AAPT Executive Board Meeting
October 10-12, 2008
College Park, MD

Friday, October 10
American Center for Physics – Conference Room

Members Present: Lila Adair, President; Harvey Leff, Past President; David Cook, Vice President; Alex Dickison, President Elect; Steve Iona, Secretary; Paul Zitzewitz (available on conference call), Treasurer; Al Gibson, Chair of Section Representatives; Mary Mogge, Vice Chair of Section Representatives; Elizabeth Chesick, At-Large Member; Dwain Desbien, At-Large Member; Gordon Ramsey, At- Large Member; Jan Tobochnik, Editor, *American Journal of Physics* (AJP); Karl Mamola, Editor, *The Physics Teacher* (TPT)); Warren Hein, Executive Officer

Guests: Jack Hehn; Julie Amman Interim CFO; Michael Brosnan, CFO; Charles Holbrow, Mary Holbrow, Linda Dylla, Roxanne Muller, John Layman

1. Budget Discussion

Hein described the background for the 2009 Budget Assumptions document indicating that the projections and budget lines were primarily based on 2007 since the 2008 data was difficult to use for comparisons. The Budget Committee that reviewed the development of the budget included: Gerry Wheeler, Dwain Desbien, Gordon Ramsey, and Paul Zitzewitz. They conferred during a September 24, 2008 conference call.

Zitzewitz indicated that the Committee discussed the Board's desire to produce a balanced budget. Their conclusion was that to truly balance the budget (income to match expenditures) would require reducing the staff allocation by three people. This was unacceptable to the Budget Committee and the Association would not function well. As a result, the Committee unanimously supported the unbalanced budget option.

Hein indicated that he was pessimistic regarding meeting costs but felt that the loss would be less than the $500k projected. In the proposed budget, every functional unit except Communications shows a deficit.

Responding to questions about estimating a 17% increase in the number of full paying, membership, Hein commented that there was very little marketing done in 2008 to increase membership. Now Melissa Lapps can devote full time to marketing (developing brochures and information) because we have contracted with AIP to coordinate Exhibits (approximately $15k expense). Using calculations from Valerie Evans, if we do not achieve the membership estimates, then the 2009 deficit will be $250k larger. Leff asked if we have ever had an increase in membership of 17%? Hein indicated "No." He did emphasize that he was impressed with Evans' projections and recommended to proceed. He also felt that reducing the grace period for lapsed members from 90 to 30 days would help retain members. (These numbers are in addition to the 1000 member "churn" each year). Leff reminded the Board that historically we have had a rather large number of

complimentary memberships that did not provide an income stream. Moreover, by focusing on the deficit not associated with one-time expenses the 2009 deficit is approximately $250k.

Dickison specifically asked about the International Physics Olympiad (IPhO) staff costs of $80-100k. Hein indicated that AAPT runs the competition and generally gets the recognition for the event, so if we want less ownership, then we will need to relinquish some involvement and credit. He also indicated that we need to help AIP with fundraising. Jack Hehn pointed out that in the past, the IPhO has had more individual donors, and that it is financially easier to build a program than to maintain the program via fundraising. Hein indicated that as part of cost savings, there would be more use of WebAssign and pdf distribution of the preliminary exams (and for the Physics Bowl).

On the issue of fundraising, Hein indicated that he has charged Krystall Burgess with the task of raising funds to cover the costs of the awards program.

Regarding a question from Dickson about PhysTEC, Hein and Hehn indicated that APS (as chief PI on the grant) has benefited greatly (added two staff people) from this joint project. Through a MOU, there is support for travel and EO time each month. While AIP did not sign on to PhysTEC II, they believe that the work of the Coalition is a worthy cause, and will seek more opportunities for collaborative work regarding teacher preparation. PhysTEC is providing funding for the National Task Force on Teacher Preparation, a proposal that originated in the AAPT Committee on Teacher Preparation.

Iona asked Hein if he felt that he had sufficient support and institutional infrastructure to be successful in meeting this budget. Hein indicated, "Yes." Desbien, a member of the Budget Committee, stated that while he may not agree with all the goals, he too believes that the staff is qualified and that the "infrastructure" is sufficient to be successful.

Dickison expressed his appreciation to Hein and the staff to help the Board understand and interpret the finances. It was also mentioned that the staff did a remarkable job in keeping the general ledger accurate through a series of weak CFOs and general transition in the office.

Motion: The Budget Committee moves that the 2009 Budget be approved. The motion passed unanimously.

Adair presented a collection of gifts on behalf of the Board to Charles and Mary Holbrow.

Saturday, October 11
American Center for Physics – Conference Room C

Guests: Jack Hehn, John Layman, Roxanne Muller, Fred Dylla, Kathy O'Riordan, Charles Holbrow, Valerie Evans, Marilyn Gardner, Tiffany Hays, Cerena Cantrell, Erwin

Campbell, Linda Dylla

2. Welcome and Call to Order
President Adair called the meeting to order at 8:45 AM.

3. Approval of Agenda
Leff moved and Desbien seconded approval of a modified agenda. The motion passed unanimously.

4. Approval of Minutes
The Minutes from the July Meeting in Edmonton, Alberta, Canada were approved with slight modifications. Leff made the motion; Ramsey seconded the motion. The motion passed unanimously.

5. President Report
Adair referred to her report that thanked many members of the Executive Board for their contributions to the success of the organization.

Adair indicated that one of her personal goals as President related to diversity issues in physics education. She had participated with the NSBP and NSHP conferences and was interested in the development of a position statement on diversity. She had asked the chairs of the Area Committees on International Education, Minorities, and Women to help work with efforts in the APS to develop such a position statement. J.D. Garcia provided a Joint Diversity Statement. However, from interactions with members in Edmonton, groups commented that AAPT should not be involved in social statements that might be construed as being exclusive. Their perspective is that AAPT needs to be in favor of physics for all – and therefore not make statements regarding specific groups.

Tobochnik stated that we want to avoid a "numbers approach," but rather focus on barriers and privileged behavior (issues contributing to barriers). Increasing numbers of minorities involved in physics is an indicator of achievement rather than a goal.

Several Board members agreed with Leff's comments that the suggested Position Statement was not helpful with its, "three fold charge" and "call upon legislators" language. He felt that to support this diversity statement would be "hollow."

Jack Hehn stated that AIP had formed a Liaison Committee, and that the AIP approach is to look at diversity issues as a "conversation to encourage" rather than as a "problem to solve."

Adair will continue to work on the issue.

Adair indicated that the Governance Review Committee is finalizing Phase One of their work and has transmitted suggestions for completing Phase II of the work.

Adair has finished constituting the National Nominating Committee: Sandra Harpole, Chair; and Larry Kirkpatrick, Vice Chair; Jan Madar, Steve Turley, Joseph Spaccavento, and Ntungwa Maasha

6. President-Elect's Report / Dickison

Dickison stated that he and Cook were working on revisions of the Area Chair Handbook. He also stated that he completed selection of Area Chairs and Area Committee appointments

7. Vice President's Report / Cook

Cook sought input from the Board on several questions:

> He stated that based on the meeting schedule, there are 70 session slots, but the Area Committees are limited to a maximum 70 slots. So, if every Committee filled its quota, there would be no slots for Plenaries or Ceremonial Sessions. The danger is if the Committee quota is reduced, then there may be some contraction of the meeting. The Board suggested using the Cracker Barrel sessions as a buffer and to keep Committee session allocations the same.

Cook also commented on the many inconsistencies he is finding in co-sponsorships of sessions: Committees not finalizing co-sponsored sessions, title or topic changes. He is suggesting many changes in the web forms and establishing a Lead Committee for co-sponsorships so that someone is designated as responsible for the Session.

8. Secretary's Report / Iona

Iona referenced an email regarding AAPT nominations for AIP committees. AIP has many advisory committees who select members from all AIP member societies. Those eligible for re-nomination will be re-nominated if willing. New nominees should be suggested to Iona.

The electronic election for National AAPT offices is currently being held. Results will be sent to Iona who will notify the candidates of the results. Following acceptance, the Board and Executive Office will be notified.

9. Treasurer's Report / Zitzewitz

NOTE- All the references to the "Finance Committee" in various documents should be to the "Budget Committee." From the January 2008 minutes " **Roberson, on behalf of the Budget Committee moved: To dissolve the Budget Committee, effective immediately, and replace it by a Finance Committee, whose members include the Treasurer, Past President, Senior At-Large Member, ~~and Vice Chair of Section Representatives~~, and a fifth member, appointed by the President in consultation with the Treasurer and EO, who is a current member of AAPT and is experienced with developing and managing large budgets. (3 years renewable term)** The motion passed unanimously." The correct designation is Finance Committee. The Budget Committee no longer exists.

Zitzewitz discussed roles and responsibilities that he as Treasurer has assigned to the

Executive Office:

- All withdrawals from LTR require the signature of the Executive Officer, but notification from the Treasurer.
- Executive Board travel forms should be sent to the Executive Officer, the Treasurer will receive notification.
- Bauder Fund expenditures are processed through the Executive Office, but prior approval is arranged by the Treasurer.

Dickison added that the role of the Treasurer is to analyze the Financial Reports with the EO. Zitzewitz added that the Finance Committee helps build the budget and reviews the financial statements quarterly.

Dickison encouraged that the availability of a finalized monthly financial report should be part of the EO contract. Hein agrees.

Zitzewitz added that in the past week, because of market declines, AAPT lost $700k; therefore, the LTR undesignated funds are approximately $2 million.

Iona encouraged AAPT to keep any fundraising monies sent in the next few weeks in the STR rather than the LTR.

Desbien and Zitzewitz reminded the Board that Cindy Schwartz still owes AAPT $3k for an uncompleted Venture Fund project.

10. Section Officers' Report / Gibson, Mogge

Gibson stated that he wants to develop better relationships with Affiliates. His hope is that by strengthening ties with Affiliates that there will be a smaller set of requests to form new Sections.

He stated that since the Vice Chair is elected at the Winter Meeting; he had hoped to narrow the field of nominees to two so that the candidates could interface with the Board both prior to and after the election. All other newly elected Board members will join the Board for all EB meetings in Baltimore.

11. Status of the High School Report / Chesick

Chesick reminded the Board of the importance of high school members within the organization. She described the desire of the High School Committee to establish a mentoring program for new teachers using current and retired teachers. Following some discussion by the Board Chesick was to encourage Pat Callahan, Chair of the HS Committee, to work with others including PTRA and the PhysTEC/PTEC program to formalize some recommendations.

This lead to a discussion of the value of the CHIC (College High School Interaction Committee) that helped establish local Alliances in the 1990s. The Section grants from Dodge Fund to support sessions for new teachers were also mentioned as ways to help support teachers.

Chesick mentioned the value of the Physics First program that encourages more students to take physics and therefore interest more students in physics.

Another point she made was the need to encourage more HS teachers to attend national meetings. She wondered why we could not extend the "free day" that is offered to local high school teachers to extend to all high school teachers.

Chesick reported that the revised booklet, The Role and Qualifications for the Physics Teacher would be finalized soon. She also announced that The Role of Laboratory in High School Physics would go through a revision process soon.

Finally, she reported that many at the High School Committee meeting found the posters in Edmonton difficult to navigate.

12. Visit from Fred Dylla and Cathy O'Riordan

F. Dylla talked about programs and plans at AIP including the following:

- A mission of AIP is to keep AIP and its Member Societies as the place for people to get information on physics education, physics content, and policy.
- AIP is working to make the online version of Physics Today be different than the paper copy. Speaking about the value of Physics Today Online, he stated that 50k people come to the PT website who are not members of any society. AIP has plans to update Physics News twice each week and can include information from and about the Member Societies.
- AIP hosts AAPT's electronic journals on Scitation
- AIP is a clearinghouse for meeting organization and planning (AIP will be arranging AAPT's Exhibit Show and is handling AAPT's advertising for a fee.)

Asked about the IPhO funding, Dylla stated that he wants to get other Member Societies to help expand funding with their resources. He reiterated that AAPT is the best Society to be working with schools, alumni, and students associated with the IPhO.

Asked about different pricing for members who would receive only the online version of Physics Today, Dylla mentioned the category of "affiliated members" and that this might be a way to investigate lower cost options.

Dickison encouraged AIP to support a follow up survey about physics in the TYC.

13. Past President's Report on Awards and COGS / Leff

Leff reported on meetings and communications from the COGS. He reminded the Board that initially COGS was to respond to the products of the Area Chair/Section Representatives Retreat. He felt that the products did not provide a clear direction to pursue. Recently, COGS has been trying to focus on linkages among Sections and linkages between Section and National. Most solutions identified seem to suggest more problems including definitions of Section membership, dues, and meeting charges. So defining what constitutes a Section Member is difficult to identify. One goal is to better

unify Section and national membership. Most changes will require changes in Constitutions and Bylaws at both the national and Section level.

Leff pointed out that since the threshold to form a Section is so low (10 AAPT members and a Constitution), it is a system that is without control. This perspective is amplified since less active Sections or Sections out of compliance are not de-activated.

Hein asked if the $25k used to support Section Representatives to attend the national meeting would have a greater impact on physics education if it were simply distributed to the Sections.

John Layman complimented Gibson and Mogge for bringing important and appropriate discussion about Sections to the EB.

14. **Executive Officer Report / Hein**

- Hein distributed a draft of a descriptive brochure that could be used to help first-time meeting attendees better understand the Association.
- Hein expressed his extreme thanks to the AAPT staff for their support in developing the Budget and their help in hiring replacement staff.
- Hein stated that he had signed-on to letters of support for: Fair Copyright in Research Works Act and Open Access, Science Advisor as a Cabinet position, and a grant developing 3-5th grade curriculum combining life, earth, and physical science.

Dickison indicated that it could be dangerous for AAPT to sign-on to another group's policies and grants. He worried and wondered where this policy might lead.
Leff reminded the Board of the guideline that grants of less than $100k or less does not need EB approval. However this is an undefined area if another group is receiving the grant and is asking AAPT for a letter of support.

This lead into a discussion of the ESP, a subgroup of the Board that Holbrow used to gather advise, share information, and communicates with the Board. Hein would consider establishing a similar group, but preferred a written communication every two-weeks or so and/or monthly telephone calls with the Board.

Dickison reminded the Board that as elected officials, we need to have an understanding of what the EB should be doing. Tobochnik cautioned that we should not be "micromanaging." Dickison pointed out that the Board needs to be clear where the AAPT label is being used.

Active grants

- Rural PTRA has residual funds
- NFW has residual funds to help support reunion activity at the APS March meeting

New Grants

- Enhancing STEM Student Learning Through Faculty Development Workshops for

New Physics and Astronomy Faculty
Grant Dates: September 2008-August 2012
Principal Investigator: Robert Hilborn
Co-Principal Investigators: Warren Hein, Ted Hodapp, and Kevin Marvel
Total Budget: $892,112

- Building Undergraduate Programs for the 21st Century: SPIN-UP Regional Workshops
  Grant Dates: September 2008-August 2010
  Principal Investigator: Robert C. Hilborn
  Co-Principal Investigator: Warren Hein
  Total Budget: $232,086

- The Physics Classroom: Stewardship of Physics Education Resources on the Web
  Grant Dates: October 2008-September 2010
  Principal Investigator: Bruce Mason
  Co-Principal Investigators: Warren Hein
  Total Budget: $115,000

- PhysTEC Noyce Scholars
  Grant Dates: August 2008-July 2013
  Principal Investigator: Monica Plisch
  Co-Principal Investigators: Ted Hodapp, Warren Hein, Laurie McNeil, Alvin Rosenthal, and Robert Thorne
  Total Budget: $749,773

Pending Grants

- Physics Education Research Users Guide
  Principal Investigator: Sarah McKagan
  Co-Principal Investigators: Warren Hein and Bruce Mason
  Total Budget: $150,000

- Physics Teacher Education Coalition II (PhysTEC II)
  Principal Investigator: Ted Hodapp
  Co-Principal Investigators: Monica Plisch and Warren Hein
  Total Budget: $6,992,404

Grants Being Developed

- Enhancing STEM Student Learning Through Faculty Development Workshops for Two-Year College Physics Faculty
  Principal Investigator: Scott Schultz
  Co-Principal Investigators: Dwain Desbien and Warren Hein

- Topical Conference for the Advanced Laboratory Course
  Principal Investigator: Randy Peterson
  Co-Principal Investigators: Dick Peterson and Warren Hein

Total Budget: $52,000

Hein asked Holbrow to contact NSF regarding the status of Topical Conference for the Advanced Lab.

Other Financials:
Hein referred the Board to the report from Julie Amman indicating that as of August 31, we expect a $500k deficit plus $400k loss in investments. This will result in a loss in total assets of $2 million ($7→ 5 million). This includes a transfer from LTR of 3% in January, $200k by Holbrow, and $100k by Hein.

15. Fund Raising Report/ Hein
Hein reported that the office is planning an end-of-year appeal to help fund the awards, and then he shared some of the plans particularly those focused on approaching past Oersted Award winners.

Tobochnik asked, "Do we have evidence that this appeal is an appealing appeal?" Several other Board members indicated that initially they did not find it appealing. There was concern about the size of the request $7500 over three years/donor. There was also concern about asking award winners for money at all. Also we must be careful about who is asking the past award winners for money.

Hein responded that he felt that it was important to externally fund the awards, because every dollar not externally funded impacts becomes available money for the staff to use to support AAPT programs. To endow the awards will require 20 times the award. He mentioned that the process seems backwards: we established the awards knowing that they would impact the operating budget of the Association without considering the nature of the impact.

Hein encouraged the President to appoint an endowment advisory committee to help the Executive Officer plan a direction for activity.

Desbien did not want to paralyze the Association with another committee because fundraising is an important activity. The Board expressed encouragement with a general campaign at the end of the year, but expressed caution regarding the Oersted medal winner fundraising request.

16. Membership & Stewardship Report / Evans, Hein
Valerie Evans reported on several different items:

- A change in policy to allow a 30-day grace period rather than 90-day for renewal.
- The online electronic elections. Currently 10% had voted electronically. There will be two reminders October 16 and November 3.

Questions included: Gibson asking if there was truly a 25% attrition of HS members. Mamola wondered about the nature of the consortia agreements. Both questions will be addressed later.

17. Technology Report / Campbell, Hein
Erwin Campbell reported on the implementation of a web based renewal system and an upgrade of Lyris with more support for html attachments.

18. Communications Report / L. Dylla, Hein
Linda Dylla introduced the new Director of Communications: Marilyn Gardner. Her background is with the Association for Childhood Education International where she had positions of Director of Conferences, marketing, and served as a web master. ACEI changed from a membership driven organization to a policy organization and she wanted to continue with a membership-based association.

L. Dylla reported on the following:

- Two issues of the e-newsletter have been published and it will become a regular publication. The membership will be selecting the name of the publication. Matt Payne is serving as editor.
- The Department has been interviewing for a junior programmer and is seeking a senior web designer
- Ad revenue for AJP and TPT has been the same dollar amount since 1999. With the loss of the Announcer, this indicates a net loss of ad revenue to the Association.

Dylla encouraged the Board to support plans and policies that would use the web and journals to drive people toward membership. These might include: Video demos and pod casts which are possible using Scitation. She believes that this can grow subscriptions. This means that the online version of our journals would not be an electronic copy of the print journal.

Gibson offered his thanks for posting the Section News.

19. Programs and Conferences Report / Hayes, Hein
Tiffany Hays reported that because of the efforts of Terry Singleton, the charges to AAPT for the Edmonton meeting were lower than anticipated. Dickison also commented on the wonderful support from the Physics Department at Alberta. As a statistical summary Hayes reported on 442 abstracts received and about 600 full member registrations processed for Edmonton.

Regarding the Meeting in Chicago-2009

- There were questions about the location and venue for the Demonstration Show.
- The paper sort was handled very efficiently because the sorters came prepared.
- Cook will be trying to document the process for future Program Chairs.
- There are difficulties interweaving with AAAS who operate on a 1.5 hr vs. 2 hour session schedule, therefore we may have more activities starting at 7 AM
- There will be no early opening and reception with exhibits.
- Posters will be scheduled for Saturday and Sunday
- As a plan for future joint conferences, it will be important for AAPT to have their

own contract regarding space in hotels.

- Committees want to do tutorials during a session time. Cook suggested that AAPT develop a clearer definition of a workshop, tutorial, Cracker Barrel and Session.

Hein wondered about the possibility of having a general reception with the awardees.

20. Meetings Committee Report / Peterson, Hein
Richard Peterson submitted an electronic report.
Iona asked that the Meetings Committee and Executive Office clarify their roles and expectations and reporting parameters to assure that each group is operating as effectively as possible.

Sunday, October 12, 2008
Guests: Roxanne Muller,

21. Designated Funds/ Hein
Hein reminded the Board that there are set-aside funds within the LTR (Dodge, Klopsteg, Venture, Fuller, Lotze, Bauder), and that these have been tracked with special sub-accounts in the LTR. Other funds have been tracked within the office (PER, PTRA Continuation Fund, Memorial funds, Rossing, Awards). Periodically, adjustments must be made to reimburse the operating funds for expenses associated with these funds. This is because often the expenses are taken from the operating budget so as not to disturb the LTR with small disbursements.

The funds are often taken from the undesignated fund in the LTR at the end of the calendar year, but there has not been recent adjustment to the values in the designated funds. The net result is that the value of many funds will be adjusted and a clearer financial statement regarding the fund balances will be produced.

Motion: AAPT will support six AAPT New Teacher Workshops at a maximum of $2,000 per workshop in the spring and fall of 2009. The money will come from the Dodge Fund. In general the money will be used for workshop supplies, travel and honorarium for a PTRA or other master teacher to conduct the workshop. The Sections would submit a request to host such a workshop by January 15, 2009, and agree to provide logistical support for the workshop. AAPT will again solicit and receive the applications and a committee will review and select which ones will be funded. The motion came from Mogge, and was seconded by Adair. The motion passed unanimously

Tobochnik asked if we had access to the any of the PTRA money. Hein indicated not, since the money was for rural PTRA workshops

22. Appointments to Area Committees / Dickison
Dickison has finalized Area Committee appointments based on the work of the

Nominating Committee and VP selection of Chair and other members.
Roxanne will email confirmation and send formal letters.

Dickison indicated the need for a longer timeline. Specifically noting that asking for nominations and recommendations for Committee appointments during the summer is too late. He will ask Area Chairs in Chicago for people to recommend to the Nominating Committee

The previous Nominating Committee will share its unselected list with the next Nominating Committee.

23. Area Chairs' Committee Meeting in Chicago / Dickison
Dickison wants to post the Area Chair Handbook early.

He pointed out that if web forms could be corrected, then the follow-up could be easier. Cook added that he has been working with L. Dylla and T. Hayes and has sent memos to the National Office regarding requested web changes.

Hein encouraged that time during the Area Chairs Orientation be devoted to the fact that Area Committee responsibility is more than just planning the meeting. He would prefer that the Committee think of itself as the voice of ___ at AAPT. He pointed out that this important role might mean that Area Committees would meet during the year to provide direction to AAPT.

24. 2009 Appointments to AIP & Other External Committees / Adair
Iona will coordinate appointments to AIP Committees.