

MINUTES OF APS FAC/EXECUTIVE COMMITTEE

ANNUAL MEETING, MILWAUKEE

July 25-26, 2002

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Attendance

Present: J. Fletcher, S. Slack, G. Bergstrom, C. Ishimaru, J. Sherwood, S. Hurtt, R. Ploetz, J. Andrews

Guest: E. Stromberg

Staff: S. Nelson, A. Hope, L. Hartmann

Call to Order: Thursday, July 25, 2002

President J. Fletcher called an informal meeting to order at 9:55 p.m. Central, in the President's suite in the Hilton.

Pres. Fletcher distributed the agenda electronically prior to the annual meeting (**attachment 1**), along with this note: "The meetings of Exec and FAC are being combined, as we have done over the past year in the interests of efficiency and non-redundancy. Please plan to come to all of both parts!"

1. Strategic planning, governance and the "experiment" (Fletcher, Bergstrom, Nelson)

a. Friday Council meetings – preparation for strategic exercise

J. Fletcher reviewed the schedule for Friday's meeting of the extended Council. She asked for input on the "experiment" for Council. Exec was informed that G. Bergstrom, S. Nelson, and J. Fletcher had put together a few items for the strategic planning exercise for Council.

J. Fletcher reviewed the Council meeting agenda (**attachment 2**). An overview of strategic planning and of the governance structure was planned. The Treasurer would make a presentation on strategic planning and societal finances. The extended Council would then participate in a series of strategic planning exercises during breakout sessions with assigned groups. The composition of the breakout groups was selected to represent junior and senior APS members. The first breakout group would look at the strategic goals of the current plan. Leaders from the assigned break out groups would present the groups' discussion. After lunch, there would be seven presentations from various committees, offices, and boards that have made strategic contributions to the Society. A second breakout with different assigned groups would then focus on the specific objectives under a particular goal. After the breakout session, presentations to the Council were to be made. The room at the meeting was to be organized so that all members were equally presented at the table. Councilors would be asked to think and talk about goals and objectives, not about strategies. A wind up session was planned for later in the day.

b. Evaluation of the experiment

Evaluation sheets would be given to each of the members of the expanded Council. Evaluations of the strategic planning session and the experiment with an expanded Council would be turned in and compiled in time for a review on Wednesday.

J. Fletcher emphasized that the goal of the sessions was to have participants, whatever their position, become aware that they have a role in achieving the goals of the strategic plan and a vested interest in the decision making process. J. Sherwood added that decision making at our home institutes is not the same as in APS. If something is stated or decided in Council, it can become a reality. The emphasis is on what would we want to be in the future. There is a need to come to a consensus that is accommodating of different people and efforts. The President asked Exec to facilitate the strategic planning exercise by keeping Council members away from the details (the "how") of obtaining goals and objectives, and to remain focused on the "what".

c. Revision of governance proposal

S. Nelson noted that the strategic planning exercise as proposed would provide an opportunity to see how the governance structure allows or doesn't allow strategic planning to occur. If it works, then will need to look at the structure of future meetings.

d. Nature of Midyear Council

Item not discussed.

Adjourn

The meeting was adjourned at 10:30 pm.

Reconvene: Friday, July 26, 2002

Attendance:

Present: J. Fletcher, S. Slack, G. Bergstrom, C. Ishimaru, J. Sherwood, S. Hurtt, R. Ploetz

Absent: J. Andrews

Guest: E. Stromberg

Staff: S. Nelson, A. Hope, L. Hartmann

Call to order:

President Fletcher called the meeting to order at 7:45 a.m. in the Mitchell Room of the Hilton.

Approval of minutes

MOTION. To approve the minutes of Executive Committee conference calls of March 29, April 24, May 22, June 12, and July 10, 2002. **MOTION SECONDED** by J. Sherwood. **DISCUSSION.** J. Fletcher requested all names be removed from the rankings. **MOTION CARRIED.**

The Secretary reviewed the Executive Committee action list, indicating everything had been completed.

2. Status of ad hoc committees

a. Completed

- (1) Alliances – Windels. This committee could be discharged. J. Fletcher suggested appointing an ad hoc committee to follow up on the recommendation of the report. S. Slack suggested moving directly to the recommendation by establishing a standing committee. The recommendations of the Alliance report were reviewed. Pres. Fletcher called for a decision on the recommendation of establishing a standing committee. Exec approved. J. Fletcher will ask for a motion in Council.
- (2) Bioterrorism – Cook. There was a lot of activity by this committee in the form of letters and sessions at the annual meeting. J. Cook reported to the President that the committee had finished its work. During his presentation to Council, he will recommend appointment of a standing committee. An internal relations committee would be the best form. J. Sherwood commented that this committee's activities should not conflict with PPB.

b. Progress made; will continue 2002-03

- (1) Emerging Diseases and Pathogens – Luster. This is a very important committee. It has a budget for completing the work in the agreement with APHIS. It also will provide a place for keeping track of the various lists of plant pathogens being developed by various agencies. Luster will make a presentation to Council on Wednesday.

- (2) Young Professionals – Andrews. J. Andrews is scheduled to report to Council on this committee’s activities.
- (3) Governance III – Bergstrom. The continuation of this committee will be determined after the experimental Council meeting.

c. Recently appointed, just starting

- (1) Awards Issues – Matheron. The committee has completed its tasks and is ready to make a recommendation to Council.
- (2) Journal Issues – Shaner. The committee is being formed. Committee composition was to be discussed by Council.
- (3) Private Practice – Mellinger. No comments were made.
- (4) Divisional Issues – Christ. No comments were made.

d. New committees – to be appointed

- (1) Ad hoc New Products and Services. This committee was conceived by HOC for the development of new products offered by APS, beyond those offered by Pub Board.
- (2) Standing Committee: Biosecurity. The establishment of this committee came out of a recommendation from J. Cook’s committee on bioterrorism.
- (3) Centennial Planning. This committee must start immediately. Committee composition was discussed. P. Peterson was recommended, along with someone from Councilor’s Forum. J. Fletcher planned to ask for Council’s input on committee membership and its charge.

R. Ploetz presented an email from P. Peterson about his ideas for the centennial. (**attachment 3**). After reviewing the recommendations, R. Ploetz indicated that APS Press would discuss the suggestion for a book. He concurred with the recommendation that the centennial should be the celebration of the Society and not just the science. The possibility of a calendar that would be given away was discussed. R. Ploetz indicated the need to have someone from APS Press on the committee, possibly R. Gergerich. Other ideas for memorabilia included t-shirts and cds with a screen saver.

Terms of membership were discussed. One concern raised was that the Councilor’s Forum representative would serve a maximum three years, yet the meeting is six years away.

3. HOC update (Nelson, Slack)

S. Slack summarized the activities and composition of the HOC for those not on the committee. HOC deals with issues pertaining to staff, communications, retentions, early retirements, staff evaluations, and salary packages. New areas it became involved in are journals projects and bringing in the Master Brewers Association. HOC plays an important role in increasing communication between the two Societies at Headquarters (APS and AACC). An issue currently being discussed by HOC is the appointment of a Chief financial officer.

4. Added items.

J. Fletcher reported that the establishment of the N. T. Keen Award is underway.

J. Fletcher noted that several elections and appointment had been made with little input on the candidates. She has been asking people to provide input on the candidates at the time of nomination. She was concerned that email may be contracting the pool of candidates/volunteer instead of expanding. S. Slack suggested

using the monthly conference calls to help people think about nominations. The suggestion was made to tap into the subject matter committees as a resource for nominees. A list of committee chairs also could be a resource. Through IMIS, there is a way of getting information on any APS member and their service on committees. CF has used this list for input on its nominees. We could also ask the subject matter committee for nominees.

A concern that HOC is dealing with is how long can Staff do more with fewer people.

Adjourn

Meeting of the Executive Committee adjourned at 8:30 a.m. Central.

Meeting of the FAC convened directly after the Executive Committee meeting.

Agenda of the Financial Advisory Committee (Sherwood)

J. Sherwood supplied minutes of the FAC under separate cover.

- 1. Approval / addition to agenda items**
- 2. Approval of financial notes from midyear EXEC / FAC in St. Paul**
- 3. Review of most current statement and operating reserve**
- 4. Updates on areas for FAC to review.**

Information on Membership Services to be provided by M. Bjerkness. Trying to define what activities of staff should be budgeted in Member Services. The intent is for FAC and Staff to arrive on what areas should be budgeted to Member Services versus G&A so an accurate assessment of Member Services can be obtained.

- 5. Recommendations for changes / additions to the Financial Notebook.**
- 6. Financial items for review / action (none received to date)**
- 7. Items / discussion for longer range financial planning.**

Did the process of the previous year "work?" Are staff and membership working appropriately together to set financial goals and identify future needs?

8. Other?

Attachments

1. Agenda for FAC/Executive Committee meeting
2. Agenda for Council meeting
3. Letter from P. Peterson

Respectfully submitted,
Carol Ishimaru

APS Secretary