

THE SOUTHWESTERN ASSOCIATION OF NATURALISTS
MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS AND OFFICERS AT THE 63rd
ANNUAL MEETING,
INSTITUTO DE BIOLOGIA, NATIONAL AUTONOMOUS UNIVERSITY OF MEXICO
MEXICO CITY, MEXICO
THURSDAY, 14 APRIL 2016

Present: Loren Ammerman, Michael Dixon, Raelynn Deaton Haynes, Robert Dowler, Bob Edwards, Stanley Fox, Mandy Husak, Michael Husak, Michael Kennedy, Celia López-González, Karen McBee, David McNeely, Austin Osmanski, Susana Perea-Fox, Cornelio Sánchez Hernández, Enrique Santoyo-Brito, Gary Schnell, Phil Sudman, and Juliann Waits.

President Phil Sudman called the 63rd Annual Meeting of the Southwestern Association of Naturalists (SWAN) to order at 1312 h with a quorum of Officers and Governors present. President Sudman began by announcing that he took a new position as Executive Director of the Tarleton State University-Fort Worth Campus beginning January 2016 and apologized for his lack of attention to detail over the past 4 months due to the time demands of his new position. The Board of Governors (BOG) gave him a big round of applause.

President Sudman then asked the BOG to approve the minutes of the meeting of the BOG and Officers and the minutes of the Business Meeting for the 62nd Annual Meeting held at San Diego State University in San Diego, California (published in *The Southwestern Naturalist* Volume 61(2), and available on the SWAN webpage at <http://www.biosurvey.ou.edu/swan/>). One correction was brought to the attention of the BOG (in the budget) and confirmed by Mike Dixon. The BOG voted to approve the amended version of the minutes, with the noted correction. Secretary Haynes apologized for the minutes of these meetings coming out late this year. The BOG discussed a reasonable timeline for making sure the minutes were completed to publish in a timely manner in the journal. The BOG agreed that between June and September would be a reasonable turnaround time. This timeline also takes into account the need to translate the minutes into Spanish.

Treasurer Michael Dixon gave an overview of the budget for 2015, outlined as follows: total income was \$97,534, with \$20,000 from dues (mainly subscriptions to the journal), \$18,393 from contributions to the society (estimate only, due to some technical issues on the website), \$13,460 from page charges, and \$46,043 from royalties (which keeps rising annually). The treasurer is still waiting for the bill from the San Diego meeting, thus is hesitant to transfer any funds to the Board of Trustees as planned. Treasurer Dixon noted that at least \$17,566 needs to stay in the account until the 2015 meeting bills are received. Expenses totaled \$111,429 and included \$7,000 for editorial costs, \$78,794 to Allen Press for journal printing (higher this year due to catching up on backlog of journal issues), \$25,570 for editorial services to Allen Press (money not previously spent), \$20,450 for student awards (Wilks Award = \$3,250, Hubbs Award = \$1,200, McCarley Grants = \$8,000 and student travel awards = \$8,300). There was also approximately \$4,885 for miscellaneous expenses to be subtracted from the budget. Merchant card fees were considered high (~ \$1,500). A discussion ensued about moving to PayPal to eliminate these fees, but the discussion was tabled until new business. No expenditures went to the Treasurer's office or to the Historian in 2015.

R. Dowler asked for clarification regarding expenses for the San Diego meeting, in terms of the extra \$17,000 that we still have in the account. He asked how much was given to San Diego to run the meeting and M. Dixon replied that it was around \$5,000. M. Dixon then explained that there is no way to know how much a meeting is going to cost and noted that this would be something to consider for future meetings. He also stressed that this would especially be useful for hosts with regard to planning. R. Dowler suggested having a final report available for local committees to better track costs incurred at annual meetings. K. McBee informed the BOG that Beth Leuck has attempted to gather this

information from former meeting hosts. But as of now, Beth's document is lacking monetary details and is comprised mainly of information such as numbers of attendees, etc.

C. López-González then asked if it is possible to track the money that comes in for meetings through PayPal. Dixon explained that if the webpage were more modern, it would register each itemized expense. But our website does not presently itemize transactions. Even for the journal, he explained, individual transactions cannot be tracked. President Sudman suggested that we revisit some of this discussion in new business.

M. Dixon then continued with the Treasurer's report. He explained that the society had more money in the checking account than usual because the journal was behind in publishing. The beginning checkbook balance for 2015 was \$52,346, and the 2015 income was \$97,534. The 2015 expenses were \$111,429, leaving \$11,089 income over expense (although he explained the actual amount is somewhere between \$8,000 and \$14,000). Dixon said he would double check the numbers. In 2015, funds transferred to the trustees amounted to \$16,622. Dixon paid \$19,167 and had about \$39,000 in the checking account. In addition, \$4,471 was in the PayPal account, which would result in a total balance of \$44,268 currently in the checking account. Dixon then went through a more detailed account of itemized fees comparing the past few years, and commenting that the fees for credit card and bank use are increasing at a rapid rate (e.g. in 2015 this amounted to \$3,632).

S. Fox reiterated the notion of going directly through PayPal to avoid such extra fees. D. McNeely asked if we collect dues through PayPal, and Dixon explained that membership can be paid through PayPal. S. Fox noted that this is confusing. M. Dixon showed total amounts for transactions through the credit card company, fees paid, amounts deposited, and percentage taken, which is high. The discussion was again tabled, and the BOG moved on to membership.

Austin Osmanski gave the membership overview as part of the Treasurer's report. In 2015, SWAN had 22 sustaining members, 78 student members, 206 regular members, six family memberships, four individuals paying towards their life memberships, 120-140 institutional members, and one contributing member. S. Fox asked who pays for the institutional memberships. A. Osmanski explained that it is entities such as botanical gardens, international universities, and large and small colleges and universities. M. Dixon showed the list of the institutional memberships to give the BOG an idea of the diversity of who is buying these memberships, and noted that these memberships are declining as institutions move more of their collections online. He clarified that these memberships are for paper copies of the journal, showed the mailing list, and stressed that these institutions will likely stop buying the printed versions of the journal in the near future. R. Deaton Haynes asked about the difference between sustaining and regular memberships and explained that she could not find this information on the SWAN website. A. Osmanski then stated that the information is not there and suggested we make that more clear, since sustaining memberships actually donate to SWAN. M. Dixon agreed that the web presence is not necessarily helping the organization as much as it could and stated that we need to send more notices to the membership. Dixon suggested making membership types more transparent, especially with regard to actual member donations. He reiterated that the BOG has had conversations about this for several years, and we agreed that we need to be communicating more clearly from our website.

The Trustees report was given by R. Dowler on behalf of Jake Schaefer (Chair--Jake Schaefer; Members--Robert Dowler, David Heins). Dowler explained that this committee manages the SWAN endowment. The committee had a conference call with the investment company this past year. In this meeting, they discussed changing companies, and are considering it, but at present are staying with the current company, which is fairly conservative in investments, but has helped grow the endowment. At the end of 2015, SWAN had \$953,723 in its endowment. The quarterly report for 2016 approximated \$958,000. Dowler explained that the market just took a big jump so we may be closer to \$1,000,000 at this time. To date, financial strategies have been very conservative. Some investments did well; some did poorly, but the balance is not bad. To date, SWAN has never taken any funds from the endowment.

S. Fox asked for clarification regarding the Student Naturalist Fund, as he thought we decided to move that money into the Student Field Naturalist Award Fund. R. Dowler stated that he will merge the student funds. The report listed five different line items for funds. Fox noted a slight error in the first paragraph of the report, and Dowler said he would fix the mistake. President Sudman thanked the committee and the BOG gave a big round of applause to the Trustees.

The Conservation Committee (Chair--Flo Oxley; Members--Jack Eitniear, Jennifer Frey, Fausto Mendez de la Cruz, Juliann Waits, Hailey Gillespie and Kendra Phelps) report was not submitted, and thus, was not read at the BOG meeting. No paper was nominated for the Conservation Award for this year. President Sudman said he will ask for nominations for new members for this committee under new business.

The Student Awards Committee report was given by Raelynn Deaton Haynes (Chair--Raelynn Deaton Haynes; Members--Michelle Haynie, Juliann Waits, Adam Ferguson, Christopher Higgins). Haynes began by announcing that Monte Thies formally stepped down from this committee, and she thanked him for his years of service. She also noted that Adam Ferguson needs to be replaced, as he has spent much of his time in Kenya for the past two years, and is unable to review grants and come to meetings. Haynes stated that the committee is down two members, and asked the BOG if anyone was interested in serving on this committee. She then noted that she would ask the membership during the business meeting if anyone wants to serve.

Haynes reported that SWAN received only 18 proposals for the 2016 Howard McCarley Student Research Award competition (compared to 28 in 2015), five of which were from Mexico and 13 of which were from the U.S. She stressed that we need to send out notices to universities earlier, and increase advertisement for these opportunities. Three of the submitted proposals were from undergraduates, seven were from Master's students, and eight were from PhD students. The proposals represented 12 different universities--3 from Mexico and 9 from the U.S. The committee proposed to the BOG to fund eight grant proposals--five PhD, two Master's, and one undergraduate, at \$1,000 each.

Haynes also announced that 31 posters had entered the Hubbs' competition, and that this competition would be held over two separate poster sessions this year. She then asked for volunteers from the BOG to help judge posters. Finally, Haynes asked the BOG to support a new requirement for an annual report from grant recipients, and the BOG agreed that this is a good idea for both record keeping, and for making the organization more aware of expenditures for student research. Sudman recommended that the committee draft a form to serve as a contract. It should be included in the contract that SWAN does not pay indirect costs. Haynes will announce this update at the business meeting.

S. Fox suggested keeping the report brief--around one page--summarizing the student's research. The BOG then agreed that the final report will be due one year after the annual meeting at which the award is received, and that the final report is to be submitted to the chair of the Student Awards Committee. This will serve as a progress report for each student who receives a grant. A motion was put forth and was passed for an annual report to be submitted to Haynes from students. Haynes will work with the Student Awards Committee to make a short form for students to use as a template when filing their annual report.

M. Dixon then asked about writing checks to the Mexican recipients and if this is an issue this year. If so, he can give cash awards to Mexican students. After a discussion, the BOG decided to give cash awards to Mexican students, as this is easier for these students due to many of them not owning checking accounts.

The Public Relations and Publicity Committee report was submitted by John Hunt (Chair--John Hunt; Members--Stan Ghert, Meredith Hamilton, Renn Tumilson), but not read at the BOG meeting.

The Membership Committee report was submitted by Michelle Haynie (Chair--Michelle Haynie; Members--Greg Wilson, Amanda Husak, Nicté Ordóñez, Megan Corley-Keith, Rex McAliley, Ray Willis, Joel Brant, Chad King, Adam Ferguson), but not read at the BOG meeting.

The Development Committee report was submitted by Jake Schaefer (Co-chairs--Jake Schaefer and David Heins; Members--Phil Sudman, Caryn Vaughn), but not read at the BOG meeting. President Sudman stressed the following announcements from the written report: 1) continue to advocate lifetime memberships; 2) continue to push for electronic-only journal subscriptions; 3) work with PayPal to reduce costs; and 4) hold more auctions. Mandy Husak noted that there will be a big auction at the 2017 meeting in Oklahoma.

The Program Committee report was submitted by Beth Leuck (Chair--Beth Leuck; Members--Ricardo Ayala Barajas, Neil Ford, María de Lourdes Lozano-Vilano, William L. Lutterschmidt, William J. Matthews, Jesús Rodríguez-Romero, O.W. Van Auken), but not read at the BOG meeting. President Sudman announced that the 2018 meeting is set to be held in either Austin or San Marcos, with co-hosts Paula Williamson from Texas State University and Raelynn Deaton Haynes from St. Edward's University. R. Deaton Haynes noted that they will make the decision soon as to the selected location for the meeting. President Sudman also announced that the 2019 meeting is set for Chihuahua, Mexico. Having the meetings set for three years in the future elicited a round of applause from the BOG for Program Committee Chair Beth Leuck.

A discussion ensued regarding meeting costs and the necessity to have these itemized with bottom-line costs apparent to future hosts. It was also suggested that a packet on how to host a meeting be put together to facilitate this task for future hosts. D. McNeely asked about the meeting in Chihuahua and raised the issue about whether the members from Oklahoma and Texas universities will be allowed to attend due to potential safety issues. The BOG decided to table this discussion as the meeting is three years out, and the current situation in Mexico could easily change between now and then.

The Historian's report was given by Karen McBee (Chair--Karen McBee). K. McBee announced that she is still working on depositing files into the archives at the University of Oklahoma, and referred the BOG to her written report. President Sudman encouraged everyone to give Karen copies of their reports, as the archives provide a rich historical experience. R. Dowler also urged past presidents to deposit their SWAN songs into the archives.

The International Relations Committee report was given by Susana Perea-Fox (Co-chairs--María de Lourdes Romero-Almaraz, Susana Perea-Fox; Members--Ricardo Ayala-Barajas, Stanley Fox, Robert Edwards, Michael Kennedy, Felipe de Jesús Rodríguez-Romero, Cornelio Sánchez-Hernández, Sara B. González Pérez, and Nicté Ordóñez-Garza). S. Perea-Fox noted that the committee has discussed ways to make meetings in Mexico easier, and clarified requirements for student travel awards. She directed the BOG to see her report for more details.

Stanley Fox gave the report for the Bruce Stewart Student Travel Award Sub-Committee (Chair--Stan Fox; Members--Susana Perea-Fox, María de Lourdes Romero-Almaraz, and Felipe de Jesus Rodriguez-Romero) announcing that there were 15 awards totaling \$9,270 to American students this year.

The Website Committee Report was submitted by Dan Hough (Chair--Dan Hough; Members--Stanley Fox, Jake Schaefer, Mark Eberle, Jeff Kelly), but not read at the BOG meeting. President Sudman announced to the BOG that D. Hough is in negotiations with a new company to revitalize the website, which will be discussed during new business. He stated that the new website should be functional within six months.

The Student Advisory Committee (SAC) report was given by Austin Osmanski (Co-chairs--Austin Osmanski and Enrique Santoyo-Brito; Members--Adam Simpson, Lynne E. Beaty, Ashley Knoch, Craig Tipton, Citlally Jiménez, Jared W. White and Brandon Ruele). Osmanski announced that the original student workshop they had planned fell through. The focus was supposed to be on research abroad, but Osmanski and Santoyo-Brito will give the workshop on more general research. He suggested for the BOG to see the report for more details. S. Fox asked about the recruitment discussed at last year's BOG meeting. Osmanski explained that he has a draft pamphlet for recruiting. D.

McNeely asked about recruiting geographic diversity, especially for the committee. Fox asked about the pre-banquet social, and whether it is happening, as he did not see it in the report. Osmanski explained that the pre-banquet student social is happening in the hotel lounge. Waits commended the committee for a great job, which elicited a round of applause from the BOG.

The Wilks Committee report was given by Susana Perea-Fox (Chair--Susana Perea-Fox; Members--Karen McBee, Fausto Méndez, and Ricardo Ayala). S. Perea-Fox announced that there were seventeen total applications received with nine from the U.S. and eight from Mexico. Initial review of the applications by Perea-Fox created a list of topics, and then she looked for reviewers in those areas of expertise. Five proposals were chosen for the competition (both Wilks and Student Field Naturalist Awards, together), and the winners will be announced at the annual banquet.

Robert Dowler gave the report for the *ad hoc* Committee on Disposition of Back Issues of *The Southwestern Naturalist* (co-Chairs--Robert Dowler and Wesley Brashear; Members--Celia López-González, Edie Marsh-Matthews). R. Dowler announced that complete sets of *The Southwestern Naturalist* were not presented to the winners of the student awards this year, as has been done in the past. The committee filled one request for back issues during 2015. Back issues are still available.

Mandy Husak gave the report for the *ad hoc* Auction Committee (Chair--Mandy Husak; Members--Alex Lamle, Anne Maxwell, Jake Schaefer, and Jared White). Mandy Husak announced that this year, due to travel constraints and logistics, there will be no silent auction. While there has been no silent auction for the past two years, the committee is planning a large auction for the 2017 meeting in Oklahoma. Mike Husak stated that they already have a set of back issues of the journal for the auction, so R. Dowler does not need to transport one to the meeting. R. Dowler suggested that the silent auction be planned not by the Auction Committee, but by the local meeting host. Mandy Husak said that she will discuss this with the future meeting hosts.

Robert Dowler gave the report for the *ad hoc* Long Range Planning Committee (Chair--Robert Dowler; Members--Mark Eberle, Stanley Fox, Sara González-Pérez, Michelle Haynie, Bruce Hoagland, Dan Hough, Michael Kennedy, Jake Schaefer, Phil Sudman). R. Dowler reported that the committee was basically inactive again this year, but met this morning with President Sudman, M. Kennedy, and S. Fox. President Sudman announced that some of the issues discussed will be brought up under new business. He also noted that that this committee almost got dissolved a few years ago, but the BOG decided to keep it because this committee can provide SWAN with important information for long-term vision of the society, including the website, membership, and how the journal is published.

The Budget Oversight Committee report was submitted by Phyllis Kennedy (Chair--Phyllis Kennedy; Members--William H. Baltosser, Brian R. Chapman, Robert J. Edwards, Beth E. Leuck) but not read at the BOG meeting. President Sudman announced that the Treasure's report needs to be sent each year to the Budget Oversight Committee by 1 March for review. R. Edwards commended Phyllis' work as Chair of this important committee, and the BOG gave Phyllis a round of applause.

The Managing Editor Report was given by Loren Ammerman (Managing Editor, Loren Ammerman and Editor, Mandy Husak). Ammerman began by announcing that two associate editors have recently stepped down and three new associate editors have been added (for a total of 24). New associate editors include: Ray Willis, Roger Rodríguez, and Michael Husak. She also happily announced that the journal has caught up through 2015. The first issue of 2016 [Volume 61(1)] is expected to be mailed in May 2016. Therefore, the journal will be back on track by fall 2016. There was a big round of applause by the BOG. Ammerman noted that, currently, the journal is only two months behind. She added that the managing editor at Allen Press has been very helpful and all journals are now in Peer Track. In 2015 the journal had a 57% acceptance rate.

Ammerman then proposed that agenda item number 4 be brought back up in new business. At that time, she wants to show a copyright form, and propose a copyright policy for SWAN. Under new business, she will ask the BOG to consider some proposals.

Ammerman also noted that the turn-around time for the journal is still slow, averaging 3 months and explained that the main problem is that reviewers are invited and accept, and then they do not follow through with their reviews. Only about 47% of reviewers are sending in their reviews. Ammerman then discussed how the review process works, in terms of formatting for the journal, etc. There was then a short discussion about whether the Spanish abstract should be required upon submission. G. Schnell pointed out that the abstract will have to be revised several times before the final paper and the consensus was that it should not be required upon submission. Furthermore, the BOG agreed that Spanish abstract translators would be very useful, but should be paid. Some names of bilingual members who might be interested were provided by the BOG. Ammerman noted that we should send out solicitations, and the BOG agreed that this should be done by the Student Advisory Committee. A final note was to reiterate that the author will pay for the translation, and not the society. At this time, President Sudman suggested we needed to move on from this discussion.

Ammerman then provided a budget summary for the journal. Journal printing costs are hovering around \$20,000 per issue. This includes charges for editorial services and Peer Track. The total for the past year was nearly \$86,000, with the income from journal at \$59,502.96. Ammerman also brought up that about half of the authors are paying page charges and the other half are not. She also announced the need for photos for the journal covers, particularly good photos of birds.

S. Fox asked about what percent of manuscripts have one or more authors as members, and how many of those who ask for waivers are members. Ammerman replied that they are all members as this is a requirement of getting the waiver. Otherwise, about 25% of authors are members. The BOG acknowledged the hard work of the journal editors (L. Ammerman and Mandy Husak) by giving a big round of applause. President Sudman reiterated again what a fantastic job Loren and Mandy have done.

The Honors Committee report was given by Celia López-González (Chair--Robert Dowler; Members--Alice F. Echelle, Gary D. Schnell, Paula Williamson). López-González moved to accept the committee's nomination for the Tinkle Award. The BOG accepted the nomination, and López-González noted that the name will be announced at the banquet.

Local host, Cornelio Sanchez-Hernandez, then formally welcomed the BOG to Mexico. The BOG gave a round of applause for the local committee. Sanchez stated that the local committee has been working really hard and very much enjoying the conference. He added that he hopes we learn a lot about Mexico and vice versa.

President Sudman then announced a short break, at 1555 h.

The BOG reconvened and the meeting continued at 1603 h.

President Sudman continued with old business and announced that Juliann Waits will serve as Chair of the Conservation Committee. Celia López-González offered to serve as a member of the committee.

President Sudman then moved to new business.

Mike Husak presented to the BOG the overview of the program for the 2017 SWAN meeting to be held at Cameron University in Lawton, Oklahoma, on the dates of 13-16 April, 2017. Husak explained that the official host hotel is the Hilton Garden Inn Lawton Fort-Sill Convention Center. This hotel is close to local businesses and restaurants. Several restaurants in Lawton will be offering big discounts with SWAN identification tags. Meeting presentations will primarily be held at Cameron University. He noted that it is an easy commute back and forth from the Hilton to Cameron University. The Thursday evening social will be held at the Museum of Great Plains. The Friday evening picnic will be held at Medicine Park Aquarium and Natural Science Center. Medicine Park is a cobblestone town, and folks can stroll around before the social. The Banquet will be held on campus. There will be a Sunday field trip to the Wichita Mountains National Wildlife Refuge and a possible second field trip to Hackberry Flat Wildlife Management Area (if there is enough rainfall in spring). He added that other attractions include the historic Fort Sill Military Reservation, which can be toured, the Comanche

Nation Museum, The Comanche Nation Casino, the Fort Sill Apache Casino, the Kiowa Casino, etc. The BOG gave a round of applause for Mike and Mandy Husak for agreeing to host the 2017 meetings. S. Fox asked about other available hotels for the meeting. Husak explained that there are 10 additional hotels that are included in the list. Some would be less than a quarter of a mile from campus. G. Schnell asked about flying into Lawton. Husak answered that Lawton has an airport and that it is about \$50 to fly there from Dallas. Or, you can fly into Oklahoma City and drive to Lawton, which is about 1 hour 20 min, or fly into Dallas and drive to Lawton which is about 2.5 hours.

Also under new business, President Sudman announced that Paula Williamson from Texas State University and Raelynn Deaton Haynes have agreed to co-host the 2018 meetings, but have not yet decided on whether the meetings will be held in Austin or in San Marcos, Texas. The BOG approved with no vote.

President Sudman then announced a possible contract with a Certified Association Executive (Christy Classi), which includes services for SWAN (particularly related to membership). He has sent the list of services for the BOG to review. The start-up and annual management fee is around \$15,000. Sudman also reviewed a proposal sent through by Dan Hough, totaling around 18 pages, focusing on website reform by a company named Pixel Mongers. A discussion ensued about modernization of the website and the organization in general. Sudman explained that he has spoken to the Board of Trustees and P. Kennedy from the Budget Oversight Committee regarding this possibility. Both entities agree that the BOG can use money from the endowment, which has never been done before. The BOG then together looked at a website that was constructed by the same company under consideration.

President Sudman moved to adopt the new systems for two years (management and website). The BOG asked for more clarification of funds, and Sudman explained that there are three quantities of monies that will need to be used, totaling around \$17,000 to get things started. A BOG member asked what we will *no longer* be paying for if we adopt the new models. Sudman explained that our PayPal costs will decrease, and several items would go away from the budget, totaling around \$3,000 (that will not be spent). A motion was put forth by G. Schnell to adopt the new model for the membership software and website reform. Schnell then amended the motion to include the website update together with the organization/management company by bringing the two companies together. Schnell then argued to get the services first from the company that provides the membership software. S. Fox agreed to the two-step process. President Sudman then moved to withdraw his motion. Osmanski amended the motion to try this for three years, not two. C. Lopez-Gonzalez raised the point that if we do it in two steps, it could end up costing us more.

Sudman then moved to accept the proposal by Christy Classi—a service management company, for three years. The BOG approved for Sudman to enter into negotiations with the companies at this time, rather than to accept the proposal as is.

D. McNeely suggested the BOG authorize Phil to negotiate prices and services with both companies. G. Schnell agreed. The final agreement was that the BOG is authorizing Sudman to make all decisions regarding the details of the proposal. There was then a call for the vote. All were in favor with 19 votes of yes. S. Fox ended with advice to Sudman to try to negotiate with Christy Classi the extra two services provided by the company. Next, the BOG moved to negotiations with the website company for their services. There was a call for vote with 18 votes of yes, and one abstention. A motion was then put forth by S. Fox to move into negotiations with the website company, similar to the proposed agreement for the management company. The motion was seconded by M. Kennedy. However, it was clarified that for the website, it is not a three-year timeline. The costs are a one-time start up. D. McNeely then brought up that there is no timeline presented on the report from Christy Classi. President Sudman said that in his discussions with Classi, she explained that the integration process can happen very quickly.

G. Schnell then brought up one additional but related item to be considered for the next six months. With the new additions of the management company, particularly for membership and the

website updates, we now need to redefine the duties of the Treasurer. The BOG agreed that we need to clearly define these responsibilities. K. McBee then read the duties of the treasurer as outlined by the Constitution, and suggested that, based on the description, the treasurer duties will not need to be redefined. However, the treasurer will work closely with the management company on membership.

C. López-González asked how the Trustees will deal with the financial changes and payments. President Sudman explained that Christy Classi will do the taxes. J. Schaefer will relay the end of the year information to Classi.

M. Dixon gave the budget proposal for 2017, revised with new changes. The budget for 2016 was \$129,750. In 2015, we went over budget, and 2016 will also go over budget. For 2017, adding another \$20,000 will put us in the red. Last year the BOG approved spending 5% of the endowment, which will cover the new additions. Dixon said we cannot get a balanced budget for 2016 without withdrawing from endowment. The BOG agreed and recognized that this was voted on last year. Dixon also reminded the BOG that SWAN has six issues of the journal that are getting caught up, which requires an extra \$120,000–\$140,000. For 2017, costs for the journal will go down by \$40,000.

For the 2017 budget, Dixon proposed to take out \$600 for bonding, and leave in that budget item only for every 3rd year. He also removed miscellaneous expenses and added the new expenses into the budget (e.g. management expenses to Christy Classi for \$14,610). While these changes will likely bring 2016 expenses well over the proposed budget, the BOG agreed that this is acceptable because we are moving forward with developing and modernizing the society. Because Dixon still needed to finalize calculations to the budget, the BOG agreed to table the final approval of the 2017 budget to the 1000 h break during the Business Meeting.

Managing Editor Ammerman then brought back the issue of copyright forms. Ammerman showed the BOG one copyright form that she is proposing where authors retain the copyright. Ammerman will finalize the form and send out to the BOG to review.

It was then announced by the local host that 213 people were registered for the meeting, with 63 oral presentations, 91 posters, and 31 Hubbs' competition posters.

Next President Sudman explained that we needed to reappoint some officers. First, Jake Schaefer is rotating off as Chair of the Trustee Committee. G. Schnell moved to keep Schaefer as Chair. B. Edwards seconded. The BOG voted yes.

Next President Sudman said that reappointments were in order. The BOG voted to retain R. Deaton Haynes as Secretary, with a motion by S. Perea Fox, and seconded by J. Waits. President Sudman asked Treasurer Dixon to stay on for one more year, through the transition and new additions of the website and management systems. Dixon agreed to help with the transition and reassess his position next year. R. Dowler moved to keep Treasurer Dixon, which was seconded by K. McBee. The BOG voted yes to retain Dixon.

L. Ammerman was unanimously voted to remain as Managing Editor, the motion was put forth by K. McBee and seconded by Mandy Husak.

G. Schnell closed with the notion that we should actively seek a new treasurer for next year.

President Sudman moved to break for the business meeting, which was seconded by G. Schnell. The Board of Governors meeting was recessed at 1743 h.

Respectfully,
Raelyn Deaton Haynes, Secretary