

New Mexico Academy of Science
Board Meeting Minutes
New Mexico Tech, Research Office Building, Socorro, NM
19 April 2014

Board Attendees

Michaela Buenemann, Lynn Brandvold, Kurt Anderson, Jayne Aubele, Vincent Gutschick, participated in person; Jason Jackiewicz and Marvin Moss participated by teleconference. David Hsi participated as a guest. Michaela called the annual meeting to order at 12:30 p.m. after problems with the conference call system. A quorum was present.

Board Meeting Agenda and Minutes

The Board approved the agenda for the NMAS Board meeting on 19 April 2014 (Kurt, Lynn). Parenthetical notation shows the person who proposed the motion followed by the person who seconded the motion.

The Board approved the minutes from the NMAS Board meeting on 11 January 2014 with minor amendments (Kurt, Vince).

Treasurer's Report

Vince reported that he received all the authorizations and documentations for the duties of treasurer, from David Duggan, including access to bank accounts and taxation agencies. Vince registered the NMAS with the NM Secretary of State and filed the form 990-N with the IRS. We are now in full compliance. We elected 501(h) status to allow us minor lobbying with no consequences. Vince filed the form and it was accepted. We now have a longer form 990 to fill out, but this is not a significant burden. Vince had new US New Mexico FCU checks printed, some of which he passed on to Lynn Brandvold. He responded to an audit request for the Albuquerque Community Foundation, which holds our endowment. Our account balances and activities can be summarized as follows:

- Share account: maintained at \$5 minimum; no change
- Checking account: beginning balance on 1 Jan. was \$9,335.8; ending balance on 17 Apr. 14 was \$6,138.80, down by \$3,197.02; major income transactions: United Way, a check for \$451.75 and checks, ca. \$80 each month, later determined to be for our endowment; major debit transactions: 10 award checks for NMJAS, in amounts of \$50 to \$150; check for \$2670.89 as a transfer to the endowment; outstanding check of note: honorarium for Dr. Fred Phillips, never cashed.
- Investment account: beginning balance was \$8,487.12; incremented minimally by dividends to \$8,493.39.
- Endowment fund: beginning balance on 1 Jan. 13 (not 2014) was \$21,930.84, as reported in a letter to David Duggan dated 29 Nov. 13 and covering the period 1 Jan. 13 through 30 Sept. 13; David Duggan sent two checks in the amounts of \$3,966.78 and \$1,845.36, to the Foundation on 1 Jan. and 27 Sept. 13; Vince assumes he's only responsible for depositing direct donations to the endowment fund in like manner; other income and changes: gains as

interest and unspecified means, undated, were cited as \$108.07 and \$1,214.34; debits: fees were assessed, also undated, for community support in the amount of \$166.97 and for an investment consultant in the amount of \$35.07; ending balance on 30 Sept. 13 was \$28,863.35; the cash value of the fund was stated as a lesser amount, \$26,428.33.

For a more detailed treasurer's report, see the end of this document. The Board accepted the 19 April 2014 treasurer's report provided by Vincent Gutschick (Kurt, Marvin). The Board thanked Vince for his hard work.

Announcements

As summarized by Malva Knoll, the Board electronically passed the following motions since the NMAS Board meeting in January 2014:

1. The NMAS board should join Jerry Cross to help advertise and supply judges from its membership for the Central NM Regional Science and Engineering Research Challenge (Science Fair) in the Junior Division (Malva/Shanalyn).
2. The NMAS Board should approve the 'clean' version of President Michaela Buenemann 2014 Budget with expected income projected of \$8,710 and expected expenses of \$10,375 (Note: Lynn made the first part of the motion; for clarity Malva added the monetary values to ensure members vote on the same document.) (Lynn).
3. I move that through the Treasurer obtain a Credit Card from US New Mexico FCU (Deb, Kurt).
4. The NMAS member listserv should be used only for communications from NMAS to its members regarding NMAS business and activities (Kurt, Vince).
5. Communications from NMAS to its members regarding non-NMAS business and activities should be made using other strategies (e.g., via an online calendar and/or the NMAS web pages) (Kurt, Vince).
6. I move that we file form 5768 with the IRS to obtain the authority to lobby for nonpartisan purposes as a 501(c)(3) corporation under section 501(h) of the tax code (Vince, Jason).
7. I nominate "Anton" Sumali for the position as Chair of the NMAS Outreach Committee.

Kurt reported that all presenters at the 2013 joint NMAS / NM EPSCoR Meeting received complimentary NMAS memberships. In addition, there was one new member. Kurt had no information regarding renewals and suggested that we send out reminders for renewals to individuals via personal emails and the next newsletter.

New Mexico Junior Academy of Science (NMJAS)

Lynn reported that this year's competition was excellent. Judges in both the Junior and Senior divisions said that the set of papers was the best they have seen in the last 10 to 15 years. There were competitions in all six regions, with about 35 to 40 entries statewide. Most entries were in the Central region; there was only a single entry in the Southeast region. Twelve (12) students could have been sent to the State competition, but only 11 students in the Senior division and 10 in the Junior division made it. This is worrisome, especially because the Junior division is usually the feeder for the Senior division. Lynn said that she advertises the program in many different ways. She coordinates with regional science fairs who coordinate with teachers; advertises at the NM Science Teachers Association annual conference; and has a one-pager that is handed out at teachers' open houses and so forth. Lynn suggested that the top three student

papers could be included in the NM Journal of Science after revisions based on teachers' and judges' comments. Lynn will apply for the usual Sandia Labs funds to support the NMJAS in August and expects to find out if we are awarded the funds in December. The competition forms posted on the website are currently in a simple Pdf format only; we should make available fillable Pdf and Word forms to facilitate the completion and submission of the forms. We need to post pictures and abstracts of the competition winners on the website and indicate that this year's competition is over. Additional changes to the website should be made based on Lynn's input. We should send a separate email to regional and state legislators as well as to NMAS members with information about the winners. Information about the winners should also be included in the next NMAS newsletter. We need to get the word out more and get more students involved, for example by connecting with local groups like the Asombro Institute for Science Education.

NMAS Outstanding Science Teacher Awards

John Irwin took over Harry Pomeroy's position as Chairman of the Outstanding Science Teacher Awards Program. John was not present for the meeting. Michaela will reach out to John and work with him and Harry to solicit nominations for this year's awards.

NM Journal of Science (NMJS)

Kurt suggested that we co-host our annual meeting with NM EPSCoR and publish abstracts of papers and posters from the meeting just like we did last year. The main theme of this year's meeting is energy. In addition, we could add the top papers from the NMJAS competition (see above) and maybe a couple of longer peer-reviewed academic papers. Further discussion regarding the NMJS was postponed to the break-out sessions later in the meeting.

Lecture Series

Marvin suggested that we rename the Lecture Series committee "Special Projects" and incorporate demonstrations of science and medicine, lectures by scientists, and presentations by science educators. Marvin suggested that we join forces with New Mexicans for Science and Reason in more coherent way. This is a good group that has experienced diminished attendance. The most recent NMAS lecture (early 2013 /late 2012?) on water use in NM was held at the NM Museum of Natural History and Science and very successful. NMAS paid \$100 for the room and got about 250 people to attend, in part through good connections with Sandia Labs and the Albuquerque Journal. Marvin would accept any help at making additional connections. Kurt suggests that getting speakers is the issue, not advertising. There are no usual dates or times of day when the lectures are held; lectures have been held irregularly. Michaela would like to see a quarterly event that could potentially be broadcasted statewide. Marvin promised to identify a speaker, lecture date, and venue by mid-May.

Museum Liaison

Jayne produced an excellent compilation of all museums in New Mexico that deal with science and shared her report with the Board. Jayne noted that many museums are coming together this year to hold teacher institutes on different topics and to cohost local, regional, and national meetings. We should contact the museums for partnerships. Michaela suggested that our website

should be the central place for sharing information regarding these activities. Jayne will provide a digital copy of the report and geographic coordinates of the museums to Michaela so that she can embed the information on the NMAS website.

Outreach

Anton Sumali was unable to attend the meeting but shared some information regarding the Outreach committee in an email to Michaela, which she summarized for the Board. Anton would like volunteers to help him in reaching out to national labs scientists. His first “test case” for such outreach was his request for volunteers for special award judges at the NM Science Fair. The request was done throughout Sandia through posters, emails, and a note in the Sandia Daily News. The result was a handful of volunteers plus Anton himself. Anton would like to get better results in the future and feels that the following are some issues we should address: “Sandia has not had close relationship with NMAS. Most of NMAS scientist members are from universities within the state. Sandia has much more connections to universities outside the state. Most of NMAS scientific activities are on issues that are important for the state: water, environment and climate. Anton has very few if any connection to national lab staff in those areas. He can use help in initiating connections to those scientists at Sandia and LANL.” Anton will keep on working on the outreach issues but needs a few names of other NMAS members who could help. Board members present at the meeting suggested that Anton compile a list of connections he already has as well as a list of why we want connections (i.e., what do we ask people to do when we reach out and why?). Vince suggested that we get speakers for public talks and school talks, new members, visiting scientists, and judges.

Community Relations

No report due to the continued absence of a Community Relations committee chair.

Newsletter

Jason reported that the newsletter is a bit delayed. However, the framework is set up and he has ideas for content, including a write-up on David His and his award, the NGSS discussion, and the science fair competition. Michaela suggested to highlight a scientist in each newsletter. The newsletter should include an option for members to *not* opt out of the newsletter hard copy.

Annual Meeting

Jason reported that he hasn't contacted anybody yet regarding this year's meeting. However, Kurt got positive feedback from Mary Jo Daniels from NM EPSCoR that we might be able to co-host the annual meeting again this year. The 15 November 2014 date that was identified as the best date for the annual meeting via Doodle was determined not to be a good date for the our annual meeting because the NMSTA & NMMTA & EEANM meeting is also on that date. Jason agreed to touch base with Mary Jo and start planning this year's meeting. Jayne suggested that we bring in science educators; Kurt said that this would be NM EPSCoR's call since they have the finances.

National Youth Science Camp (NYSC)

Richard Nygren was not present for the meeting. However, Jayne reported that we selected two nominees and a back-up for this year's summer camp; all three are from Albuquerque, which is not the norm. The NYSC is a good program that gives us national recognition. It is for the summer after students graduate from high school and intended to give them experience with active working scientists. Unfortunately, the number of applicants has decreased over time. Kurt suggested that we encourage top science kids in the state to apply for the NYSC. Jayne said that she would get information from the selected students plus pictures for inclusion in our newsletter.

Old Business

Vince reported that our bank would waive the annual fee for a business credit card. The catch is that the card would have to have a personal name on it. The credit card could be used to pay for the hosting of our website and other things. The board voted that the treasurer's name shall appear on our credit card (Jason, Lynn).

The "Outstanding Administrator Award" topic was tabled until the next meeting.

New Business

Michaela and Jason reported that the new NMAS website is up and running and developed and hosted through Weebly. People can now submit a membership application online; online payment of membership fees is not yet feasible but Michaela and Jason agreed to set this up in the next few months.

The Board members attending the meeting made the following suggestions for an NMAS banner: keep it simple; maybe include a gradational background, e.g., blue-brown for NM look; maybe use current website banner in shortened version at top; maybe have banner-type area at bottom with QR code, web info, and logo; keep words simple and brief (e.g., "Promoting science and science education"); include a couple of people pictures (stage them if necessary) but mostly pictures of sciency icons; maybe include that we were founded in 1902 (e.g., "Since 1902").

There was no major agreement concerning the contents of the next NMJS. We discussed the possibility of publishing the abstracts of paper and posters presented at the annual meeting and including the top papers from the NMJAS competition. Kurt wants help with the editing. Michaela offered to help with the formatting. Vince offered to contribute writing columns. Michaela suggested that we include write-ups of scientific research that are accessible to a broader audience. The NMJS issue will have to be revisited at a later meeting.

The following topics were tabled until the next meeting: member survey; accountability and transparency in NMAS; new strategies for conducting NMAS business, including archival, retrieval, and security of NMAS materials; vision, mission, and values of NMAS; goals, objectives, and action plans for 2014; nominations and elections process.

The next NMAS Board meeting will be held 12 July 2014.

The meeting was adjourned at 3:10 pm after thanks to Lynn for the accommodations and treats.

Detailed Treasurer's Report

Authorizations and documentation for assuming the office of treasurer:

- Documents from David Duggan received 11 Jan. 14; sorted and verified – bank / income / disbursement records, tax filings, legal documents, explanation of the endowment actions
- Encrypted folder with scanned and web documents created on VG PC and backed up automatically to zero-knowledge site SpiderOak, and periodically to external HDD
- Records transferred and arranged
- Test of NTTC access – 13 Jan. 14 – username and password as for previous access for other corporations, adding NMAS
- USNM online bank access verified – 13 Jan. 14
- CRS ID verified – 13 Jan. 14
- FEIN verified – 13 Jan 14

Legal actions taken:

- Filing of corporate report with NM Secretary of State (NM SoS) – 13 Jan. 14
- COROS registration finished – 6 Apr. 14
 - Registration with NM SoS done – 13 Jan. 14 – username and password secured
 - New online registration requirement met, with specification of legal address and contacts, officers, FEIN, etc.
 - All 4 elements that were rejected at first (990-N 2013, form 1023 initial filing, A of I from 7 Mar. 1963 with certificate of comparison from 8 Mar. 1982, signed amended by-laws of Nov. 2013)
 - Now required online by 15 May every other year
- Election of 501(h) status filed, via submission of IRS form 5768, for lobbying without consequences to status as 501(c)(3), following board vote – 6 Apr. 14.
 - We can spend up to 20% of our funds for lobbying, but only on legislation, not on candidates' campaigns
 - We must file a somewhat longer tax form, 990-EZ, with some budget details
 - We can revoke our status at any time, using the same form 5768
- IRS annual tax form 990-N filed– 13 Jan. 14– username and password verified
 - In the past, we missed filing one year, 2011. I was unable to provide the copy to COROS, but this does not seem to be a problem
 - Now required every year, though only a 3-year failure to file causes loss of 501(c)(3) status
- The NMAS received 4 undated notices, *sans* postmarks, of a bankruptcy proceeding against Cengage Learning, Inc., to take place 13 Mar. 14, with an opportunity to vote on the plan. As this minimally affected NMAS, I took no action.

Financial actions taken and reports recorded by Vince as treasurer and by Malva Knoll and other board members so authorized:

- More checks from US New Mexico FCU were printed and distributed. Vince received blank checks 1874 through 1945. Lynn Brandvold received blank checks 1826 through 1873 to use for the NMJAS.

- We received a renewal membership form from David Boneau with a check, which will be deposited soon. It was sent to the Albuquerque address and forwarded to Vince later.
- Board member Jayne Aubele received a letter from the Albuquerque Community Foundation, asking us to verify checks written to the endowment fund in 2012 and 2013, with a reply requested to the auditing firm of Atkinson & Co.
- Transactions of the US New Mexico share account: none; the balance remains at \$5
- Transactions of the US New Mexico checking account
 - The beginning balance on 1 Jan. 14 was \$9,335.82.
 - Large check (\$2670.89) written to the endowment fund at the Albuquerque Community Foundation by David Duggan as past treasurer cleared on 8 Jan.
 - ACH deposits from UWNM (Western NM?) recur every mid-month, on the order of \$80; I do not know what these are for
 - I deposited the United Way donation (\$451.75), a check from EBSCO for the newsletter (\$20), and my own membership fee at the FirstLight FCU in Las Cruces, as remote branch banking with USNMFCU
 - I made reimbursements to Kurt Anderson for conference call fees, to Michaela Buenemann for Web hosting, and to myself to filing the corporate report using my personal credit card
 - I wrote an honorarium check (\$300) and cover letter sent to Dr. Fred Phillips for talk at Nov. 2013 meeting – ck. 1821, \$300, 19 Jan. 14. This check has never been cashed!
 - Checks were printed at Malva's request and the fee (\$20.89) was debited from the account
 - Monthly dividends in the amounts of just under \$1 each came in at the end of each month
 - Lynn Brandvold wrote a number of checks, in amounts of \$50, \$100, and \$150, for the NMJAS awards. Ten have been cashed as of 17 Apr. 14.
 - The balance as of 17 Apr. 14 was \$6,138.80, down by \$3,197.02.
- Transactions of the US New Mexico investment account:
 - The beginning balance on 1 Jan. 14 was \$8,487.12
 - Three interest payments were made to the account at the end of each month, in amounts near \$2 each.
 - The ending balance on 17 Apr. was \$8,493.39.
- Status of the endowment fund
 - The beginning balance on 1 Jan. 13 (not 2014) was \$21,930.84, as reported in a letter to David Duggan dated 29 Nov. 13 and covering the period 1 Jan. 13 through 30 Sept. 13. Note that I did not receive any updates. I do not know if these are sent quarterly nor if they will be properly addressed to me from now on. I will contact the Albuquerque Community Foundation, holder of our endowment fund.
 - David Duggan send two checks, in the amounts of \$3,966.78 and \$1,845.36, to the Foundation on 1 Jan. and 27 Sept. 13. I assume that I am only responsible for depositing direct donations to the endowment fund in like manner.
 - Gains as interest and unspecified means, undated, were cited as \$108.07 and \$1,214.34.
 - Fees were assessed, also undated, for community support in the amount of \$166.97 and for an investment consultant in the amount of \$35.07.
 - The ending balance on 30 Sept. 13 was \$28,863.35. The cash value of the fund was stated as a lesser amount, \$26,428.33.