

Minutes of the Executive Committee Virginia Academy of Science

Nov 5, 1995, Room 187 Ruffner Hall, University of Virginia, Charlottesville
Present: Thomas O. Sitz (President), Elsa Q. Falls (Immediate Past President), R. Dean Decker (President-elect), Carolyn M. Conway (Vice President), Joseph W. Rudmin (Secretary), Greg Cook (Treasurer), Donald R. Cottingham (Director, Junior Academy of Science), James H. Martin (Editor, the Virginia Journal of Science), Lisa L. Martin (Administrative Assistant, VAS-VJAS).

The meeting commenced at 10:12 am.

1. There were no introductions.
2. Adoption of the agenda was moved by T. Sitz, and was seconded and approved.
3. The minutes of the May 24 and May 25 Executive Committee meetings and the May 25 Academy Conference were corrected and approved.
4. Officers' Reports
 - a. President's Report

Tom Sitz recounted the Executive Committee's actions during the summer concerning the Science Museum of Virginia. Three letters were distributed. For more detail on this, the reader is referred to the minutes of the Nov 5 1995 Council meeting.

Tom Sitz asked Dean Decker to report on the Ad Hoc Committee to Study Academy Needs with Regard to Fund Raising which he did as follows. The Committee consisted of Dean Decker, Carolyn Conway, Art Burke, Richard Brandt, and Jim O'Brien. The Committee defined the terms "endowment/endowed", "named endowment", "Virginia Academy of Science", and "Virginia Junior Academy of Science". The Committee then made recommendations that the following categories of funds be established: Expansion and continuation of the awards program of the VJAS, support to establish a paid director of the VJAS, support for the education and research activities of the VAS, and a discretionary fund for the VAS/VJAS management. Since anticipated returns are greater than 5%, this amount should be guaranteed to the Academy for use, with the rest returned to increase the principle. The Committee recommended that new named endowments must be started with \$5000 or more, new unnamed endowments must be started with \$3000 or more, and new donor-designated funds must be started with \$1000 or more. For more detail on this, the reader is referred to the minutes of the Nov 5, 1995 Council Meeting. These are the recommendations from the Ad Hoc Committee to the Fund-raising Committee.

Tom Sitz during the summer had appointed an ad hoc committee to review the VJAS secretarial position. This committee consisted of Dean Decker, Art Burke, and Elsa Falls. They submitted a list of Recommendations to the Executive Committee which were now discussed, starting with the budget. Elsa Falls presented the recommendations. It was noted that the Research Committee had not used its full \$10000 budget, and accordingly recommended that it revert to the previous year's \$8000 to free money for other uses.

EXECUTIVE COMMITTEE ACTION:

The motion was made, seconded, and passed, to recommend to the Council the reduction of the Research Committee's budget from \$10000 to \$8000.

Discussion of the budget continued. Since part of this discussion dealt with the administrative assistant's salary, Lisa Martin left the room at this time. The ad hoc committee to review the VJAS Associate Director Position made the following recommendations to be acted upon by the Executive Committee:

I. As a stop-gap measure: That the secretary begin to maintain regular hours on a daily basis (Mon-Fri) from September through December 1995 at the VAS office, and that her salary be increased \$125 per month for each of those four months, to compensate for the increased demands on her time. (This is a stop-gap measure until the recommendations which follow can be acted upon by the Executive Committee at its November Meeting. The above Recommendation was approved by members of the Executive Committee when contacted by phone on Sept., 11, and Blanton Bruner has implemented the recommendation.)

II. As soon as possible: That Jim Martin be asked to explore the purchase of an additional computer and printer by VAS to be kept at the Martin residence for the use of both Jim and Lisa. The new machine and software should be compatible with the current machine owned by VAS, which is to be housed at VAS office. (It is suggested that this purchase be expedited, so that the new equipment will be available as soon as possible.)

III. Effective January 1, 1996:

1. That the VAS office be staffed six hours a day (from 10 a.m. to 4 p.m.) and five days a week from Labor Day to Memorial Day. Hours would be more limited from Memorial Day to Labor Day. Lisa Martin would be present from 12-4 p.m., and Blanton Bruner and Art Burke would divide the morning hours from 10-12 noon.

2. That Blanton Bruner (at his request) begin to curtail his responsibilities as Executive Secretary-Treasurer. His yearly salary would be decreased by one-half for 1996.

3. That Art Burke be appointed as Associate Executive Secretary-Treasurer and begin to assume more of Blanton Bruner's duties. There would be no remuneration for his services (at his request.)

4. That the position of administrative assistant (job description attached) be designated as three-fourths of full-time. Following this was an itemized description of the purpose, duties, annual review, and tenure of the position.

The Executive Committee now discussed and acted upon these recommendations.

First item 3 above was discussed. Joe Rudmin asked if the creation of the position of Associate Executive Secretary-Treasurer would require a change in the Constitution. The consensus of the Executive Committee was that a change would be required. Since the position of Associate was viewed as temporary anyway, the Executive Committee decided not to act on item 3 above, but to leave the title as it now is. Next the committee discussed item 1 above, and the associated required salary increase. Elsa Falls noted that part of the increased cost was covered by Art Burke's rejection of his salary. Several Committee members expressed their support for the salary increase. Joe Rudmin asked if there were any increased expenses

Don Cottingham: I am the VAS representative on the VAST board, but VAST has never sent a representative to our board. Similarly, we have a representative on the VSLA board, but they have never sent a representative to our board.

Dean Decker: One thing which should be brought before the Executive Council. I am the editor of the newsletter for the National Association of the Academies of Science, and one of the other Academies suggested that there be an exchange of newsletters among the state academies. I intend to do this and am informing you. We should put on our newsletter mailing list, those state academies which want to be on it. Our Newsletter has been pretty inactive, and it's gotten a lot more active recently. Other academies want to know what we're doing, and what our activities are, and it seems like the Newsletter is a way to do it.

Joe Rudmin: Twenty or thirty newsletters might be a bit much to archive. Might it not be better just to maintain a listing of where each newsletter is archived, so that we would know where to write if we say, wanted to find out what was happening in Ohio.

Dean Decker: Several academies have written me and asked if we couldn't get an exchange of newsletters going, so I intended to put into the newsletter which I'll write next week, that I'll be the clearing house and put them in touch with each other, and then let them work out how they want to exchange newsletters. If they want to exchange hardcopies all the time, or do it by e-mail, that's up to them. Right now they want to know how to get in touch with each other. Not all state academies are members of the National Association of Academies of Science.

Greg Cook: As a first step, I'll contact their web site and find out what academies are listed there, and send their email addresses to Jim and Lisa.

Dean Decker: That's all I have to report.

c. Vice President, Carolyn Conway

I want to tell you of a couple of things that are in the works. I'm using my authority to make the following change. In the past, abstracts were sent in to the section secretaries in April. A lot of people, including me, failed to send them in before the meeting. The abstracts don't always get to Jim Martin. So from now on the abstracts will be handed in at the meeting, and this will reduce the number of hand-changes, and having to send them through the mail. In polling the section secretaries, to find out how many actually made copies of the abstracts to pass out at the meeting, I found that the only section which does this is the medical sciences section. So I authorized them to collect their abstracts ahead of time, and then make sure that they get to the right person. We are making it clear that the abstracts are to be handed in at the time of presentation.

I'm also trying to clarify that statement that every presenter must be a member of the Academy. It now reads that while titles will be accepted by non-members, presenters MUST join prior to the meeting. We will contact non-member presenters before the meeting and try to get them to join the Academy.

Elsa Falls: This needs to be done. I know that in each of the last two years, we have had at least seventy presenters who were not members.

Carolyn Conway: I will take on that responsibility. And a somewhat unrelated item, Tom Haas, Chair of the Local Arrangements Committee, asked me for registration forms. I had some left over from the VMI meeting. I also included a note to him to eliminate the item on the registration form which allows them to pay

their dues and register at the same time, because at the VMI meeting, we got one check which included both registration and fees, and we had no way of separating them. We can separate these payments and have the dues go right to the academy with outgoing through the local arrangements committee first.

Joe Rudmin: Again, this would be much more easily handled if somewhere there were a single list of the current membership. If the defining list were on a computer, it would be easily searchable. Another thought is that we can effectively say that the paper was not given, if the dues were not paid. We would not publish the title or the abstract, if the dues were not paid.

Carolyn Conway: We can't not publish the title, because that has to be done in advance. We need to get out reminders to people, whether they're students or just some of us who have neglected to pay. Unlike some other organizations, where you don't need to be a member to present, we don't have dues or registration fees costing one or two hundred dollars. Our registration fee plus the membership fee is pretty minimal. I'll take care of this. It won't be the responsibility of any section officer to do it. When we send out the forms for the abstracts, we can include a letter, saying "We note that you have not joined the Academy. Please send your money in right now." We know there will be problems, but perhaps we can cut the number down from seventy five to twenty five.

d. Secretary, Joseph W. Rudmin: No report

e. Treasurer, Greg Cook: No report

f. Immediate Past President, Elsa Falls

Elsa Falls: I note in the report of the Finance and Endowment Committee, that they recommend that the dues be increased by one dollar to be credited to the Legacy 75 campaign.

Tom Sitz: I was going to bring that up. That creates all kinds of problems. The Bylaws would have to be changed, and forms changed. The recommendation is to Council, so we can defer until that time.

Carolyn Conway: We could do like many other organizations do, and include a separate sheet of paper asking for an additional contribution.

Elsa Falls: Another thing I want to be sure is in the minutes is an update on what happened with the Resolution passed by the Council and the Academy Conference on the importance of laboratory in Science Education. As far as I know, that resolution did go to every college and university in the state, and to every appropriate person in state government. I also did call Beverly Orndorff, who is the science editor of the Richmond Times Dispatch, who did write an article. It was great that we got that published. And we even got a letter to the editor of the Dispatch. Of the hundred or so letters we sent out, I only got one response, and that was from Gordon Davies, the Director of the State Council for Higher Education. He said "Thank you for the letter on the importance of laboratory science. We agree with you that our students have great experiences in their science courses."

Joe Rudmin: That is not very supportive.

Elsa Falls: Well at least he responded. No one else even did that.

Dean Decker: In addition to that, I enclosed it in the newsletter to the National Association of Academies. I got a letter from a high school teacher in California saying that she wasn't aware that that was what was going on in colleges. I said

"Hang on, it's coming your way." At the National Association of Biology Teachers last week I got a comment about that. It's not limited to Virginia by any means. That served to alert a lot of them, and I got one letter requesting permission to use it. I said "Go ahead."

Elsa Falls: Jim did put it in the Journal. Was it in the Scientist?

Greg Cook: Well, I will be putting it in the next issue.

g. Virginia Junior Academy of Science Director, Don Cottingham

The Local Arrangements Committee for the VCU meeting met. Everything is going fine. We have good facilities, and it will be a compact meeting. The committee met last summer and decided to try allowing computers to be used in the presentations in the Computer Science section. The speakers will furnish their own computers and be responsible for them. We will put a disclaimer in the notice that the VAS and the VJAS will not be responsible for them. We've already written the statement and would like to get some feedback of its legality.

Tom Sitz: We're checking into it.

Don Cottingham: Also, we're reducing the judges in each section to two, with the section chair serving as tiebreaker in awarding prizes. We also voted to delay regionalization until next year. We were all set to go this year. We had a date and a time at Virginia Western Community College but a lot of people raised the question, why should they have to go through a regional judging when people in the rest of the state can go straight to the state conference. Also, we do not have a Regional Director yet, and until we do I think it would be very foolish to continue our regionalization efforts. I don't think I can do it. So that's where we stand on regionalization right now. I've contacted all the Community College presidents in that region, and they've all said that other things are more important, with the budget cuts and all. We've also revised our readers and judges forms in the computer section to be more in line with presentation practice. As I already said, I will be carrying the VAS exhibit to Williamsburg on Thursday. This year so far, I've received more requests for information about VJAS from new people who are interested in joining than in previous years. Virginia Beach for the first time has had their Science Supervisor contact us, and it looks like they may come in. Last but not least, I would like to ask each of you to start thinking about my replacement in 1997.

Greg Cook: I think we all have to recognize the tremendous amount of work that goes into that. We should begin our search as soon as possible and try to have somebody in place by the annual meeting this coming year. We shouldn't wait until the last minute.

Carolyn Conway: We have a committee to try to find someone to take over this job, and they would welcome any suggestions. Jerry Taylor asked last year to be taken off, and that leaves me. I don't know anyone. People that I've thought of are all young folks that while they have an interest, they've got to have a salaried position, so it's going to be hard.

Don Cottingham: Well I have a person in mind, who might be a good person.

Carolyn Conway: Please pass that along.

Dean Decker: A year ago, Jerry came to me, and we talked about two or three possibilities, and they were asked, and they all turned it down.

Don Cottingham: Did you approach Mary Francis? She's one I think would be ideal, and I think her sons are in college now. The only problem is she's still teaching, and for an active high school teacher it would be very very difficult.

Dean Decker: Yes, but high school teachers control the American Junior Academy, and it's worked out fine.

5. Executive Secretary-Treasurer, Blanton Bruner (with Arthur Burke, Jr.)

Lisa Martin: Blanton says to tell you he's sorry he couldn't be here and he sends you his regards, and he asks that I pass this along to you about the businesses and the standing invitations to colleges. In past years, we have had someone write a letter, thanking the business members for their support and asking that they continue their support, and emphasizing the importance of that support. Susan Hutchinson at Philip Morris is the one who has written that letter, isn't that right, Dean?

Dean Decker: I think so.

Elsa Falls: And that letter has not been sent for a couple of years before Philip Morris withdrew their support for the juniors, although they are still members of the Academy, and they do pay their dues. The letter has not been sent out in several years now, and we would like to have you all think of someone who has a name that might be recognized around the state, someone who would be able to write this letter to these institutions. And we usually send it to the governor, but we can't get his support either. We usually send that letter out with the invoice, which is supposed to be going out now. And I do have a list of colleges, Norfolk State, Virginia State, Bridgewater, that have not paid dues for the past year, maybe not even 94, and a few of the businesses we'd like to keep. We can hold out and not mail those right now.

Dean Decker: Several names come to mind. One is the President of the Academy, and one from the Richmond area in industry, Preston Leak is one.

Don Cottingham: If you want somebody from industry to do it, it might be Eva Teague (?) at Virginia Power. I don't know if that's a dirty word or not around the state. But I've met her on several occasions, and I know she's very receptive and came through on interest and awards, and I think if we contact Lynn Wilson and maybe even presented them with a letter that we'd like to have signed, or asked them to write a letter, I think Eva probably would sign it and I think she's vice president.

Joe Rudmin: I have to differ with you on something here. I'd like to point out that in January of this year, a committee of Ronald Carrier's vice presidents fired the entire physics department. As a result of that he received a vote of no confidence from the faculty. For the Academy to invite him to send a letter would be very controversial on the JMU campus. I think this year it would be better to have some other university president write that letter. Things are not yet finished there.

Dean Decker: Trani at VCU has been very supportive in terms of having us there again shortly.

Carolyn Conway: He wasn't there before.

Dean Decker: He wasn't? So we don't know. I guess the Virginia Tech President wasn't there either.

Tom Sitz: No, he wasn't.

Carolyn Conway: I think Eva Teague is a good choice. I think she would probably do it.

Elsa Falls: Also she's from business. I don't think it's good to have too much academic image.

Don Cottingham: She's from a business and they certainly have supported us in the past. She's speaking from a position of having done it. Lynn Wilson is the person to contact. I have her telephone number, and Lynn is a very easy person to talk to.

Tom Sitz: In the meantime, I'll get a letter out.

Lisa Martin: Well the invoices are not ready, and they have to be printed and the envelopes stuffed, so it will be at least a week.

Joe Rudmin: Related to this, I'd like to make the following suggestion. I think the Academy would be greatly strengthened if there were an industrial representative on this committee, somebody whose job would be to round up support every year, to carry on activities between us and industry, to help with fund raising, scholarships, and work with the secretary and the Director of the Junior Academy, who would work hard at it for two years, and pass the job onto somebody else. Someone who would keep the industrial membership up, I think it would greatly strengthen the Academy. I'd like to see a position on the Executive Committee. It would require a change in the constitution.

6. Local Arrangements Committee Reports (No reports)

a. 1995 VMI, D. Rae Carpenter and R. B. Minnix

b. 1996 VCU, Tom Haas

c. 1997, Virginia Tech, John Hess and Tom Sitz

7. Old Business: None.

8. New Business:

Greg Cook: There are two things I'd like to mention. One is that it's been no secret that I've had difficulty getting the Virginia Scientist out, and I would like for us to begin looking for a replacement. For a number of reasons it's very difficult for me to do this now. Jim O'Brien and I got the newsletter started four or five years ago now, and it's time to pass it on. Along these lines, I'd like to ask that the position of editor be a finite position. If we made it a three or four year position it might prevent people from getting in the awkward position that I'm in now. I find a need to quit doing it, but I don't want to just put it down and walk away.

Elsa Falls: This should be addressed by the publications committee. You and Jim are the co-chairs, and can vacate those positions in 1996.

Greg Cook: Then Jim and I can step down gracefully.

Elsa Falls: I don't know about gracefully, but there is the opportunity to step down every three years.

Tom Sitz: Do you have anybody in mind to step into your shoes?

Greg Cook: Well, Jim and I have some ideas, but please think of people in your institutions who might serve. The second thing I want to say, on the good side, is that I can offer the academy a web site at no cost to the Academy, and I am heavily involved in that type of debris at this point in my life. I think this is something that would benefit the Academy. We're talking about publications in general entering a new age, where print is no longer the only way to get information out. I can begin doing it this fall informally.

Following this was a brief discussion concerning emeritus membership, and a mention by Carolyn Conway of a new e-mail address.

Joe Rudmin: Can I request that the question of an industrial representative be placed on the agenda for the next meeting? It's the kind of thing people should think about and not have to vote on suddenly.

Tom Sitz: Bring this up in Council. There's a wider representation of people there. It sounds like a win-win type of thing.

There were no concluding remarks, and the meeting adjourned at 12:15.

10. Adjournment

The Meeting adjourned at 9:20 am.

VIRGINIA ACADEMY OF SCIENCE COUNCIL MEETING MINUTES

Nov 5, 1995, Room 187 Ruffner Hall, University of Virginia, Charlottesville

Present: Thomas O. Sitz (President), Carolyn M. Conway (Vice President, Biology, Awards Committee), Joseph W. Rudmin (Secretary, Membership Committee), Greg Cook (Treasurer, Publications Committee, Virginia Scientist Editor), R. Dean Decker (President-elect, Science Education Committee), Elsa Q. Falls (First Past President), James P. O'Brien (Second Past President, Fund Raising Committee), Golde I. Holtzmann (Third Past President, Archives Committee, 75th Anniversary Committee, Nominations and Elections Committee), Eugene B. Barfield (Archaeology, Public Affairs Committee), Gerald R. Taylor (Constitution and Bylaws Committee; Astro. Math, and Physics), Michael L. Bass (Constitution and Bylaws Committee, Environmental Science, Committee on the Environment), Vera B. Remsburg (Science Museum of Virginia Trustee), Marion Lobstein (Virginia Flora Committee, Botany), Pamela Turpin (Education), Sandra P. Welch (Medical Sciences), Robert A. Berquest (Psychology), Donald P. Cottingham (Junior Academy of Science Committee, VJAS Director), Richard B. Brandt (Long Range Planning, Gwathmey and Jeffress Trusts Rep.), James H. Martin (Publications Committee, Va. Journal of Science Editor), D. Rae Carpenter, Jr. (Trust Committee), Ertle Thompson (AAAS/NAAS Rep.) Lisa Martin (Administrative Assistant to the Executive Secretary-Treasurer)

Absent: Fred H. Lutze (Aeronautical and Aerospace Science), Scott H. Newton (Agriculture, Forestry, and Aquaculture), Eleni Achilleos and Penny Pagona, (Biomedical and General Engineering), George W. Mushrush (Chemistry), Robert A. Willis (Computer Science), Steven Wright (Geography), David Walz (Geology), Kenneth Lawless (Materials Science), Judy H. Niehaus (Research Committee), Francis Macrina, (Microbiology and Molecular Biology), Michael Kosztarab (Natural History and Biodiversity), Arthur W. Burke, Jr. (Finance and Endowment Committee, Ass't Exec. Sec-Treas), Paul J. Homsher (Finance and Endowment Committee), John P. Morgan (Statistics), William L. Dewey (Science Advisory Committee), William L. Dewey (Science Advisory Committee), Thomas G. Teates (Science Education Committee), Eugene Maurakis (Science Museum of Virginia Rep.), Jack Cranford (Director Visiting Scientists), Blanton Bruner (Executive Secretary Treasurer), Thomas W. Haas (1996 Local Arrangements Committee) Ralph Eckerlin (Public Affairs)

The meeting commenced at 1:15 pm.

1. The participants introduced themselves.
2. Tom Sitz rearranged some items on the agenda to accommodate members who had to arrive late or leave early. The amended agenda was approved.
3. The minutes of the May 24, 1995 meeting were corrected and approved. The minutes of the May 26, 1995 meeting were corrected and approved.
4. Officer's reports
 - a. President, Tom Sitz

Since Tom Sitz was incapacitated this summer, several actions were taken by ad hoc committees addressing various needs. Reports of these committees were given at this time.

Tom Sitz: During the early summer, a committee of the VAS met at the Science Museum of Virginia to review the Associate Director, Gene Maurakis', position, and the relationship between the Museum and the VAS. The meeting was taken over by Walter Witschey, Director of the Science Museum, and he presented us with an ultimatum that the operation of the Junior Academy would be taken over by the Science Museum, or we would lose the half-time position of Gene Maurakis. After the following exchange of letters, the relationship seems to have stabilized.

i. Report of the Ad Hoc Committee to Review the Position of the VJAS Associate Director, D. Rae Carpenter, Jr., Chair

Some time between June 13, and June 26, 1995, Tom Sitz received a fax memorandum from Walter R. T. Witschey, Director of the Science Museum of Virginia, in which he suggested that the Academy VJAS Committee serve as policy board and that the Associate Director (Gene Maurakis) and staff be fully empowered to run the program operations. In support of this, he said that "slippage we experienced, including Lisa's lack of availability at the VJAS office, prevented us from achieving our best." He said that either the Director should be fully empowered, or else the SMV should be fully empowered, to accomplish the program goals, saying that if this were granted, SMV would assign appropriate resources to see that tasks are accomplished, instead of "support sometimes supplied to a faculty VJAS Director." He noted that the VAS could then concentrate on setting policy, and not have to worry about whether the secretary is in by 8:30 am to answer the phone.

The VAS response to this initiative was undertaken by the Ad Hoc Committee, consisting of R. Carpenter, D. Cottingham, E. Falls, V. Rensburg, T. Sitz, and G. Taylor. The committee met on June 26, and drafted a letter to W. Witschey, which was approved by the Executive Committee, and sent on July 1, 1995. In this letter, the committee noted that G. Maurakis was responsible to the VJAS Director for 50% of his duties. The committee felt that Maurakis did an excellent job of organizing judges, but that non-VJAS duties during April and May caused him to be overloaded with VJAS demands as the meeting approached. The committee said that it was not in the best interests of the VJAS to empower the SMV to run the VJAS programs, even if that meant that Maurakis could no longer be available for any VJAS activities. The committee reaffirmed that the volunteer VJAS Director, D. Cottingham, continues to be empowered to run the program with the assistance of the VJAS Committee under the overall direction of the VAS Council. The current direction of the VJAS is towards regionalization, with a pilot program in Danville during the coming year. The committee believes that there can be positive benefits to the Museum via continuing various cooperative arrangements, and is recommending that the current part-time position of Secretary be upgraded to full time, and that this person maintain office hours at the Museum from 10 am to 3 pm, maintain a continually updated file of judges, and assist in the procurement of judges. The committee requested a copy of G. Maurakis' report of his VAS-related activities, and a copy of all VAS-related items stored in his computer, including the database of judges and all information related thereto obtained from

Lee Larkin. The committee noted that SMV Board of Trustees had approved an agreement that the VAS may rent space for a nominal fee, that having the VAS offices in the SMV would benefit the SMV, and reiterated its request for 2000 square feet, including 1000 square feet by the end of the summer. The committee expressed its appreciation for the assistance the SMV has rendered in the past and its receptiveness to future cooperation with the SMV, but said that the VAS is not yet ready to relinquish operations control of the VJAS program. On July 12, D. Rae Carpenter received a letter from W. Witschey as follows. Rae, thanks for the note. I believe that your Futures Committee has taken several very positive steps to improve the VJAS. Re-emphasizing Don's role as Director is very important. His untimely absence during critical days preceding this past conference need not be repeated in the future. Establishing a full-time secretary will be a dramatic improvement, since the complete loss of an on-site secretary this year was most unfortunate. Your request for Gene's report should already be fulfilled, as I had asked him to send you this material. I had it with me when you visited, but time didn't permit a review of it that day. Likewise, I asked him to forward to you copies of all VJAS computer files.

Rae, I'll go to work on your space needs. Your request for 2000 sq. ft. seems stunningly large for "files, computer, program storage, student papers etc." and a secretary. Is this really what's required? At any rate, we are happy to have you continue here with us in the Broad Street Station. We too are delighted to celebrate the 30th anniversary of our cooperative efforts to further science education in the Commonwealth. I applaud the Futures Committee striking forward on one of the two alternatives that I suggested to you would greatly improve the VJAS annual program. We stand ready as always to assist you and the VAS in any productive way.

Lisa Martin said that everyone at the museum is cordial, but that shortage of space was a major problem and that the museum staff was unresponsive. Don Cottingham confirmed this.

Rae Carpenter said he would look into the problem, and persist until the problems are solved.

Michael Bass asked if Gene Maurakis wasn't hired with the clear understanding that he had a half-time position for the Junior Academy. Jerry Taylor and Dean Decker said that this could probably not be proven, but that we could hope to successfully pursue previous assurances that available floor space would be provided as renovations continue.

Vera Remsburg said that previously describe exchange was not mentioned at the Trustee's meeting.

Rae Carpenter suggested that she (Vera Remsburg) should bring it up at the next meeting while he pursued response from the administrative end.

Vera Remsburg said that at the previous meeting the trustees could not speak up on anything.

Michael Bass then suggested circulating the letters to the Board.

Don Cottingham and Rae Carpenter said that the space needs were not new, but preceded Walter Witschey's directorship, and that the need for 2000 square feet had been documented for at least eighteen months.

ii. Report of the Ad Hoc Committee to review the position of Office Secretary (Lisa Martin's Position). Members Dean Decker, Art Burke, and Elsa Falls.

Elsa Falls delivered the report. The committee met with Lisa Martin on Sept 7, 1995, to develop recommendations relative to upgrading the secretary's position and to draft a job description for that position. These recommendations are included at the end of the minutes as Appendix I: Job Description for Administrative Assistant as proposed by the Ad Hoc Committee to review the position of VJAS Office Secretary.

The purchase of the computer has been expedited. In response to a question, Falls said that the money saved from reducing Blanton Bruner's salary has been earmarked for the administrative assistant's salary. Rae Carpenter added that the regular academy has not called on the trust funds for about five years, and that the amount of the salary could nearly be covered by growth in the trust funds over that period.

Discussion then turned to the job description. Elsa Falls said that no job description of the secretary's job had existed before now. Rae Carpenter said that part of the motivation for assigning these tasks was that Gene Maurakis had automated the process of procuring judges to where it could be handled by the administrative assistant.

Jim & Lisa Martin corrected this, saying that Lee Larkin automated it the procurement, but that the program he wrote would run on Gene Maurakis' computer so he did it all by hand. Jim said that besides maintaining the data base, it was necessary to contact the people, be sure that they will come, and find alternates in case they don't.

Don Cottingham and Lisa Martin said that it was a very time-consuming job, and that the Science Museum gave Gene Maurakis an inadequate amount of time to do it.

Tom Sitz called for a vote on the approval of the job description and salary of the administrative assistant.

Jerry Taylor asked that the job description not be defined by council, but that it be left up to the VJAS Director and the Executive Secretary Treasurer. This change was approved by consensus.

COUNCIL ACTION:

The Council approved the recommendations described in the report above. This approval included everything but the job description.

iii. Report of the Ad Hoc Committee to Study Academy Needs With Regard to Fund-Raising Tom Sitz asked Dean Decker to report on the Ad Hoc Committee to Study Academy Needs with Regard to Fund Raising which he did as follows. The Committee consisted of Dean Decker, Carolyn Conway, Art Burke, Richard Brandt, and Jim O'Brien. The charge of the committee was to make recommendations regarding the Academy's monetary needs to Council at the November 1995 meeting, to aid the Fund Raising Committee in its effort and to clarify points outside the purview and raised by the FRC at the May Council meeting. The report is presented below as Appendix II with changes approved by the Council at this meeting.

COUNCIL ACTION:

The Council approved the actions recommended by the Ad Hoc Committee to Study Academy Needs With Regard to Fund-Raising as amended above.

Tom Sitz reported that Dr. S. Steven Negus, the grandson of Sydney Negus, Jr., will be the next Negus Lecturer. He as an Assistant Professor at Harvard and his research field is neuro-pharmacology. Rae Carpenter added that the Negus family has increased the endowment of the Negus Lecture fund within the last five years.

4b. President-elect, Dean Decker: Duties of the year have been sent to all officers and committee members, section secretaries, and section representatives. I owe Greg Cook a short article on the scrap book.... It has been to the Junior Academy Summer meeting. It will be on the table at the May meeting, then go to the archives, and then hopefully we'll start another one.

At this time, various officers corrected their addresses for inclusion in the next directory including Dean Decker: Decker@urvax.urich.edu, home phone 804-285-2980; Carolyn Conway: cconway@felix.vcu.edu; and Greg Cook: Gcook@infi.net

Greg Cook asked for people to send directory corrections to him for inclusion in the next newsletter.

4c. Vice President Carolyn Conway: As this is a new office, Carolyn invited suggestions for her role in the academy. She announced a change in the way meetings will be handled this year. In the past, abstracts have always been collected by mail in April. A survey of section representatives revealed that only one section was making copies of the abstracts available at the meeting. Therefore we will now have the abstracts due at the meeting, which will remove the risk of them being lost in the mail. Sections which wish to collect them early will receive instructions on how to handle that. Responding to a question from Jerry Taylor, Carolyn said that the section editor should be responsible, rather than the Section Secretary.

4d. Secretary, Joseph W. Rudmin: No report

4e. Treasurer, Greg Cook: No report

4f. Executive Secretary-Treasurer, Blanton Bruner: Report given by Lisa Martin. Blanton sends his regards, and he suggested that someone write a letter as has been done in previous years, but not recently, to institutions and businesses who are members of the Academy, thanking them for their support and also a request for continued support. Tom Sitz said he would take care of that.

4g. Elsa Falls, 1994-5 past president. Concerning the resolution which was passed last May by the Council and the Academy Conference regarding the importance of laboratories in science. That resolution was forwarded to all heads of institutions of higher learning in Virginia, as well as to appropriate government officials in the state. It was published in the Virginia Journal of Science and will be published in the next Virginia Scientists. I also called Beverly Orndorff about the resolution, and I hope some of you saw the article in the Richmond Times-Dispatch. Of over one hundred letters sent out, I got just one response, and that was from Gordon Davies, director of SCHEV. He thanked me and said "We agree with you, and urge that students have laboratory experiences in science courses." I want to thank Marion for initiating this process, and her subcommittee for writing it. Carolyn Conway asked if any college administrators had acknowledged seeing this. There was no response. Don Cottingham said both the Virginia Science Leaders

Association and the Virginia Association of Science Teachers have passed similar resolutions.

4h. James O'Brien, 1993-4 President: Jim distributed sample documents to be sent out in the first mailing. These included a letter of appeal signed by members of the Council, a list of Categories of Giving, a fact sheet recounting highlights from the history of the Academy, a two-sided pledge form designed for three-panel folding, and a selection of possible logos for the Legacy 75 Campaign. He also distributed a sheet recounting the history of his appeals to the Council for 100% pledge participation.

He distributed a written report of the fund-raising committee which is summarized as Appendix III.

MOVED: That \$3000 be [transferred from the General Fund held by the trust committee] to establish a new Academy fund--the VJAS Research Endowment Fund. Proceeds of this fund, upon the recommendations of the Trust Committee and with the approval of Council, will be allocated annually to the VJAS Research Grants Program and to the increase of this fund's corpus.

Note: The bracketed words were added by Council, and it was approved in this form.

Jim O'Brien requested clarification of the Donor-designated funds as described above under LEVELS OF DONATIONS BY AMOUNTS: item 3. Rae Carpenter explained that Endowments would be given their own stock accounts with excess earnings going back into that account, whereas donor-designated funds were part of the general account, and any earnings above 10% would revert to the general fund.

Jim O'Brien then brought to the floor the motion in the report to create an endowed VJAS research fund. After some discussion this was approved.

COUNCIL ACTION:

The Council approved the creation of the VJAS Research Endowment fund as worded above.

Jerry Taylor then raised the question of what has become of the profits of the annual meeting for the last several years. This was discussed without a clear answer being given.

4i. 1992-3 President Golde Holtzman: No report

5. Local Arrangements Committee Reports

5a. 1995-VMI: Rae Carpenter and R. B. Minnix:

Rae Carpenter distributed a detailed financial statement of the meeting which gave income of \$59,959.45 and expenses of \$24,514.07. The difference, \$35,455.38, was sent to the Executive-Secretary Treasurer for the Academy accounts. That income includes some dues paid at registration. He said that VMI funds covered the cost of the building. The major expense was food services. Exhibits showed a 200% profit.

Dean Decker: The dues are typically around \$1000.

Rae Carpenter: The Science Museum of Virginia sent the Airmobile with no assurance of payment. We gave them \$150 which satisfied them. We owe them a thank you for sending it.

Rae now gave the Trust Committee Report. He distributed a list showing the breakdown of funds, including the General Fund, the Fellows Fund, the Research Fund, the Bethel High School Fund, the VJAS Endowment Fund, and the Legacy 75 Fund. The assets of all together total \$388,136 as of Nov 3, 1995, which represents a growth of \$90,000 since December 1992. Market value increased 19.8% this year even after \$8000 in disbursements were deducted. We have been allocating 10% for academy purposes, even though we haven't been drawing that much. But the interest on the funds has well covered that.

Joe Rudmin asked if the Legacy 75 mailings should include a phone number at which people can get information about the funds they may contribute to. Jim O'Brien said that there was insufficient space on the brochure.

Dean Decker said that the mailing should direct questions to the Executive Secretary-Treasurer.

5b.1996 VCU Local Arrangements Committee, Tom Haas Chair, Carolyn Conway reporting:

Carolyn reported that things are going well and ahead of schedule.

Lisa Martin asked what to do with boxes of T-shirts, etc, which had been delivered to her office. Carolyn Conway said she would take care of them.

5e.1997 Virginia Tech Local Arrangements Committee, John Hess and Tom Sitz co-chairs, Tom Sitz reporting.

Tom Sitz said that the dates had been chosen, and things were going smoothly.

6. Directors' and Representatives' Reports

6a. VJAS, Director Don Cottingham

i. 1996 meeting at VCU: He said that it will be a great meeting, with the entire meeting in just two buildings. Some changes will be made. We are changing from a minimum of 3 readers and judges for each paper to 2. The Session Chair will serve as a tie-breaker. Interest in the VJAS is still growing. We had 1960 papers last year, and expect over 2000 this year.

ii. Don said he will definitely retire after the 1997 meeting, and will need a replacement.

iii. Regionalization of the VJAS Regionalization in the Southwestern part of the state is progressing, but a regional director is needed. All the groundwork has been laid, and the community colleges are supporting it, but without people we can't proceed. One objection is that we're only starting it in one area of the state, so the people in that area have to go to one extra meeting, and that may just be too much for some people, especially when they see that the rest of the state doesn't have to do that.

Lisa Martin asked if he had a VJAS member from the Danville area in mind. Don said he did, but wanted to meet with them personally.

Jerry Taylor suggested asking presidents of community colleges to provide a regional director, since community colleges in that area of the state have suffered enrollment drops and might welcome such a position.

Don Cottingham said he had met personally with each president and with their aides, and asked them for names of people that could do this. They gave him names of three people, each of whom declined when approached. One was a high school teacher with three small children, who probably could not have handled it. Jerry

Taylor said that he was suggesting getting a president of a community college to commit a faculty member's time.

Don Cottingham said that he hadn't approached it from that angle.

There was a discussion concerning the need to make more progress in regionalizing the Junior Academy. Council members commenting included Jerry Taylor, Don Cottingham, Marion Lobstein and Jim Martin. Points raised in the discussion included the need to get a regional director and the inability of overworked community college faculty to fill the need on a volunteer basis.

6b. Visiting Scientist Program: No Report.

6c. AAAS Representative Ertle Thompson

Ertle reported that he is looking forward to the meeting in Baltimore.

6d. Science Museum of Virginia Trustee Vera Remsburg

Vera described the progress of renovations at the Science Museum and the rapid progress at the branch opening at the Danville train station. It will open in December, with all the exhibits on line. A new director and trustees have been appointed for the Danville Museum, and the Trustee's meeting will be held there in April. Future plans are to remodel and finish the Broad St. Station, for which the Museum is seeking eight million dollars from the Assembly. Vera described a representation problem. The Code of Virginia, Chapter 18, The Science Museum of Virginia, section 23-243, under Educational Institutions requires that one member of the Board of Trustees must be a member of the Virginia Academy of Sciences. The problem has been the appointment of a member of the VAS who has not been approved by Council, which evades the spirit of the statute. The Board is made up of a lot of people who are not scientists. They are money-making people in a thirty-million dollar campaign. Vera has decided to appeal in person to the Executive Board, which is the power of the Board of Trustees, to present the Academy's case. She will do this in consultation with Rae Carpenter.

6e. Jeffress and Gwathmey Memorial Trust Allocation Committee, Richard Brandt reporting: The next meeting of the Allocations Committee is Nov 16. The Gwathmey trust is for charitable allocations, and at the next meeting there will be about \$300,000 awarded for the forty requests submitted, while the Jeffress awards will total about \$570,000. There are eight renewal applications and forty-two other requests have been submitted, for scientific projects. The proposals are sent out to experts for review and then summarized for the Allocation Committee by the "Advisor", J. Samuel Gillespie, Jr., Ph.D. Higher priority is given to proposals from junior faculty. Awards are made by with the advice of an Allocations Committee. Richard submitted to the secretary a brochure describing the Jeffress Memorial Trust, and giving guidelines to applicants. Proposals and correspondence concerning grants should be addressed to J. Samuel Gillespie, Jr., Ph.D., Advisor; Trust Division; NationsBank of Virginia, N.A.; PO Box 26903; Richmond, VA 23261; Telephone 804-788-2964; Fax 804-788-2700.

7. Standing Committee Reports

7a. Archives Committee, Golde Holtzman, No report.

7b. Awards Committee, Chair Robert E. Johnson, no report.

7c. Constitution and Bylaws Committee, Co-chairs Michael L. Bass and Gerald R. Taylor, Jr., G. Taylor Reporting

Jerry Taylor: Item 1. At the last Council meeting, as shown on page four of the minutes of the May 26 meeting, the Council approved a motion to raise the cost of Life Membership to \$500, and to distribute this to the membership. So I move, since this has been distributed, that the cost of life membership be raised to \$500.

COUNCIL ACTION: This motion was approved unanimously.

Jerry Taylor: Item 2. On page 5 of the minutes of May 26, Council approved a change in By-laws Article I, section 4, to read, "They shall have all the rights and privileges of membership for one year". That motion passed unanimously and has been distributed to membership. So I move that we approve the Bylaws change of Article I, Section 4, to read "They shall have all the rights and privileges of membership for one year."

COUNCIL ACTION: The motion passed unanimously.

Jerry Taylor: Item 3. Same page, section 4, "Patrons shall be those persons who have given to this organization the sum of one thousand dollars or its equivalent in property." And I'm not quite sure what we have to move on that, but it was distributed, and I guess I move formally that "Patrons shall be those persons who have given to this organization the sum of one thousand dollars or its equivalent in property."

Tom Sitz: That's for a period of one year. We changed the wording slightly.

COUNCIL ACTION: The motion passed unanimously.

Jerry Taylor also delivered to the Secretary (Joe Rudmin) the following clarification.

RECOMMENDATION FROM THE CONSTITUTION AND BYLAWS COMMITTEE THAT WAS SUBMITTED TO VAS COUNCIL, MAY 26, 1995 AND APPROVED BY COUNCIL FOR SUBMISSION TO MEMBERSHIP BYLAWS OF THE VIRGINIA ACADEMY OF SCIENCE

CURRENT WORDING OF ARTICLE I: TYPES OF MEMBERSHIP

Section 3.

Life members shall be individuals who elect to pay to the Academy the sum of three hundred dollars (\$300.00) and thereby become exempt from further payment of dues.

Section 4. Patrons shall be those persons who have given to this organization the sum of one thousand dollars (\$1000.00) or its equivalent in property. They shall have all the rights and privileges of Regular Members and shall be exempt from dues. An institution may also become a Patron by meeting the above requirement. Its representative shall have all the rights and privileges of regular members.

APPROVED CHANGE IN WORDING OF ARTICLE I: TYPES OF MEMBERSHIP

Section 3.

Life members shall be individuals who elect to pay to the Academy the sum of five hundred dollars (\$500.00) and thereby become exempt from further payment of dues.

Section 4.

Patrons shall be those persons who have given to this organization the sum of one thousand dollars (\$1000.00) or its equivalent in property. They shall have all the rights and privileges of membership for one year. An institution may also

become a Patron by meeting the above requirement. Its representative shall have all the rights and privileges of regular members.

NOTE ADDED AFTER THE MEETING BY THE SECRETARY, JW RUDMIN

A re-examination of the minutes of the May 26 meeting shows that there were not three, but two items of change in wording approved by the Council for submission to membership. Following this was a clarifying statement of the new wording.

The third motion passed in the above preceeding discussion was not wrong, but was redundant. Therefore the third motion is invalid and under the constitution has no effect. It had no effect for the additional reason that it approved a wording which was already in effect.

Jerry Taylor: I would like to express our recognition to Jim Martin, Editor of the Journal for his efficiency. Those changes are in the Bylaws distributed in the Journal here today. (Laughter)

7d. Environment, Chair Michael L. Bass

MB: We had a successful meeting. We started at 10:30 on Friday, and heard several papers. After lunch several of us continued talking until 1:30. Most of what I heard was positive.

7e. Finance and Endowment, co-chairs Arthur W. Burke, Jr, and Paul J. Homsher Elsa Falls reporting.

Elsa Falls began by noting that she is not a member of the committee, but is only delivering their report. She noted several items in the report. First, the proposed budget for 1995 reflects an expected decline of 9% in income, and a budgeted increase of 8.5% in disbursements. The committee therefore urges the Council not to increase any expenditure without a compensating decrease in another. The decrease in income is due to an expected \$2000 decrease in dues, mainly offset by an increased yield of the "general funds, as so well managed by the Trust Committee." The Academy has not withdrawn any money from the trusts in recent years. The Finance and Endowment Committee recommends to Council that dues for 1996 be increased by one dollar to be credited to the Legacy 75 campaign. Elsa said that the Executive Committee felt that this could not be done without a change in the Constitution and Bylaws. A suggested alternative is to add a line on the membership form requesting an optional donation to the campaign. The itemized budget, with corrections and modifications made by the Executive Committee, and as approved by the Council, is shown as Appendix I of the Minutes of the Executive Committee Meeting on Nov 5, 1995.

The increase in salaries is partly due to increasing the Executive Assistant's time commitment, and partly due to a 5% raise. This is partially compensated by a reduction in the salary of the Executive Secretary.

Questions were raised about the income from the meeting and the expenses for the meeting.

COUNCIL ACTION: The budget was approved with one dissenting vote.

(The dissenter said he didn't understand the budget.) The widely expressed sentiment was that it was incomprehensible, but that the Council members trusted the Executive Secretary and his assistants.

Questions were also raised about the costs of Social Security and benefits for the Executive Secretary.

7g. VJAS Committee report was given earlier

7h. Long Range Planning Committee, Chair Richard Brandt, no report

7i. Membership Committee, Co-chairs Scott H. Newton and John P. Morgan, no report.

7j. Nominations and Elections Committee, Chair Golde I. Holtzman, no report.

We seek suggestions from Council for nominations for people for various offices.

7ki. Publications Co-chair Virginia Journal of Science Editor James H. Martin

Our rejection rate is up to 65 to 75% now. Submitters should be more careful to proofread their papers.

7kii Publications Co-chair Virginia Scientists Editor Gregory C. Cook

You've all noticed that I've had trouble getting an issue out lately, but there is one in the works which should be in your hands soon. My term expires in 1996. Please be thinking about a replacement. I will no longer be able to do it.

However I am now ready to put the Academy on a Website. This was approved by the Executive Committee this morning, and I will accept suggestions.

7l. Research, Judy Niehaus Chair, no report

7m. Science Advisory, Chair William L. Dewey, no report

7n. Science Education, Co-chairs Thomas G. Teates and Maurice P. Lynch Elsa Falls reporting

Marion Lobstein: Last spring when we raised the issue of the importance of laboratories in science education, another issue came along with it, and that is the equity of credit for teaching labs. This varies greatly throughout the state. In many institutions within the college system you get essentially half a credit in your teaching loads for teaching labs. Gerald, I think at JMU you're getting one credit. I'd like to know what credit you get for your lab teaching, compared to lecture hours. Some of our community college teachers down state are teaching twenty-eight contact hours per week, compared to fifteen at the four year colleges. We're finally at eighteen at NOVA, and find our president would like to push us up to twenty-one to twenty-four, still leaving faculty in the humanities and math at fifteen and it's just not right. I don't know how strong the feelings are at other institutions throughout the state. Do you think this is an issue that Council should try to bring forth to the general membership?

Tom Sitz: This fits in very well with the previous resolution, because in a way it cheapens the laboratory teaching.

Joe Rudmin: I'm carrying eight hours of labs for which I'm getting four hours of credit, but that's a lot easier than carrying eight hours of preps. We do have to face that fact that a two-hour lab is more like a one-hour prepared lecture, when you include the preparation load. (Many voices of disagreement here)

Elsa Falls: It depends on what it is and how much you interact with your students. You have to be more on your feet in a lab because you're dealing with the students one-on-one.

Ertle Thompson : Also, it depends on how much physical preparation you do for the lab. Some of these people have no lab assistants. They do all of the preparation for the lab themselves.

Jim Martin: Another point is that when an English teacher teaches three credits, he has thirty-five or forty students in the classroom. We're stuck at twenty-four in the lab.

Dean Decker: But by the same token, I've had lectures in recent years in which I've gotten the enrollment down to sixty. We've had eighty to ninety in some lectures. My teaching load was two lecture three-hour lecture courses and three two-hour labs for a total load of twelve hours. The student load was around two hundred fifty. That far surpasses a History or English class of thirty-five or forty.

Sandra Welch?: I think we have to look at it from the students' point of view too. I really want one-hour one-credit all across the board, not just for faculty teaching loads. My students in a three-hour lab keep lab notebooks, write reports, and come in prepared for that lab. They say they do more work for that one credit of three-hour lab than they do for an English course and a Philosophy course put together.

After some further discussion, Tom Sitz and Marion Lobstein decided that the issue should be further pursued by a subcommittee of the Committee on Science Education. Marion Lobstein circulated a sign-up sheet for those who would like to participate in this subcommittee.

Elsa Falls: This has been a major discussion issue on the list-server of the Council on Undergraduate Research.

Robert Berquist?: Will the Council have an opportunity to review this before it goes to the Academy Conference?

Tom Sitz: Yes.

Marion Lobstein: Last spring we tried to get a copy of the resolution out to the Council before the Academy met.

Jim Martin: You have until the March meeting to get a preliminary version to the Council, and then between March and the May meeting we can get everything right. Jerry Taylor: I'd like to bring up a related item.

Tom Sitz: If this is related, let's do it now.

Jerry Taylor: The State Council on Higher Education for Virginia is undertaking a review of all Physics programs in the state of Virginia with a view to eliminating waste and duplication. This will have a major impact on the faculty and students in the state physics programs.

Tom Sitz: Why are they picking on Physics?

Jerry Taylor: They aren't picking on Physics. Physics is the one they're starting with. The State Council has an advisory committee of people from the state and all over the country.

Vera Remsburg: Did the Director appoint these people?

Jerry Taylor: I guess Gordon Davies effectively appointed them. The Chair of the UVA Physics Dept. is on the committee, and may be the Chair, Dan Larson. Others are Judy Franz, Executive Director of the APS, Brian Schwarz. They want to eliminate duplication of effort, and I'm told they're going to eliminate some programs in the state in some disciplines.

Tom Sitz: Are the two-year schools involved?

Jerry Taylor: Majors. I guess it's the four-year schools.

Tom Sitz: Do you want to put something together on this, Jerry?

Jerry Taylor: It would be very bad for us at JMU to do this. We've just been through the grind, and now we're going to do it again with a site visitation in December.

Tom Sitz: Can you get some of your Physics colleagues to carry the ball on this? Joe Rudmin: What Jerry is saying is that Physics people shouldn't be carrying the ball on this, because we obviously have a vested interest.

Marion Lobstein?: This is one of several such issues in which we have a conflict of interest. Credit for teaching laboratories is one. We at the community colleges don't have tenure, but I've been asked to serve on a committee to review tenure in the state.

Jerry Taylor: Concerning that, SCHEV has already decided to begin Post-Tenure Reviews at all institutions. Post-tenure review means a way of eliminating tenure contracts. It's basically doing a review every three to five years, setting up goals and objectives and future planning. The process is running right now. As far as the Physics part of the program, the information can be gotten by calling up SCHEV.

Vera Remsburg?: With this kind of situation in the Physics program, it's what we were facing last year with the legislature. Something HAS to be done now. If Council could pass a resolution stating the importance of maintaining strong programs in science, now is the time to do something. By spring, Jerry, it's going to be a done deal.

Tom Sitz: Would you like a letter from the President of the Academy? It's better than nothing.

Jerry Taylor: How are you going to write a letter about an issue that's being reviewed in December and January until you can find out what's happening? I suggest you ask the Public Affairs Committee to find out what's happening.

Marion Lobstein: This issue of lab credit has to be done, but this is another whole issue, Jerry, and something needs to be done now.

Erle Thompson : Jerry, to whom could the President address a letter requesting information about what is happening? It seems to me that would be the logical thing to do.

Jerry Taylor: Both to him and the Secretary of Education.

Erle Thompson : Right. It seems to me that what's happening is that SCHEV is reacting to the Secretary of Education.

Tom Sitz: If Council would like, I can go ahead and get information, and I'll get together with Jerry to work out the phrasing. I'll get a letter out this week. Jerry Taylor: Right, and find out what other programs are going to be looked at next.

Erle Thompson : We went through this eight years ago, when they looked at all the teach-certification programs in the state. We had thirty-six programs preparing and certifying teachers. We were going to eliminate at least 40 to 50 percent of those. We ended up with approved programs for thirty seven institutions. There isn't a four-year school in the state that does not have an approved program for teacher certification. And don't ask anybody at the State Council or the Department of Education to describe those programs for you. They can't do it.

Jerry Taylor: But there's one more thing that needs to be added to that. Education majors were eliminated in the state.

There was some more discussion on teacher certification programs.

Tom Sitz: I'll write some letters and get some feedback, and then see where we go from there.

7p. Virginia Flora Committee, Chair Rex Baird, Marion Lobstein Reporting.

Marion Lobstein: We are really excited about the creation of WorldWideWeb site. I'll have the person whose doing it see if she can tie her efforts in with yours.

Lisa Martin: Is that Web site going to be for the Junior Academytoo? I think that's where you can hit first and hardest.

8. Special Committee Reports

8a. Futures, Chair Rae Carpenter, Jr. has already reported.

8b. Public Affairs, Ralph Eckerlin. No report

8c. 75th Anniversary Committee, Chair Golde Holtzmann

Golde distributed a sheet showing various logos under consideration. He said that this was just the beginning of the Committees activities.

9. Section Representatives' Reports

9a. Aeronautical & Aerospace, Fred Lutze, no report

9b. Agriculture, Forestry, and Aquaculture, Scott Newton, no report

9c. Archaeology, Eugene Barfield. The Archaeology Section looks forward to meetings in 1996 as successful as those of 1995. Over twenty papers were presented including a thematic group on Archaeology of African American Excavations. These will be published in a special publication of the Archaeological Society of Virginia next year.

9d. Astronomy, Math, and Physics, Gerald Taylor, The Section is doing well.

9e. Biology, Carolyn Conway. Biology is doing well.

9f. Biomedical and General Engineering, Eleni Achilleos and Penny Pagona. No report

9g. Botany, Marion Lobstein. Botany is flowering.

9h. Chemistry, George Mushrush, no report

9i. Computer Science, Robert Willis, no report

9j. Education, Pamela Turpin, no report

9k. Environmental Science, Michael Bass, report given earlier.

9l. Geography, Steve Wright, no report.

9m. Geology, David Walz, no report.

9n. Materials Science, Kenneth Lawless, no report.

9o. Medical Sciences, Sandra Welch, Medical Sciences is doing well, we are recruiting new students.

9p. Microbiology and Molecular Biology, Francis Macrina. Tom Sitz said that he would push to have the section meet at VPI next May.

9q. Natural History and Biodiversity, Michael Kosztarab, no report.

9r. Psychology, Robert Berquest, Gerald Taylor delivered the report. Psychology is alive and well with work progressing for the annual meeting. Public relations are ongoing for Junior Academy papers, plans are being made for processing them. We remind that assistance is required for storing the papers and judging them at the Annual Meeting. The Virginia Psychological Foundation was not notified of the 1995 Psychology Section awards. Considering their support, the list of winners should be sent to the Foundation each year.

9s. Statistics, Golde Holtzmann. "Normal Deviants" (laughter)

10. OLD BUSINESS:

Jerry Taylor: As a consequence of the meeting of Vera Remsburg, Rae, Don Cottingham, Elsa Falls, and myself, meeting with Walter Witschey this summer, the consequences of which you know, when we met following up that VMI-designated Ad Hoc Committee, I would like to have the minutes show that we wish to recognize the dedication and service which Don Cottingham has shown in extending his tenure as VJAS Director, and the tremendous job which he has done and is continuing to do.

COUNCIL ACTION: The Council unanimously voted to extend this recognition.

11. New Business

a. Regional Science Museums

Marion Lobstein reported about the new Museum of Natural History in Martinsville. They are very actively taking science to the public, on a shoestring budget. She requested that council think about giving them some support, and offered to put anyone interested in contact with them.

Vera Remsburg said that we supported them last year in their effort to retain their state funding. She said that they have done an excellent job in the southwest corner of the state.

Marion and Vera likewise praised the Danville Museum?

Jerry Taylor suggested approaching them to direct the southwest region of the VJAS. Golde Holtzmann said they have a strong link with Michael Kosterov, who is an active VPI emeritus professor who has had a good relationship with the Academy.

b. Increasing Industrial Participation

Joe Rudmin expressed the opinion that the Academy needs more participation from scientists in commerce and industry.

12. Concluding Remarks.

Tom Sitz thanked the Council members, especially Rae Carpenter, Elsa, Dean, and Don, for handling the emergencies which arose during the summer when he was incapacitated.

The meeting adjourned at 5:20 pm.

-----Appendix I.

Job Description for Administrative Assistant as proposed by the Ad Hoc Committee to review the position of VJAS Office Secretary.

The following recommendations were made in a written report distributed to Council.

I. As a stop gap measure: That the secretary begin to maintain regular hours on a daily basis (M-F) from September through December 1995 at the VAS office, and that her salary be increased \$125 per month for each of those four months as compensation for her time. (This recommendation was approved by members of the Executive Committee by phone on Sept 11, and Blanton Bruner has implemented the recommendation.)

II. As soon as possible: That Jim Martin be asked to explore the purchase of an additional computer and printer by VAS to be kept at the Martin residence for the use of both Jim and Lisa. It and its software should be compatible with the current machine owned by the VAS, which is to be housed at the VAS office.

III. Effective Jan 1, 1996: A. That the VAS office be staffed six hours a day (10 am to 4 pm) five days a week from Labor Day to Memorial Day. Hours would be more limited from Memorial Day to Labor Day. Lisa Martin would be present from 12-4 pm, and Blanton Bruner and Art Burke would divide hours 10-12 noon.

B. That Blanton Bruner (at his request) begin to curtail his responsibilities as Executive Secretary-Treasurer. His yearly salary would be decreased by half for 1996 (from \$8000 to \$4000).

C. That Art Burke be appointed as Associate Executive Secretary-Treasurer and begin to assume more of Blanton Bruner's duties. There would be no remuneration for his services (at his request).

D. That the position of administrative assistant be designated as three-fourths of full-time. ("Job description attached" was removed here by Council vote.)

E. That Lisa Martin be appointed Administrative Assistant, and that her salary be raised to reflect this increase in time commitment from half to three-fourths time. (This increase is in addition to any increase proposed as an annual raise based on job performance.)

F. That VAS continue to contract with an employment service to provide checks and benefits for the Administrative Assistant.

IV. Job Description for Administrative Assistant

A. Purpose:

1. To assist VAS Executive Secretary-Treasurer and VJAS Director with their administrative responsibilities.

2. To assure the effective operation of VAS office, to include having someone (Administrative Assistant or other) in that office approximately six hours a day, five days a week.

3. To facilitate the work of VAS Executive Committee and Council, and the VJAS Committee.

B. Primary Duties and Responsibilities

1. VAS

a. To prepare and mail out VAS membership invoice forms.

b. To inform appropriate state and national organizations regarding current officers, meeting dates, etc.

c. To supply mailing labels for Journal, Virginia Scientist, Section Secretaries, Call for Papers, Meeting Program, etc.

d. To prepare monthly financial statements, quarterly reports, etc. and distribute to appropriate persons.

e. To keep membership lists current, including address changes.

f. To serve as secretary to Executive Secretary-Treasurer, and assist him as needed with bookkeeping.

g. To prepare certificates and/or plaques for various award winners.

h. To help insure that Schedule of Responsibilities is followed by VAS officers.

i. To insure that materials for printing of Journal and meeting programs and mailing labels are sent to and received from printer.

j. To answer phone and supply information and direct callers to appropriate officer/member.

k. To send annual budget (RFP) letters to appropriate officers and committee chairs.

2. VJAS

a. To identify award winners and send congratulatory letter signed by VJAS Director and to mail unclaimed certificates and award money to winners (after May Annual Meeting).

b. To attend summer VJAS Committee meeting, confirm volunteers to edit papers, distribute directory of Committee members, and obtain appropriate signatures on membership cards and club certificates.

c. To send fall (1000+), winter, and spring membership information letters to Virginia schools, record club memberships as received, and send membership cards and certificates.

d. To plan for and attend winter VJAS Committee meeting.

e. To receive and process VJAS papers (in March).

f. To send rough draft of program and registration packet to clubs and individual members and make certificates for all presenters (in April).

g. To prepare materials, certificates, and script for Annual Meeting (in May).

h. To monitor stationary and envelopes and to provide to appropriate people.

i. To insure that printing of program for Annual Meeting and all other copying is accomplished in most efficient and cost-effective way possible.

j. To process incoming and outgoing mail.

k. To answer phone and supply information and direct callers to appropriate officer/member.

l. To prepare Proceedings.

C. Annual Review

The job description and performance of the Administrative Assitant shall be reviewed on an annual basis by a committee appointed by the VAS President; the committee should include the Executive Secretary-Treasurer and the VJAS Director. The results are to be reported to VAS Executive Committee before its fall meeting for appropriate action.

D. Tenure

The appointment of the Administrative Assistant is renewable on January 1 of each year. Should either VAS or the Administrative Assistant desire to terminate this relationship, a notice of at least two calendar months is considered appropriate.

APPENDIX II: Report of the Ad Hoc Committee to Study Academy Needs With Regard to Fund-Raising. The Committee defined the following terms.

ENDOWMENT/ENDOWED: Funds or property donated to a recipient as a SOURCE OF INCOME (the income from the endowment to be used as directed at the time of the bequest leaving the principal intact)

AMED ENDOWMENT: An endowed activity named by the donor for a person(s), place(s), or organization(s).

VIRGINIA ACADEMY OF SCIENCE: (also known as the "senior" academy or VAS) References made to the Virginia Academy of Science include all activities of the VAS except the Virginia Junior Academy of Science. Activities include, but are not limited to the expenses of the office of the VAS and Executive Secretary, publications, research grants, and any Council-approved expenditures.

VIRGINIA JUNIOR ACADEMY OF SCIENCE: (also known as the "junior academy" or VJAS) Activities include, but are not limited to, the activities of the office of the VJAS beyond those of the VAS office, publications, awards, and any VJAS Committee and/or VAS Council-approved expenditures. The committee noted that although the VJAS is part of the VAS, for purposes of fund-raising it is advantageous to separate the VAS and the VJAS, because some donors will contribute to the VJAS and its secondary school activities, who would not do so for the VAS and its activities.

RECOMMENDATIONS: The ad hoc committee recommends to the VAS Council the following possible categories to be used in soliciting monies for the relatively immediate goals of the VAS and VJAS. Longer range goals and objectives should be defined by the Long Range Planning Committee in conjunction with Council and the Fund Raising Committee.

VJAS: The most pressing need of the VJAS is to reasonably assure the continuation and expansion of the VJAS awards and the system involved in its operation. The current program awards approximately \$25000 in cash awards, trips, and scholarships. Some of these awards are endowed, others depend upon contributions which must be solicited annually. The section awards, approximately \$5000, come from one donor, currently Virginia Power, who replaced the previous donor after more than 25 years of contributions. Virginia Power has indicated that their period of contribution is limited, thus the need to secure these awards. These awards are very attractive to potential donors.

VJAS DIRECTOR & ASSOCIATE DIRECTOR: The past history of management of the VJAS has been entirely on a volunteer basis. This volunteer management may be part of the appeal of support for the VJAS that the VAS members have when asked to serve the VJAS. The growth of the VJAS to become one of the largest and best in the country has pushed the management of the VJAS beyond what can be continued on a reasonable basis by volunteers, particularly the leadership aspects. Therefore, some level of a paid director and/or associate director is needed. As the work load currently is predictable but sporadic, the paid leadership may range from one person part-time to more than one person full-time. The immediate needs are to be met by increased volunteer efforts and the increase in the responsibilities and time-commitment of the currently salaried secretary.

VAS: It is nearly certain that there will soon be changes in the office of Executive Secretary/Treasurer. This topic should be discussed by Council as potential changes occur. However, this item was not part of this committee's deliberations as it should not be a part of fund-raising activities. The Constitution and By-Laws of the VAS stipulate that in addition to "fellowship amongst members", Education and Research are activities of intended pursuit. The principal Educational activity of the VAS is the VJAS. This is particularly true when considering fund-raising, participation, and accomplishments. Other educational activities need to be determined and refined by the Long Range Planning Committee. The VAS does have a modest research support program, most of which is endowed. These funds primarily aid young beginning researchers, but are not limited to that endeavor. This committee recommends that part of the fund-raising efforts be directed to increasing the monies available for this program of the VAS.

DISCRETIONARY FUNDS: (at the discretion of the VAS/VJAS management) It would be desirable to the academy to have all funds as discretionary. However, donors often prefer to designate the role their donations will play and put limitations on the donation. The appeal for funds of the discretionary type applies to both the VAS and the VJAS. **SUMMARY:** This committee discussed guide lines regarding amounts to be solicited in various categories and how those monies would be used by the Academy.

Endowment-intended gifts (money of other forms converted into money) should anticipate a conservative, reasonably guaranteed 5% return that would constitute the Academy's usable funds. However, with the 5% guaranteed for academy use, any excess can be reinvested to compensate for inflation. Should inflation be met with excess, the Council could approve some additional use of endowment revenues.

LEVELS OF DONATIONS BY AMOUNTS:

1. Named Endowments must be \$5000 or more, and must be approved by Council.
2. Unnamed Endowments must be \$3000 or more, and must be approved by Council.
3. A NEW donor-designated fund must be \$1000 or more, and must be approved by Council.

(NOTE: Donations exceeding \$5000 could or would carry a name with the money distribution, such as the Bethel High School Scholarship, and the Horsley Research Award. Donations of at least \$3000 would be accompanied with the statement that the awarded monies were made possible from a gift from the donor. Gifts of \$1000 or more would be independently noted and published at least annually by the VAS and/or the VJAS. Contributions of less than \$1000 would be acknowledged at the time of contribution only. It is understood that any donor of any amount who wishes anonymity would be granted it.)

It is a recommendation of this ad hoc committee that whenever possible, funds be deposited in existing accounts under the management of the Trust Committee. Establishment of new accounts should be discouraged. With computer-tracking, the Academy has sufficient accounts to handle almost all donations.

Appendix III. Report of the Fund-Raising Committee to the Council, Nov 5, 1995.

Notes: Thanks to all the Council Members who have made pre-campaign minimum Leadership pledges, and to Rae Carpenter and Vera Remsburg for their supportive letter. Thanks to Elsa Falls for helping to edit the Legacy 75 pledge form, to Alan Branigan for his years of service on the fund-raising committee. Welcome to George Grant.

I. Progress on External Campaigns

A. Virginia Scholarships Task Force

Twelve members, coordinated by Steve Wright, have agreed to serve on a task force for the purpose of soliciting scholarships of the next year and a half from their host institutions. The Task Force includes Ann Fabirkiewicz (R-MWC), Kenneth Lawless (UVA), Ali Mohamed (VSU), James Poland (VCU), Golde Holtzman (VPI&SU), Dean Decker (UR), Gerald Johnson (W&M), Harold Marshall

(ODU), Douglas Mose (GMU), Robert Willis (HU), and Rosemary Barra (MWC). More volunteers are sought.

B. Honorary Committee This committee will consist of prominent Virginians who are being recruited to participate in the campaign. Past President Maurice Rowe and Jim O'Brien are working to assemble this committee, and ask for suggestions, which so far include T. Marshall Hahn, Linwood G Holton, Owen B. Pickett, Gerald McCarthy, and Mills Godwin.

II. Progress on Internal Campaign

A. Council Support

Of the 51 members of the 1994-5 and 1995-6 Councils, 21 have pledged Leadership Pledges. 72% of the current Councilors have taken some action, including 3 who signed the letter, but have not pledged, and 3 who are members of the FRC, but have not otherwise participated.

B. Total Leadership Pledges, Donations Received, and Commitments Council members have pledged \$12,825 of which \$1,295 has been received. Other VAS members have pledged \$2300 all of which has been received. The JMU Scholarship has been pledged to an amount of \$2000, of which \$1000 has been received. Six individuals have pledged over \$1000, and these total \$9575 of which \$3150 has been received.

C. Legacy 75 Member Appeal

A bulk mailing to all VAS members will be sent before Dec 1995. It will contain the following items: An appeal letter signed by Council members with a list of the categories of giving on the reverse side, a Fact Sheet giving highlights of the history of the VAS, and a Legacy 75 pledge form designed for folding into a 3-part packet. Follow-up appeals by mail or phone may follow. The Categories of Giving were developed in consultation with Rae Carpenter and are based on recommendations of the Ad Hoc Advisory Committee and approval of them by Council is requested. Council is requested to pass the following motion establishing the VJAS Research Endowment Fund so that it may be in existence prior to the Legacy 75 appeal to members.