Secretary**

As both Deborah Chang and Pieter Mumm seem very busy with graduate school and thesis work it was decided to find volunteers for the responsibility of secretary and webmaster. Karsten will contact Pieter Mumm to find out whether he is available to perform web updates. Anne will be responsible for finding an interim secretary or delegate the responsibility to another FGSA officer. Kelly and Tim will be responsible for making immediate updates to the contact information on the FGSA web site and to find volunteers for the website development.

<> *Anne to find volunteer for secretary position*

<> *Kelly and Tim to update FGSA web site with officer information, information on planned activities for 2004, and CAM2003/2005 information.*

### **5. FGSA Advertising and Information**

Brochure: <> *Anne will contact Justin to update contact information in FGSA brochure.*

Poster: We discussed the merits of having a FGSA poster and agreed that it might be useful for display at conferences but not necessarily in departments. The development of a new and updated FGSA poster might be a good project for a member-at-large.

<> *Anne to add poster to project list for members-at-large.*

Web Site: <> *Kelly and Tom will be responsible in the interim for updates to the FGSA website.*

Newsletter: Brian Utter (member –at-large) volunteered to be the new newsletter editor.  
<> *Kelly will contact Brian to initiate the next FGSA newsletter.*

Letters: We discussed various forms of letter writing to advertise the FGSA activities and increase our membership.  
<> *Anne will talk to Trish Lettieri to update the FGSA letter that is sent to all new FGSA members.*  
<> *Anne will draft new letter to physics departments.*  
<> *Anne will draft letter to all APS student members. This letter is to be sent out at the beginning of the academic year.*

Email Update: <> *Anne will send monthly or bi-monthly email updates to the FGSA membership.*

#### **6. FGSA Resource Book and Website**

It was decided to setup a directory and link on the FGSA website at which all information on the activities of the FGSA executive committee will be posted. This includes meeting minutes, resource information, etc. This information will be compiled into a resource handbook for FGSA. The proposed URL for this resource link is: <http://www.aps.org/units/fgsa/exec/>.

<> Karsten to compile information into resource handbook.  
<> Tom and Kelly to write section on financial activities and CAM for FGSA resource handbook.

#### **7. FGSA Meetings and Phone Call**

It was decided to have monthly FGSA phone calls with FGSA executive members every first Tuesday of the month at 5pm Central time. Tom suggested to also hold MSN chat sessions. This worked very well for CAM2003.

<> *Lindley to contact Trish to make arrangements for conference calls.*

#### **8. List of Projects for Members-at-Large**

<> *Anne to compile a list of projects for members-at-large and other FGSA volunteers.*

#### **9. FGSA Annual Calendar**

As part of the planning for 2004 we discussed regular FGSA business events for the coming year. The following calendar serves as a guideline for 2004 and coming years:

January	- FGSA planning meeting and Unit convocation - due dates for lunch with experts
February	- announcement of March and April meeting activities
April	- Committee on Membership meeting.

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| August    | - NSF proposal due for CAM2005.   |
| September | - Program deadline for March meeting.<br>- Letter to APS students and physics departments<br>- Nominations for FGSA elections |
| October   | - Program deadline for April meeting.<br>- Setting up web-based ballot.   |
| November  | - FGSA Elections  |
| December  | - Abstract due for invited speakers for March and April Mtg.<br>- Announcement of election results.                           |

### **10. Student Representative on APS Committees**

In the past FGSA has been invited to participate and/or observe the following APS committee meetings. Trish Lettieri suggested that we designate default representatives to the following committee unless other student members are nominated. We decided to have the following officers represent FGSA at these committees:

<u>Committee on Membership</u>	past chair
<u>Committee on Careers and Professional Developments</u>	secretary
<u>CSWP</u>	(to be determined by the FGSA committee on minorities and women in physics)

### **11. FGSA Bylaw Change**

We discussed the proposal to add a new officer for international affairs and relations to the FGSA executive committee. This person will be primarily responsible for the organization of the CAM meetings and to develop

- <> Tom to draft description of new FGSA officer position.
- <> Anne and Tom to inform APS about proposed by law change.
- <> Lindley (or interim secretary) to arrange for FGSA vote on bylaw change.

### **12. Annual FGSA Planning Meeting after Unit Convocation**

Everyone agreed that this planning meeting has been very useful and should be mheld annually after the Unit Convocation at the American Center of Physics (as finances permit). It will be the responsibility of the FGSA chair to organize the next planning meeting.