

THE SOUTHWESTERN ASSOCIATION OF NATURALISTS
MINUTES OF THE MEETING OF THE BOARD OF GOVERNORS AND OFFICERS AT
THE 66th ANNUAL MEETING,
UNIVERSIDAD AUTÓNOMA DE CHIHUAHUA
CHIHUAHUA, CHIHUAHA, MEXICO
THURSDAY, 11 APRIL 2019

Present: Justin Agan, Ángela Camargo Sanabria, María de Lourdes Romero Almaraz, Robert Edwards, Jesús Fernández, Stanley Fox, Michael Kennedy, Celia López González, Karen McBee, David McNeely, Susana Perea-Fox, Cornelio Sánchez, Jake Schaefer, Gary Schnell, Jason Strickland, Chris Taylor, Juliann Waits, Raymond Willis, Chad Hargrave, Justin Williams.

President Susana Perea-Fox called to order the 66th Annual Meeting of the Southwestern Association of Naturalists (SWAN) at 1320 h with a quorum of Officers and Governors present. President Perea-Fox began by announcing that we need the BOG to approve the minutes of the business and the BOG meetings for the 65th Annual Meeting held jointly by Texas State University and St. Edward's University in San Marcos, Texas (published in *The Southwestern Naturalist* Volume 63(4), and available on the SWAN webpage at <https://saon.wildapricot.org/>). Stanley Fox moved, Julie Waits seconded, approved unanimously.

President Perea-Fox then asked for committee reports.

Special Report on the progress of the tax-exempt status of SWAN given by Susana Perea-Fox. Perea-Fox began by announcing that we have not regained tax-exempt status yet and have not filed taxes yet. SWAN is working with an accountant to file back taxes and then work with a lawyer to complete the paperwork for past years. Once that is done, we will be able to request tax-exempt status. Stanley Fox added that we also need to be incorporated, which can occur after tax-exempt status. We are currently incorporated in Oklahoma but the lawyer working with Phil Sudman is not sure that will be sufficient to be legally incorporated.

The Treasurer's report was submitted and given by Ray Willis. Willis began by discussing that we still have our bank account in San Angelo, Texas. Robert Dowler is working with the local bank to help Willis be able to manage the account, including deposits and withdrawals. SWAN cannot open a new account until after we have regained tax-exempt status. There are a few parts of the budget that are not finalized and they will be sent out later this year. There are several issues that make it challenging to have a complete Treasurer's report and budget. First, there has not been an up-to-date membership list for several years, so it was not possible to identify the income to SWAN from dues. This has been challenging because many people pay through PayPal, which does not always have name and other information included. Also, if faculty pay for student memberships, it may just have the professor's name and not the name of the students. Since March 2018, Christy Classi has kept a spreadsheet with all information for members, which Willis can now has access. In 2018, SWAN received \$15,466 from dues from members and institutions.

Currently, we are not able to track contributions to SWAN for the Endowment or the Student Research and Award funds. Classi is developing a way to track that so that there is paperwork associated with each donation to SWAN.

Income from the 2017 meeting registration was \$43,635, and income from page charges in 2018 was \$4,055. The funds from the 2017 and 2018 annual meetings were both deposited in 2019. Deposits from page charges are auto-deposited but there are not always statements or records associated with them. This problem is occurring with each of the page charge sources

(BioOne, JStor, EBSCO, and Proquest) and Willis is working with Managing Editor Lance Williams to solve the problem. Willis is working to get everything changed to his email and mailing address so that all statements are sent to him, which will facilitate tracking each deposit from page charge sources. JStor has been notified that Willis is now SWAN's treasurer and they sent a statement indicating page charge income from them was \$8,036.22. Willis estimated the total income for SWAN in 2018 to be \$109,153.25 based on the starting and ending checking account and PayPal balances and all deposits.

President Elect Jake Schaefer asked to clarify that the estimated income includes money that we currently do not know where it came from. Willis said yes and that is a combination of checking and PayPal income. Schaefer asked for further clarification about the PayPal balance and if it includes dues and page charges. Willis was not sure and added that Classi's monthly payment of \$1075 comes out of the PayPal account. Willis is working to identify all sources of income to PayPal and to determine if it is only member dues or if there are other monies paid through PayPal. Schaefer then asked if Willis had an estimate of the number of SWAN members based on Classi's spreadsheet. Willis was not sure of the number of members and just had the information on amount of payment from them. Schaefer asked Willis to clarify the money from the 2017 meeting and if that was the proceeds from the meeting or total amount brought in before expenditures. Willis said that it was the total brought in and not the proceeds. Perea-Fox clarified that we only need to report the money given to the local committee initially to prep for the meeting and then proceeds. The local committee for each meeting keeps their own budget and then SWAN is paid back for the initial investment and then receives money in excess of expenditures. Next year, in the 2019 Treasurer's Report, all outstanding meeting deposits will be included.

Willis asked if he can modify the format of the Treasurer's Report in future years to include items that are not currently in the report and remove items that are not needed. Specifically, separating out PayPal income and expenses. Schaefer stated that when he was Treasurer, he had a section for fees to include bank fees and PayPal fees. Stanley Fox added that any income or expense category should be listed to ensure clarity of the report and budget. Willis suggested that he talk with the Local Committee and the Program Committee at the end of the meeting each year to have a count of the attendees and the income and expenses for the meeting. Fox and Schaefer said that Willis had freedom as the Treasurer to format the report and budget in a way that facilitates ease of communication with the BOG. Specifically, Willis now plans to add a category of the expenses paid to C. Classi because 2018 was the first year she was paid each month. Schaefer agreed that would be a good category to add.

Fox asked if there is any way we can improve the information coming from PayPal to make it easier to track. We have to keep PayPal to facilitate international payments. Willis said that he cannot recommend an improvement at the moment because he is still working to understand the income sources. Fox then asked if there is a way we can distinguish between donations, member dues, and page charges. Willis responded that, unfortunately, only a name is required so it may be difficult. Willis will be attempting to distinguish between the types of income and will work with C. Classi to create ways that they can indicate the other information when filling out the website form. Schaefer asked if the report that C. Classi sends on membership has any financial information. It is not directly on the report, but Willis will work with C. Classi to link member data and the PayPal payments.

Willis then brought up the challenge of ensuring that each person receives their journal because he gets emails frequently from individuals that have not received them. Linking

memberships, dues, and journal subscriptions is something that needs to be addressed. Schaefer suggested we revisit C. Classi's list of duties to ensure that linking the information is under her purview. Fox stated that her primary responsibility is membership. Schaefer asked who is maintaining the membership list with Allen Press and Willis stated that it is Classi. Celia López González asked if it would be possible to email the membership to ask if they are missing any journal issues. Willis responded that we could, but it would likely result in many responses from people that state they have their issues. However, he will look into this and determine if there is an efficient way to query the membership. Gary Schnell then asked for clarification for why we could not open a new checking account. Willis responded that we cannot open a checking account as a tax-exempt organization until our status is renewed. Stanley Fox stated that the primary issue is tax-exempt status and asked Willis if it will be possible to get the complete Treasurer's Report. Willis responded that he will work to get all reports tracked down and will contact the companies so that all information goes to him in the future.

Perea-Fox stated that we will table the Treasurer's report and budget for a couple of months and she and Schaefer will work with Willis to help him finalize the Treasurer's report and prepare the budget. Willis ended by stating that we know how much money is coming in and how much money is going out, we just don't know the specific sources of all of the money that is coming into SWAN. During the BOG meeting, Willis received an email from Christy Classi that stated she received a check from BioOne for 2018 royalties for \$27,589.

The Trustees report was given by Chad Hargrave in place of Robert Dowler (Chair--Robert Dowler; Members David Heins and Chad Hargrave). Hargrave said that Dowler and Heins are very valuable members and that their terms are expiring soon. Dowler and Heins are knowledgeable and care very much about the society and the BOG should work to ensure they remain on the committee. Hargrave explained that this committee manages the SWAN endowment. In 2017 the investments performed well but in 2018 investments did not do as well, which is in line with the market as a whole. On 31 December 2018, SWAN Assets were valued at \$1,156,188.36. In 2019 so far, the market is rebounding and SWAN investments are improving and have gained back the ground lost in 2018. As of 31 March, SWAN Assets are valued at \$1,255,145.84, after a transfer of \$20,000 made on 29 March 2018 to the Treasurer for annual meeting costs.

One of the items discussed with Rene Cordell, SWAN's Money Manager, was that we had stock in BP AMOCO. The committee decided to liquidate and invest the money from BP AMOCO into mutual funds. Second, the committee transferred \$40,000 to the Treasurer to cover expenses. Additionally, the committee opened a money market account that holds cash to use in emergencies to prevent money being pulled from mutual funds during a low. The committee would like to determine the amount that should remain in the money market account because SWAN does not want money sitting in an account and not accruing as much money as possible. However, it is good to have cash available if needed. A discussion ensued about the amount. The need for cash is predominately due to changing SWAN to a new website and to payments to Allen Press. To decide the amount of money for the money market account, we will need to have a budget. Willis suggested approximately \$50,000 but Schaefer was concerned that is too high and not sustainable. Schnell suggested lowering to \$25,000 into the money market. Hargrave stated that there is currently \$30,000 in the money market account and it was decided to leave that amount for this year. Once a budget is created, we can determine what will be needed to ensure it is sustainable.

Due to the volatility in 2018, money was moved into two bond accounts at the recommendation of R. Cordell. Stanley Fox asked if our money market investor, R. Cordell, is paid by SWAN. Schaefer stated that he is paid off commission from the mutual fund companies, so it is not needed to be reported because the money does not come from SWAN or SWAN's assets. Stanley Fox asked for a round of applause to thank the Trustees for their efforts and good work managing SWAN's assets.

The Conservation Committee (Chair--Juliann Waits; Members Jennifer K. Frey, Jesús Fernández, M. Clay Green, Jason B. Jennings, Troy A. Ladine, Celia López González, Edith Marsh Matthews, Fausto Méndez de la Cruz, Lynda R. Miller, Kendra L. Phelps, and Denise Thompson) report was given by Juliann Waits. Waits began by saying that the committee evaluates all articles in the four issues of each volume of *The Southwestern Naturalists* when they are available. Once all four issues are out for 2018, they will add the last issue of 2017 to them to select the Sutton award winner. Waits asked if it would be ok to review them mid-year and invite them for the next SWAN meeting instead of waiting 1.5 years. This would decrease the amount of time between the publication, receiving the award, and the authors attending the meeting. This may draw in new members and hopefully increase the rate of attendance of the Sutton award winners at the annual meeting. Once the journal is caught up, the committee would review each year's articles in the middle of the next year. Stanley Fox said that this would be a good way to accomplish the goals of getting the winners to the meeting each year. McNeely asked if we should help with their travel to increase their attendance rate but Waits suggested that by announcing the award sooner it is more likely that the universities would help their faculty or students to attend because they would be receiving an award.

The Student Awards Committee report was given by Celia López González (Chair-- Celia López González; Members Michelle Haynie, Julie Waits, Chris Higgins, Jason Strickland, Chris Taylor, Nicté Ordoñez Garza, and David McNeely). López González began by thanking all the members of the committee for helping her put this together and review all the proposals. This year SWAN received 18 complete proposals for the 2019 Howard McCarley Research Grant competition, comprised of 6 PhD (one from Mexico), 7 MS, and 5 undergraduate proposals (all from Mexico). Proposals came from a wide array of places: Oklahoma State University, Texas State University, University of Texas El Paso, Clemson University, Missouri State University, Wichita State University, University of New Mexico, University of Southern Mississippi, Instituto Politécnico Nacional (Durango), Universidad de Guadalajara, Universidad Nacional Autónoma de México and Universidad Autónoma de Chihuahua.

The committee proposes to fund 8 students at \$1000 each: 5 PhD proposals, 2 Master's proposals, and 1 undergraduate proposal. Winning PhD proposals ranked 1, 2, 3, 4 and 8 overall, winning MS proposals ranked 5 and 6 overall, and the winning undergraduate proposal ranked 7 overall. Winners will be announced at the banquet.

There are 22 students competing for the Clark Hubbs Poster Award. Winners will be announced at the banquet.

The Public Relations Committee report was submitted and given by Chris Taylor (Chair-- Chris Taylor; Members Kathrin Dodds). Taylor began by saying the committee has been active and busy trying to prevent the border wall. There is wall construction occurring now and 33 miles of border wall were appropriated last spring. They have already started clearing a 150-foot-wide area in the Rio Grande Valley. They are up to 6 miles currently, with sections covering state parks and refuges. Taylor is hoping that more people can join the committee, particularly from Mexico, because the previous members requested to step down from the committee. The

committee needs help disseminating information about award winners, particularly in Mexico. Fox asked about publicizing the statement of the teaching of evolution and announcing award winners and contacting their universities. Taylor responded that the committee is working on the statement of the teaching of evolution and contacting universities, but the committee needs help and he and Dodds cannot do it all themselves. Perea-Fox thanked Taylor for his work.

The Membership Committee report was submitted by Nicté Ordóñez Garza (Chair--Nicté Ordóñez Garza; Members Joel Brant, Adam Ferguson, Michelle Haynie, Amanda Husak, Chad King, Rex McAliley, Ray Willis, and Greg Wilson) and given by Stanley Fox. Fox began by announcing that the committee did not meet last year but Ordóñez Garza suggested that the committee can put information online to recognize honorary student members. This may increase the likelihood they remain as well as increase advertisement. Taylor made an observation that we don't have many agency biologists in the society and it would be good for the society to have more. Taylor asked if there is any way we can promote agency biologists coming to the meeting. Strickland stated that budgets for state agencies prevent travel out of state or only provide funding to attend one meeting. Therefore, it is currently difficult for agency biologists to get time off and then use their money to come to the meeting.

The Development Committee report was submitted by Mark Eberle (Chair—Mark Eberle; Members David Heins, Phil Sudman and Caryn Vaughn) and given by S. Perea-Fox. Perea-Fox announced that Mark Eberle was supposed to be the chair of the *ad hoc* Long-range Planning Committee and not the Development Committee. Because the *ad hoc* committee's duties could be subsumed under the Development Committee, Perea-Fox proposed merging the two and all responsibilities would fall under the Development Committee. Schaefer stated that once an *ad hoc* committee submits its report, it is immediately dissolved unless it is reinstated by the President. Schaefer, Fox, and Schnell said that the merger was a good idea. Fox stated that the constitution discusses the role of the Development Committee for fundraising but other responsibilities can be undertaken. The BOG agreed that this would be appropriate and the duties of the Long-Range Planning Committee would fall under the Development Committee. David McNeely asked if we can give a committee more responsibilities. There was a discussion about updating the constitution to add this change.

An *ad hoc* committee was created by Perea-Fox with Stanley Fox as the chair and Jake Schaefer and Karen McBee as members to investigate expanding the duties of the Development Committee.

Perea-Fox continued with the Development Committee report. SWAN needs to be better at electronic communications and emails to the members. This should include announcements about meetings in May, September, and December to prepare members in advance to attend the meeting. Schaefer added that ESA does monthly emails. Additionally, after the meeting, all members should receive the list of winners of all awards. Emails should be sent to each winner's university and advisor and disseminated to as many people as possible.

For the journal, SWAN should move towards having an electronic-only membership option because this is becoming increasingly popular with younger members. Keep the current cost for electronic-only members and increase the cost for members that want traditional paper journals. Michael Kennedy said that even though he likes and prefers paper journals, we can probably communicate with international colleagues much better if it is completely online. Schaefer states that the majority of SWAN's revenue is through royalties and we need to promote people accessing our articles and notes. To do this, we should be letting members know about articles

and notes through email once DOIs are assigned. This will hopefully drive revenue as members access articles and notes.

Jesús Fernández said the journal and the society need a stronger presence online. López González said that we need to appoint someone to work on social media and be in charge of this. Other societies are being aggressive about their outreach through these platforms. A discussion ensued and an *ad hoc* committee was formed for Communications in the 21st Century. Jesús Fernández will chair, Jason Strickland, Justin Agan, and Enrique Santoyo-Brito will be members of this Communications Committee.

The final suggestions from the Development Committee include adding a specific donation amount section on dues notices, running the silent auction more frequently, and adding at least one student to the committee. An additional discussion followed about making articles available after copy editing online to speed up access. Jason Strickland moved that papers be made available online through BioOne in copy edited form as soon as they are available. G. Schnell seconded, and with no discussion, the motion passed unanimously.

The Program Committee report was submitted and given by Stanley Fox (Chair--Stanley Fox; Members Ricardo Ayala Barajas, Neil Ford, María de Lourdes Lozano Vilano, William I. Lutterschmidt, William J. Matthews, Felipe Jesús Rodríguez Romero, and O. W. Van Auken). Fox announced that Sam Houston State University will be hosting the 2020 meeting co-chaired by Chad Hargrave and Justin Williams. The 2021 meeting will be hosted at the Texas Tech Field Station at Junction, TX. The 2022 meeting will be at the Universidad Juárez del Estado de Durango (UJED) in Gomez Palacio, Mexico, chaired by Dr. Gamaliel Castañeda Gaytán. Fox said that it is not too early to think about 2023 and 2024, so start looking for hosts in the U.S. The committee maintains a spreadsheet and about what to expect when hosting a meeting and it is updated each year with new information. This includes the number of attendees, banquet and picnic tickets, and other information to help the local committee. There is also a program manual in English and Spanish that is given to the local chairs each year in preparation for the meeting.

Gary Schnell requested that the meeting program include the institution information as well as the author's name so attendees can know where the authors are from in the program. Schnell moved that institutions be included in the printed program at each SWAN meeting and D. McNeely seconded and it passed unanimously.

Fox added that because SWAN needs to work on quicker communication about the meeting, he, as Program Director, will work with the new *ad hoc* Communications committee to accomplish this. McNeely added that he would encourage the Program Committee to try to get meetings in other states besides Texas and Oklahoma.

The Historian report was submitted and given by Karen McBee (Chair--Karen McBee). McBee announced that she has been gathering information but has not deposited anything in the last year. She will do so after this meeting and deposit material from 2018 and 2019 into the archives at the Western History Collection at the University of Oklahoma. McBee brought up that, recently, presidents have not been depositing material like they used to. McBee requested that Perea-Fox keep this in mind and deposit material to be archived. McBee announced she will be stepping down after this year.

The International Relations Committee report (Co-chairs--María de Lourdes Romero-Almaraz, Susana Perea-Fox; Members Ricardo Ayala-Barajas, Robert J. Edwards, Stanley F. Fox, Sara B. GonzálezPérez, Michael L. Kennedy, Nicté Ordóñez Garza, Felipe de Jesús Rodríguez Romero, and Cornelio Sánchez Hernández) including the Bruce Stewart Student Travel Award subcommittee report (Chair--Stanley Fox; Members Susana Perea-Fox, María de

Lourdes Romero Almaraz, and Felipe de Jesús Rodríguez Romero) was given by Stanley Fox. Fox said the International Relations Committee met at the last Reunion to update the Bruce Stewart Student Travel Award rules. The changes were adopted for this year. They made sure the recipient was the first author of the presentation. The online application was redesigned so it could be done online through the SWAN website through a google form. Also, the subcommittee required that the students show proof of membership because there is not an automatic way to do so currently. The subcommittee also asked that the students register early online through preregistration. The award is announced early enough so they have time to get the early registration discount. There were 23 applications all from the U.S. and a few were incomplete. The International Relations Committee made 18 awards ranging from \$182-\$682 to students from 7 universities for a total of \$10,000. Winners awarded money at \$600 or higher will have to complete a W-9 tax form. The committee requests that the total amount available to increase from \$10,000 to \$15,000.

Perea-Fox led a discussion and Schaefer proposed that we postpone the request for more funds for Bruce Stewart Student Travel Awards until we are able to have a budget. McNeely asked that if we do raise the amount that some of that money can be used with applications for visas. Based on Schaefer and McNeely's comments, it was decided that the president can use discretionary funds to use money for additional awards or to help with applications if it becomes necessary. However, we want to wait until a budget is in place before we make the change permanent. Fox ended his report by emphasizing that the Bruce Stewart Student Travel Awards are very successful and that many people have applied and gotten their second allocation. This is a valuable program for getting young people in the society.

The Website Committee does not currently have a chair and no report was given (Chair--None; Members Stanley Fox, Jake Schaefer, Mark Eberle, and Jeff Kelly). Christy Classi has been managing the website recently. Perea-Fox wanted to remind the BOG and membership that you must be a paid-up member to get emails from SWAN. McNeely asked if the problems with Life Members has been corrected and they will be getting emails from now on. Perea-Fox stated it has but if there are any problems, just let Classi know and she will add them to the life member list. Fox stated that when the *ad hoc* Constitution Committee revises the constitution they will modify the responsibilities of this committee to reflect the new structure of the website. Strickland announced that the *ad hoc* Communications committee will also evaluate the website.

The Student Advisory Committee (SAC) report was submitted and given by Justin Agan (Co-chairs--Austin Osmanski and Justin Agan; Members Emma Roberts, Jared Wayne, John Stuhler, and Laramie Lindsey). Agan said that Osmanski has stepped down as co-chair and that he is not sure if all members will be remaining. Agan is looking for a co-chair and members for the committee. Agan said that SAC will sponsor a student-only social before the picnic and Lunch with a Scientist will occur again this year and each student and professor will be allocated \$10 to get lunch. Additionally, the SAC will host a workshop on an introduction of the R programming language. The Facebook and Twitter pages are still operational and Enrique Santoyo-Brito has been running them. The SAC gave 10 travel awards at \$175 each and received a total of 20 applicants. Agan thanked the Local Committee. Waits asked that the award winners be announced and recognized at the banquet.

The Wilks Committee report was submitted and given by Jake Schaefer (Chair--Jake Schaefer; Members Chad Hargrave, Keith Gido, Chris Taylor, and Phil Sudman). Schaefer announced that there were 17 applicants (14 from Mexico and 3 from USA) and four finalists

were selected. All finalists are from Mexico and three of the four had significant field components. Unfortunately, one candidate was unable to make it due to flight issues.

Robert Dowler submitted the report for the *ad hoc* Committee on Disposition of Back Issues of *The Southwestern Naturalist* (Chairs--Robert Dowler; Members Celia López González and Matthew Hamilton) and the report was given by Celia López González. Fourteen orders of back issues were filled during 2018, comprising a total of 42 individual issues of *The Southwestern Naturalist*; however, none of these were orders for back issues from individuals. Rather, we supplied these for members who had not received their issues of the journal because of miscommunication, failure of the postal service, or changes of address. Therefore, there was no income during 2018 from sale of back issues. We did incur expenses for postage for shipping these back issues. The total shipping costs this past year were \$92.91. Back issues of *The Southwestern Naturalist* continue to be stored at Angelo State University at no cost to SWAN.

The Budget Oversight Committee (BOC) report was submitted and given by Robert Edwards (Chair—Robert Edwards; Members William H. Baltosser, Brian R. Chapman, and Beth E. Leuck) and he announced that the BOC examined the Trustees report and confirmed their submission. The first quarter of 2019 has been good to SWAN and money lost in 2018 due to market volatility has been made back. Additionally, the BOC attempted to verify the Treasurer's report but could not do so fully due to issues already discussed. However, SWAN still is doing well financially.

The Managing Editor Report was submitted by Lance Williams (Co-editors--Lance Williams and Marsha Williams) and given by Susana Perea-Fox. Perea-Fox said that we are behind on the journal. In 2018, only 63(1) has been mailed. The press ran behind processing and printing journals. Issue 63(2) should post next week online, Issue 63(3) has been sent to the press, and Issue 63(4) is nearly complete. Perea-Fox relayed a question from Williams about how to handle copyright and how can authors share their journal articles themselves. Schaefer said that it is standard for authors to have the right to distribute papers individually through email, but they cannot post on their website or ResearchGate. Schaefer stated that when they publish in the journal, they sign over the right to the publisher. Researchers cannot share the article pdfs directly on websites or through social media. They can share links to the article via the publisher (e.g., a DOI number) and direct interested parties to the BioOne website where the article is hosted. They can also post on their websites that they can be emailed directly to receive a copy of the pdf.

The Honors Committee report was submitted by Phil Sudman (Chair--Phil Sudman; Members Robert Dowler, Alice Echelle, Celia López González, Gary Schnell, and Paula Williamson) and given by Perea-Fox. Awards will be announced at the banquet from previous applications that were submitted. Sudman is stepping down from the committee and Perea-Fox will become chair. S. Fox moved to approve the awards as selected and M. Kennedy seconded. Motion was approved unanimously.

Jesús A. Fernández and Ángela Camargo submitted and presented the report of the local committee (Co-Chairs--Jesús A. Fernández and Ángela Camargo). At the current time, ~130 attendees registered for the meeting. They expect more people will register today and tomorrow. There are 59 oral presentations and 38 posters with 22 of the posters in the Clark Hubbs Poster competition. There will be transportation at 8:15AM to go to the university for the meeting tomorrow. The vehicle will take students to the students-only social. There will be buses and shuttles between events.

There is currently no chair for the *ad hoc* Auction Committee and Perea-Fox said that we need a chair. (Chair--None; Members None). Justin Williams from Sam Houston State University has offered to be chair and will work with Jake Shaefer to get members for the committee.

President Perea-Fox moved to old business. Perea-Fox announced that Celia López González will be chair of the Student Awards Committee. The update for Christy Classi's contract is that she did not want to be named as the person for official business for SWAN. She will work with the president and treasurer to ensure documents are shared when necessary. With Classi's new contract, she will manage the website and her contract will be updated every two years.

President Perea-Fox moved to new business.

First, Chad Hargrave and Justin Williams presented an overview of the 2020 meeting that will be at Sam Houston State University, Huntsville, Texas, to be held on 23-26 April 2020. Huntsville is located in the Piney Woods of east Texas. Houston is the closest airport and there will be shuttles from Houston International Airport. If you fly into Houston Hobby airport, however, there will not be shuttles. The best hotel option is the one on campus, University Hotel, but you need to book quickly. Hargrave and Williams are working on conference discounts for other hotels as well. The primary venue will be the Lowman Student Center. The picnic will be hosted at a winery and there will be two field trips on Sunday. Stanley Fox moved that Chad Hargrave and Justin Williams be named local chairs, Michael Kennedy seconded. Approved unanimously.

Perea-Fox continued new business and stated that here will be no proposed budget this year. Karen McBee will be replaced by Edie-Marsh Matthews who will be the next historian and David McNeely will chair the Website Committee. Perea-Fox reminded the BOG that we need members for the Publicity and Public Relations committee. McBee mentioned that we need to reappoint officers. McBee moved that we reappoint Secretary, Managing Editor, Treasurer, Program Director, Trustees and all appointed officers, S. Fox seconded, and the motion was unanimously approved

Strickland brought up honoring Marian McCarley for her service to SWAN. He stated that the Howard McCarley Award was officially named in 2000 with Marian McCarley giving the first \$1000 to start the fund. Marian comes to meetings as often as she can and she talks with students who have won a McCarley award. Strickland proposed that we recognize Marian at the 2020 meeting for the 20th anniversary of the naming of the award. Chad Hargrave was a member of the first cohort awarded and will be the local host. Stanley Fox requested that we create a plaque and award to give to Marian.

Stanley Fox moved to adjourn the BOG meeting, which was seconded by Michael Kennedy. It was approved unanimously, and the Board of Governors meeting was adjourned at 1647 h.

Respectfully submitted,
Jason Strickland, Secretary