

FSGA Executive Committee Meeting

Monday, December 13, 2010

Attendance:

Sarah, Megan, Amber, Eric, Mike, Peter Muhoro (APS), Abhishek, Kim

Agenda:

1. Climate Survey (Elena)
2. Action Items from October 2010 teleconference
 - Graduate Student Considerations (Amber)
 - Bylaw Amendments (Mike)
 - Elections Update (Kendall)
3. CAM Funding (Abhishek)
 - CAM planning status
 - Description of expenses
 - What can FGSA afford? (Eric)
4. Other Business?

Minutes:

1. Action Items from October 2010 teleconference
 - Graduate Student Considerations (Amber)
 - While there have been some constructive comments from FGSA, there needs to be a more in-depth discussion in the new year. It would be very significant if we could contribute and approve this document.
 - If Committee on International Freedom of Scientists (CIFS) approves, APS will likely adopt this as a formal statement.
 - Would like to send new draft to CIFS by March 2011, with their meeting scheduled in Apr 2011.
 - **Action Items:**
 - **All FGSA Executive Committee members** need to thoroughly review and comment on the Graduate Student Considerations document, and the latest comments from CIFS, before the next conference call.
 - Bylaw Amendments (Mike)

- APS Council did not take up our amendments (nor 3 other amendments) at the last meeting on November 20. This was due to revisions from the APS Constitution and Bylaws Committee, which had not been vetted by the individual units involved, prior to the Council meeting.
- Ken Cole will keep us in the loop, and send the revisions from the Committee on Constitution and Bylaws as soon as possible.
- Once our revisions are noted, the amendments may be tabled at the next APS Council meeting in April. However, there is a possibility we may be able to send out the amendments for membership ratification early. Ken will bring this up to Kate Kirby.

- **Action Items:**

- **Mike** will keep the FGSA Executive Committee informed of the progress of the bylaw amendments; and specifically, will bring the incoming secretary up to speed.
- Election update (Mike)
 - New officer elections are underway.
 - Scheduled to end on December 20; depending on the number of paper ballots, we should have results NLT the end of the year.
 - currently, out of ~ 4000 members with active email addresses, 163 people have voted; this is a turn-out of ~ 3.75 %. This is very good for the beginning of the election, and should significantly increase with a reminder email.
- **Action Items:**
 - **Kendall** will request an email reminder to be sent out for the election.
 - At the end of the election, **Kendall** will tally the results and send out the necessary emails to the winners, the FGSA Executive Committee, and the APS
 - **Mike** will draft an email to be sent out to the membership, announcing the election results.

2. CAM update (Abhishek)

- Programming Committee
 - Location - Liaison Capitol Hill Hotel, Washington, DC
 - Important Dates
 - Abstracts due - June 30, 2011
 - Conference dates - September 29 - October 1, 2011
 - Program
 - Plenary Session (~ 10 invited speakers)
 - Earth, Energy, and Environment
 - Astronomy and Nuclear
 - Biophysics and *Other Topic*

- Physics Education
- Material Science, Quantum Optics
- Breakout Sessions (~60 student speakers)
 - Energy
 - Astronomy and Nuclear
 - Biophysics
 - Atomic, Molecular, and Optical
- Panel Discussions
 - Science and Foreign Policy (possible keynote from member of Congress)
 - Policy Fellows (with Canadian and US congressional fellows)
- Targets
 - ~ 120-130 participants
 - need to try and increase Mexican student participation
- **Action Items:**
 - **Abhishek** will start extending out invites to various speakers. If you have a suggestion, please forward this to him.
 - **Abhishek** and Amy (APS) will try to increase advertising in Mexico, by contacting their counterparts.
- Advertising Committee
 - Website hosting provided by Princeton University. (Ben was instrumental in getting this set up.)
 - APS Art is working on flyers and posters.
 - APS email for CAM: cam2011@aps.org
 - Facebook page/group with ~ 60 members
 - **Action Items:**
 - Once the art work is complete, **Mike** (or the new secretary) will send out a message to the FGSA membership advertising the website, and the Facebook page.
- Funding Committee
 - NSF grant proposal is nearly complete; it should be sent out by the end of the year. we may get ~ \$ 40k in funding. However, this can only be used to support graduate student travel and meeting expenses.
 - Amy (APS) and Michelle (APS) have prepared a preliminary budget with expected costs.
 - Local costs (theatre + 2 breakout rooms + lobby, coffee, tea, snacks) ~ \$ 20k
 - Other costs

- Invited speakers: travel and honorarium
- Foreign student support: boarding and travel
- Other possible support
 - Other APS Units (some examples)
 - Forum on Industrial and Applied Physics
 - Division of Biological Physics
 - Carnegie Foundation
 - Mars Foundation
 - Local universities (DC and Baltimore area)
 - National Institutes of Health
 - Other professional organizations, such as AAS and OSA
 - Industry (use APS Meetings department contacts)
- Megan suggested a possible tiered sponsorship structure
- Another revenue source is selling CAM t-shirts.
- FGSA support
 - Contributing ~ \$ 15k
 - This will be used to support foreign student travel expenses.
- **Action Items:**
 - **Megan** will attempt to contact AAS members for support
 - **Abhishek** will send out letters of inquiry to the various foundations, vendors, universities, and APS units.
 - **Abhishek**, and possibly Ivelisse, will continue the attempts to reach out to our Mexican colleagues.
 - **Abhishek** will send out a spreadsheet with an estimated budget and the total anticipated cost.

3. Summary of FGSA/FEEd Proposals (Sarah/Peter)

- Committee on Careers and Professional Development
 - Mike (and possibly the incoming secretary) will act as the ex-officio member, with a conference call on January 14, 2011.
- Committee on Education
 - Possible ex-officio member
 - FGSA representative to attend 1-2 meetings of the Committee of Education (paid for by the Committee of Education).
 - Since this meeting is not until April, we have postponed the decision on who to send. However, if no one else is available, Amber has volunteered to

represent FGSA (as she will be in the area due to a FED business meeting and an APS Council meeting).

- Graduate Education Subcommittee
 - This subcommittee is responsible for the Graduate Education Conference
 - Sarah and Megan will represent FGSA and graduate student interests
- Minority Bridge Program (Peter)
 - Results of initial conference call is a survey for a quick evaluation of the current state of the mentoring relationship for the student and advisor(s).
 - While the details have yet to be fully worked out, the program will most likely consist of a National Advisory Committee and a Planning Committee
 - National Advisory Committee
 - Consist of experts in academia, industry, and government
 - 1 FGSA representative on the committee
 - Teleconferences about once every 3 months, with one physical meeting per year
 - Planning Committee
 - This committee will be much more involved, but the details are very sketchy at present.
 - Presents another opportunity for a FGSA representative
 - Teleconferences about once every other month
 - **Kim, Megan, Sarah, and Mike** have all expressed interest in continuing this relationship, and will be kept in the loop for future conference calls and developments.
- 4. Graduate Climate Study (Sarah)
 - Due to a last-minute conflict, Elena was unable to attend.
 - Each question of the survey was reviewed, and commented on.
 - A quorum (those present on the conference call) of the FGSA Executive Committee were polled; we are comfortable with the survey, and willing to send it to our membership.
 - **Action Items:**
 - **Mike** will compile the comments and send them out to Elena
 - **Elena** will review the comments, and make the necessary changes to the survey.
 - After these changes, any final comments will be solicited; **Elena** will send the survey to Sara Conners (APS Web Manager) for uploading into the APS Survey Monkey account. Projected to start survey ~ mid-January 2011.
- 5. Other Business
 - Officer Continuity Document (Megan)

- Each officer would create a short description of their job and responsibilities; this would include any information necessary for new officers.
- This document would be posted to the FGSA website, but password-protected. Access would be through individual APS logins.
- **Action Items:**
 - **Each FGSA officer** will prepare a document detailing their jobs, responsibilities, and any other relevant/necessary information.
 - These would be forwarded to **Megan** for compilation into a single document.
- List of prior officers (Sarah)
 - For posterity, it would be nice to have a list of past officers (with contact information) on the FGSA website. Sara Connors (APS Web Manager) is willing to set this up, but she needs a list.
 - **Action Items:**
 - **Mike** will go through old meeting minutes, newsletters, and election results to compile this list.
- Finances Update (Eric)
 - As of October 31, there was approximately \$ 78k in the account
 - Currently, we have approximately \$ 5k in approved outlays.
 - Travel grants ~ \$ 3k
 - Graduate Student Mixer at APS March 2011 Meeting ~ \$ 2k
 - During the past year, we have funded 13 travel grants to the tune of ~ \$ 10k
 - 10 domestic trips
 - 3 international trips
 - The number of applications is increasing, and we may want to consider increasing the amount we award per year.
 - Current funding scheme for Forums will most likely change in mid-January 2011.
 - Current scheme: each APS unit receives money based on membership
 - Proposed scheme: Forums will only be funded if they drop below a pre-determined ceiling (probably in the neighborhood of \$ 40k - \$ 50k). Once this ceiling is crossed, APS will fund the unit until it is back up near the ceiling.