

**Fall 2016 OSAPS Executive Committee Meeting Minutes -- unapproved**  
**Bowling Green University Campus, Student Union Room 315**  
**October 7, 2016**

**Present:** Jeff Dyck, Chair (JCU); Snow Balaz, Chair Elect (YSU); Petru S. Fodor, Vice Chair (CSU); Dennis Kuhl, Member at Large (MC); Julie Roche, Member at Large (OU); Roy Day, Treasurer (JCU); Perry Yaney, Web Master and Archivist & OSAPS Spring 2016 Host (UD); Mikhail Zamkov, OSASPS Fall 2016 Host (BGSU); James Clemens, OSAPS Fall 2017 Future Host (MU); Ernest Behringer, OSAPS Spring 2017 Future Host (EMU).

The meeting was called to order at 9:40 am, and we started with introductions.

**SECTION BUSINESS**

**1. Secretary's Report and Approval of the Minutes** **Petru S. Fodor for Ueli Zurcher**

The minutes were approved without correction.

**2. Treasurer's Report**

**Roy Day**

Roy mentioned that the actual balance in the OSAPS account will be larger than reported by \$3,000 once a return check from University of Dayton for the OSAPS Spring 2016 Meeting will be cashed. Thus the total in the account will be \$21,098.65, rather than \$18,098.65. The income from membership fees for the year is about \$6,000 and the investment income is less than \$1,000. Roy also mentioned that with the removal of the speaker honoraria the net cost of the meetings to OSAPS should drop from an average of \$2,750 to an average of \$1,350 per meeting. Thus the 2 annual meetings supported by OSAPS will represent about half of the membership fees collected, which should help stabilize the finances of the organization. It would also be a good idea to communicate the average cost of a meeting to the host in the document "Financial advice for OSAPS meeting hosts" to give them some guidance on the level of support that OSAPS was able to provide.

Some accounting issues at the APS level were reported. Roy has indicated that future treasurers should continue to check on the registration numbers reported by APS vs. those reported by the hosts, in order to make sure that the accounts reflect the accurate numbers.

There was a long discussion on what is included in the cost of the meetings, besides the net costs incurred by the host. Roy explained the definition of BAPS (i.e. charges paid to the APS for the bulletin production) followed by a discussion on the student travel support.

Question: Should the total award to students from one university be limited to \$500, when many students from one university apply in a particular application cycle? The general consensus was that this rule is not necessarily needed, because very seldom the requests exceed the full \$2,000 approved for student travel. If needed, decisions for a reduction in the amounts awarded can be made on an ad-hoc basis.

The Treasurer's report was approved.

### **3. Meeting Reports**

#### **3A. BGSU Fall 2016 Current Meeting Report**

**Mikhail Zamkov**

There are 123 registered attendees and 40 more that are expected to register on site. The organizers were able to raise locally about \$11,000 (~\$1,300 from industry and the rest from the BGS University). In the worst case scenario the net cost to the OSAPS should not exceed \$2,000. There are 6 invited speakers (5 on Friday and 1 on Saturday) presenting work on topics relevant to material science. There was a short discussion, if the speakers should come from within the geographical area covered by the section. The general consensus was that the host chooses the speakers and there is no need for them to be from within the section.

Question: As the number banquet tickets, might be undersold, are there ideas for an improved timeline for the hosts to decide on the number of seats needed for the banquet? In the following discussion it was mentioned that this would be hard as local catering services will typically have a hard deadline on when the hosts have to let them know about the expected banquet attendance.

An issue was raised on the need to have a slate of speakers that reflect the gender and population diversity of our attendees, not only their scientific diversity. Future organizers should think and be encouraged to recruit a more diverse set of speakers.

#### **3B. ESU Spring 2017 Future Meeting Report**

**Ernest Behringer**

The dates of the meeting have been set for May 5 and 6. The thematic of the meeting will be "Computation Physics" with focus not only on the research in this area, but also on the inclusion of computational physics in the undergraduate curriculum. The format will follow typical OSAPS meetings schedules with invited speakers/poster session/social events on Friday and contributed talks/invited speakers on Saturday. 3 of the invited speakers have already confirmed with 2 more names to be contacted soon. The flier for the meeting is prepared and the sorting categories are already approved by APS. The website for the meeting should be set by February with the registration to open soon after. The quoted cost for Facilities + Food stands right now at \$6,901. Ernest mentioned that he will be in talks with the ESU administration to try to reduce the costs, possibly by using an alternative venue for part of the meeting.

There was discussion on trying to communicate at the OSAPS level that the abstract deadline specified by the hosts/APS should be respected and that extension on the deadlines should not be expected. This should help the host get an estimate for the head count and be able to sort the abstracts in a more timely manner.

#### **3C. UD Spring 2016 Past Meeting Report**

**Perry Yaney**

There were 57 presentations and 117 attendees. The report send by e-mail by Perry provides the financial details of the meeting including the local support secured. There were 4 plenary speakers and one after dinner speaker.

During the presentation of the report there was a discussion on the registration process and on the financial procedure through which the hosting institutions gets reimbursed for the costs incurred. This discussion was prompted by clarifications requested by future hosts.

Question: How to encourage student participation in the meetings? Here the discussion centered on making sure that the website for the meeting clearly indicates that there is support available for student travel for students that are not local. There should always be an easy to find link for the travel application. Also, the flier for the meetings should include a statement that encourages the participation of student presenters. Another idea proposed was to send notification e-mails to the SPS chapters that are not at the local institution, but are within the geographical range of the OSAPS.

The report of the UD OSAPS Spring 2016 Meeting has been given as an example of publication ready material for the OSAPS newsletter. The future hosts should submit their report as soon as possible, so that it is included in the OSAPS newsletter.

### **3D. Future Meetings Discussion                      Petru S. Fodor & Snow Balaz & James Clemens**

For Spring 2018, Petru has been in contact with Danny Caballero from Michigan State University over the summer. He will need to get a letter of commitment with the dates to be approved by APS.

The Fall 2017 meeting dates have been approved by APS for October 13 – 14, 2017. The APS calendar should be updated to include this. James reported that the theme of the conference will be “Quantum Information” and he is working on securing the commitment of the invited speakers. James had some questions about how to involve the AAPT section, and there was a brief discussion on how this was done logistically at previous conferences.

Snow reported that she is in contact with the folks at Wright State University. There is a possibility that a meeting could be scheduled there in Fall 2018, although it does not seem to be the preferred time for WSU.

University of Toledo has been mentioned as a future host site, but an initial contact with them still has to be made.

## **4. Standing Committee Reports**

### **4A. Membership Committee**

**Julie Roche**

It was reported that the membership has been relatively constant. About half of the APS members from the region are OSAPS members. Also, most of the members are graduate students. An e-mail campaign to the region members has not produced notable results in increasing the membership.

The OSAPS newsletter has been discussed as a tool for the membership recruiting effort. Julie will work on adding a section to the newsletter with profiles of current OSAPS members and their motivation to be part of the section. The newsletter should be sent to all the regional members. There was some discussion on the OSAPS extent into Indiana. It is not clear how far west the OSAPS region extends. The APS has this data based on zip code.

#### **4B. Student Membership**

There was no report for the student membership

#### **4C. Honors and Awards Committee**

**Jeff Dyck for Robert Hengehold**

There is no award for Fall 2016. There will be a Maxwell Award for Spring 2017, and the selection is in process.

Jeff communicated that Robert Hengehold will retire by Fall 2017. Robert has put forward the names of either Michael Crescimanno (YSU) or Scott Lee (University of Toledo), as possible candidates for the Chair of the Honors and Awards Committee. This was followed by an extensive discussion on increasing the diversity of this committee. Under the current bylaws the committee should have at least 3 members with two of them being former officers of the section. It was concluded that it would be important for the committee to include a female member, with a preference being expressed that the member should come from a research institution. Julie will look to find possible candidates to be considered. Jeff will also follow up with the idea of having a proposal for the committee membership and possibly a new chair of the committee in place by the end of the Spring 2017 meeting.

There was a proposal that once the new membership is in place, the Honors and Awards Committee should explore ideas for the recognition of Robert Hengehold for his service to the section.

#### **4D. Nominations Committee**

**Dennis Kuhl**

The report was made by Dennis, as the past OSAPS Chair serves as the Nomination Committee Chair. Besides the chair the committee includes 2 more members, one appointed by OSAPS and the other by APS. For the OSAPS appointment, Jeff will contact Jay Matthews (UD), to check on his availability. An issue was raised in regard with the member nominated by APS. Under the new rules, the APS requires a list of 3 names (not to be members of the Executive Committee) from which to choose. Jeff will start working on coming up with the list.

Nominations are needed for the Student Member, Treasurer and Vice Chair positions. A call for nominations will be made at the reception by Jeff. The Executive Committee members were encouraged to submit names to Dennis, who will contact the proposed persons to check on their willingness to serve.

#### **4E. APS Council Observer**

**Jeff Dyck for Gordon Aubrecht**

Jeff reviewed the content of the report from Gordon. Gratitude was expressed for the support provided by the section to the State Science Fair.

#### **4F. Web Master's Report**

**Perry Yaney**

The announcements of the 2 next meetings that are currently approved, i.e. Spring 2017 and Fall 2017, should be put on the website as soon as possible. There was some discussion for the benefit of the future hosts on how the meetings are advertised on the APS website.

A few issues raised include:

- The list of Past Officers and the Minutes have to be updated on the OSAPS website (Perry has agreed to do this).
- The Student Member should be included in the list of Executive Committee Members (Perry has agreed to update the list).
- The Ombudsman (appointed by APS) has to be contacted to see if he is aware of the assignment and if he is still active in the position.

### **5. Old Business**

#### **5A. Newsletter**

**Dennis Kuhl**

There was no newsletter released after the last meeting, although the information required was ready for publishing. This information, including the meeting report from UD, will be used for the upcoming newsletter. The next issue of the newsletter will be released in December, after the APS Council Meeting. It should also include a section with profiles about members, if Julie can provide this on time. It is important for a newsletter to come after each meeting, in order to both report on the meetings and provide advertisement for the next meetings. In terms of logistics, Dennis, specified that the information is collected by the Past Chair, while the formatting is done by APS.

#### **5B. Executive Committee Guide**

**Dennis Kuhl**

The Executive Committee Guide will be available online under the Governance section. Perry will take care of this.

#### **5C. Revised Bylaws**

**Dennis Kuhl**

The revisions to the bylaws have been approved by the Executive Committee at the last meeting (Spring 2016). They will be considered at the next meeting of the APS Council. After its approval the revised bylaws will be made available for public viewing on the OSAPS website under a section titled "Proposed Bylaws Changes" (Perry has agreed to do this). The fact that the bylaws will be available for viewing and commenting by the membership, will be announced both at the banquet as well as in the next OSAPS newsletter. The next election ballot will contain as one of the items the poll on the approval of the revised bylaws.

**5. New Business**

**5A. Elections**

**Dennis Kuhl**

Submit possible names for the Student Member, Treasurer and Vice Chair to Dennis.

**5B. APS Leadership Convocation**

**Jeff Dyck**

Jeff has requested the names of the people willing to participate on the APS Leadership Convocation, January 26 – 27, 2017. Washington, DC. Snow has volunteered for it. The APS pays the expenses of up to 3 participants, so more volunteers are needed.

Meeting was adjourned at 12:55 pm.

**Respectfully submitted by Petru S. Fodor on behalf of Ulrich Zurcher, Secretary of the OSAPS**