



**NEW YORK STATE SECTION
AMERICAN PHYSICAL SOCIETY**

Executive Committee Meeting Minutes
115th Semi-annual Symposium
156th Meeting of NYSS/APS
November 10, 2016
Rensselaer Polytechnic Institute, Troy, NY

Time: 8:50 am

Members Present: Chair: Bruce White (17); vice-chair: Erica Simoson (17); Secretary/Treasurer: Gianfranco Vidali (17); Executive Committee: Harold Hastings (19); Carl Ventrice (17); Sunil Labroo (17); Kenneth Podolak (17); Michael Rogers (19); Michael Hennessy (17);

Members Absent: Samuel Amanuel (19); John Noe (17); Shashi Kanbur (19); Jenny Magnes (19);

1. Approval of minutes of the Executive Committee Meeting at the 2015 Spring and Fall Symposia:

The minutes were approved.

2. Report of the Local Committee – Vincent Meunier (Rensselaer Polytechnic Institute):

- a. Preliminary numbers for this meeting: 105 attendees before morning registration, 80 banquet tickets. There are about 18 posters
- b. **Posters – see Appendix A**
 - (i) Reminder of the policy: (PASSED October 15, 2004 with amount revised at this meeting) the judging committee may award prizes (up to \$1,000) for posters in categories at the discretion of the judges.
 - (ii) A poster judging committee was formed: Ken, Sunil, and a local judge to be designated.
 - (iii) Results of posters judging – **See Appendix A**
- c. **Student support – see Appendix B**
 - (i) There was a request of \$870 for travel support from students (University of Binghamton); a request for banquet support from Skidmore students was denied because inconsistent with APS-NYSS's policy.
 - (ii) Reminder of the policy passed at the Executive Committee Meeting, Spring 2013 **Overall student support maximum is increased to \$150 per student for travel and hotel. To encourage pre-planning, student support requests received two weeks prior to the symposium will receive full consideration for full reimbursement of expenses (double occupancy and ride sharing) pending availability of funds. Students are expected to pursue alternative sources of funding also. The total amount to be allotted per symposium for this purpose is \$2500. Amounts exceeding this need prior approval of the Executive Committee.**

3. Secretary/Treasurer's report –Gianfranco Vidali

At the end of August 2016, according to the financial statement from APS shows we have \$57,213.33. (The comparison is done till the end of August because last year the meeting was held on Sept. 11; thus, the September statement might contain some of the revenues and expenses connected with the meeting). At the same time, last year we had \$59,592.10. Dues from APS amount to \$10,552 vs. \$9,620 a year ago. Currently there are 2698 NYSS members, a bit above the year 2015 number of 2405 members. The

percentage of NYSS members with respect to the total APS membership increased to 5.33%. **We are now the state section with the largest number of members!**

The investment income is \$1,109.34 vs. \$1,224.15 for the same period a year ago (year to end of August). The total revenue (APS dues, registration fees, banquet, investment) for 2016 (year to end of August) is \$13,096.34 compared to \$13,439.15 for a corresponding period last year. Expenses (food, travel grants, outreach grant) for 2016 are \$10,769.26 vs. \$ 4,554.65 for 2015 (again: year-to-end-of-August).

	2016 (full year)	2015 (full year)	2014 (full year)
Total assets	\$ 57,423.09	\$54,886.25	\$52,422.60
Revenue	\$16,005.18	\$13,049.80	\$16,480.47
Expenses	\$13468.34	\$10,661.15	\$10,651.78

Example of costs incurred in Symposia (figures are not final); note that I split the total cost of each Symposium in the net cost to run the Symposium (registration plus grant income minus expenses for catering and use of facilities) and outlays in form of grants, awards, and reimbursements.

SUNY-Oswego:

- Symposium net balance: -\$934.87;
- Other expenses: \$2,743.88 (student travel: \$812.27; poster awards: \$400; Outreach: \$1531.61);
- **Total cost: \$3,678.75**

SUNY-Plattsburgh:

- Symposium net balance: -\$1,980.54
- Other expenses: \$1,217.14 (student travel: \$426.39; speaker travel: \$290.75; poster awards: \$500.00)
- **Total cost: \$3,197.68**

SUNY – Fredonia:

- Symposium net balance: \$473.43
- Other expenses: \$ 5,143.78 (outreach grant: \$2,143.00; student travel: \$850.94; speaker travel: \$1,749.84; poster awards: \$400.00)
- **Total cost: \$4,670.35**

Vassar College

- Symposium net balance: -\$2,272.70
- Other expenses: \$3,900.78 (student travel: \$147.38; outreach proposal: \$2,200; speaker travel: \$928.40; poster awards: \$625.00)
- **Total cost: 6,173.48**

Sarah Lawrence

- Symposium net balance: -\$2264.29
- Other expenses: students travel \$381.24; poster awards: \$900.00
- **Total cost: \$3545.53**

Average cost per Symposium: \$4,430.06

As a reminder, most of the income comes from membership (about \$10,000/year), while most of the expenses are for running the Symposia, students and speakers travel support, poster awards and outreach grants. Over the years we set mixable allowable expenses per Symposium, see Table below. Obviously, spending the maximum in each category per Symposium (\$7,500) is not sustainable; per year we would spend \$15,000 while we would get \$10,000 from income. A proposed allocation of budget items is proposed. We will run a slight deficit that is sustainable for the near future, given our reserves. While the distribution of expenses among categories can be changed from Symposium to Symposium, we should stick to a max of \$6,000 in expenses per Symposium.

	Symposium	Posters	Speakers	Outreach	Student Travel	Total
Current Max Allowable Expenses	\$1,000 (suggested)	\$1,000	\$1,000	\$2,000	\$2,500	7,500
Proposed	\$1,250	\$700	\$800	\$2,000	\$1,250	\$6,000

Ideally, we would like to have a net about twice the operating budget. Since our net keeps increasing, at the 2013 Fall meeting I proposed the following steps to increase outlays:

- a. Increase the number and size of the Outreach grants;
- b. Increase the financial support for students to attend Symposia;
- c. Allocate a budget for partial travel reimbursements for speakers at Symposia

Since then, we

- a. Increased the size of Outreach grants to \$2,000 per grant; we recommended to increase the visibility of our Outreach Program via the distribution of the newsletter to colleges and universities in NYS.
- b. At the Spring 2013 meeting we decided to increase the student support maximum for attending symposia to \$150. The total financial support is capped to \$2,500.
- c. We agreed at the Spring 2014 meeting that the Section would provide funds for speakers' travel expenses not exceeding a total of \$1,000. It is recommended that funds for speakers' travel expenses be sought from institutions.

There was a discussion on how to increase students' participation at symposia. Here are some of the suggestions:

- Have a tour of the facilities of the host institution
- Encourage students to participate with posters and selected presentations
- Publish abstracts of students' work (posters, presentations) - this is valued by students
- Have a workshop about continuing studies in graduate school
- Anticipate the beginning of the Symposia on Fridays to 10 am

4. Nomination for 2017 Elections

The Nomination Committee chaired by Erica presented a slate of nominees who were contacted and agreed to run for positions on the Executive Committee. Here is the list: Carl Ventrice - SUNY Polytechnic, Vincent Meunier - RPI, Abram Falk - IBM Yorktown, Michael Ramsdell - Clarkson Univ., Rajesh Vaddi - Corning, Eric Cotts - Binghamton Univ., Zak Robinson - Brockport. Sunil proposed to add other names. The motion to approve the slate with the possible additions of names passed.

5. Future Symposia

- a. University of Buffalo (Spring 2017: - Topic: Renewable Energy)
- b. Union College - (Fall 2017) - Topic: Gravitational Waves
- c. Cornell University (Spring 2018?) - Topic:?
- d. SUNY Brockport?

There was a discussion whether to hold a workshop at RPI for faculty of undergraduate institutions about doing research with undergraduates, funding opportunities and careers in industry. Among the suggestions: invite an NSF program officer, have a panel discussion on the projected needs in industry, and invite TeachSpin to talk about best practices in running advanced labs or capstone projects.

6. Outreach Grants- Harold Hastings

No proposal was received.

There was a discussion on how to generate interest in the Outreach Program and encourage submissions. Here are some of the comments, some of which are taken from the previous meeting:

- a. Perhaps the name "outreach" doesn't quite convey the scope of the program
- b. Efforts should be made to reach out to high school physics teachers. This requires legwork by faculty at local colleges and universities. Get in contact with BOCES as they have the resources to reach out to the local communities
- c. Bodhi will advertise our Outreach Program at STANYS
- d. Should we set up a booth at STANYS?

- e. Use our Newsletter to promote the Outreach Program and to report on the successful completion of the funded projects
- f. List on the NYSS page the titles of the funded projects
- g. Contact SPS advisors (Bodhi)
- h. Contact AAPT – Sam Sampere

The meeting was adjourned (11:40 pm).

Appendix A - Fall 2016 Student Poster Awards

Undergraduate Student Category:

1. Name: Nicholas Noviasky
Amount: \$250
2. Name: Oscar Hernandez
Amount: \$200
3. Name: Jaymes Flournoy
Amount: \$50
4. Name: Jorge Alarcon
Amount: \$50

Graduate Student Category

5. Name: Taylor Rose Juran
Amount: \$200
6. Name: Aldo Raeliarijaona
Amount: \$100
7. Name: Yu Xiang
Amount: \$50
8. Name: James Buchwald
Amount: \$50

Appendix B – Travel Support to Students to Attend the Fall 2016 Symposium at Rensselaer Polytechnic Institute

A total of \$732.27 was requested for the travel of ten students.

Appendix C –Report of Spring 2016 Symposium at Sarah Lawrence

Total Registrants: 85

Students: 51

Income:

1. Banquet: \$810
 2. Registration: \$1,690.00
- Total: \$2500

Expenses:

1. Catering: \$3,602.19
 2. Speaker Travel/Attendance: \$1,162.10
- Total: \$4,764.29

Net Cost to NYSSAPS: \$2,264.29

Submitted on 4/12/2017 by Bruce White with assistance from Debby Finkelstein, Senior Director, Office of College Events, Sarah Lawrence Colleg