

Minutes of the Third 2017 MSA Council Meeting

Saturday, 21 October 2017
Sheraton Seattle Hotel
1400 6th Ave, Seattle, WA 98101 USA

Saturday, 21 October 2017

Attending:

George Harlow, President
Michael Brown, Vice-President
Rebecca Lange, Past President
Thomas Duffy, Treasurer
Bryan Chakoumakos, Secretary
Peter Nabelek, Councilor
Sarah C. Penniston-Dorland, Councilor
Abby Kavner, Councilor
Matt Kohn, Councilor (arrived after lunch)

Not Present:

Sarah K. Carmichael, Councilor
Rajdeep Dasgupta, Councilor

Visitors:

J. Alex Speer, MSA Executive Director
Rachel Russell, Managing Editor, *American Mineralogist*
Mickey Gunter, in-coming Vice-President
Jay Ague, in-coming Councilor
Donna Whitney, in-coming Councilor (arrived at end of the meeting)

Note: Motions and Council action items are presented in *italics*; SoC = sense of Council

[1] 8:05 AM, Meeting called to order by George Harlow, roll call taken.

[2] Revisions to the Agenda were approved.

Sarah Penniston-Dorland moved that the agenda be approved by Council, Abby Kavner seconded. Motion passed unanimously.

[3] Accept Reports to Council containing no questions or action items as a group. Reports will be acknowledged by Secretary.

Publications Director, Series Editor of the *Reviews in Mineralogy and Geochemistry* & Monographs Series, MSA Society News Editor for *Elements*, Editor of the *Handbook of Mineralogy*, MSA Representative to the *GeoScienceWorld*, Coordinator of Meetings, MSA

Webmaster, MSA Lecture Program Committee, Bloss Optical Crystallography Fund Committee, Distinguished Public Service Award Committee, American Geoscience Institute (AGI), Crystallographic Research Grant Committee (Kraus), Mineralogy/Petrology Research Grant Committee (Min/Pet), Liaison to the European Mineralogical Union (EMU), Liaison to the Friends of Mineralogy (FM), Liaison to the Gemological Institute of America (GIA), Liaison to the Geological Society of America (GSA), Liaison to the Geological Society of America's Mineralogy, Petrology, Volcanology, and Geochemistry Division (GSA-MPVG), Representative to the International Mineralogical Association (IMA), Representative to the Society of Mineral Museum Professionals (SMMP), Pegmatites MSA Special Interest Group, Planetary Materials MSA Special Interest Group,

Not heard from: Coordinator of Meetings, MSA Lecture Program Administrator, Outreach Committee (K-12), Liaisons to American Crystallographic Association (ACA), *ad Hoc* Committee on Earth Materials Data, the International Centre for Diffraction Data (ICDD), American Geophysical Union (AGU-VGP Section), American Geophysical Union (AGU-Mineral Physics), the International Centre for Diffraction Data (ICDD).

Abby Kavner moved that the committee reports be accepted, Sarah Penniston-Dorland seconded. Motion passed unanimously. Reports will be acknowledged by Secretary.

Note: Mickey Gunter will follow-up with David Peate to determine his commitment to continuing as the Lecture Program Administrator.

[4] Revisions, if any, and approval of the minutes of the 2nd 2017 Council Meeting. The minutes reflect all revisions previously sent to the MSA Secretary (Section 2).

Abby Kavner moved that the minutes be approved by Council, Peter Nabelek seconded. Motion passed unanimously.

[5] Review of Executive Committee actions.

Nothing to report (Section 01)

[6] Accept medal, award, grant, and honor recommendations:

Roebing Medal (2018): *E. Bruce Watson* (Section 23)
Dana Medal (2018): *Joerg Hermann* (Section 26)
MSA Award (2018): *Laura Nielsen Lammers* (Section 24)
MSA Fellows*: *Ethan Baxter, Linda Elkins-Tanton, Katherine Kelley, Richard Ketcham, Jennifer Kung, Chi Ma, Klaus Mezger, Daniela Rubatto, Virginia Sisson, Sergio Speziale, Alexis Templeton*(Section 27)

Because several past recipients said they were never officially informed of their awards, **outgoing MSA President** will notify the award winners (Roebing Medal, Medal, Dana Medal, MSA Award) of their selection while at the meeting (or very shortly after) by phone. The **incoming MSA President** will also notify the award winners, but in writing within the following month.

The President will inquire of the awardees if they accept the award and tell the recipients when and where their award will likely be presented.

The MSA Business Office will send letters signed by the President to new Fellows. Contact

information for the MSA Presidents:

E. Bruce Watson
Rensselaer Polytechnic Institute
Dept. Earth & Environmental Science
1W19 Science Center
110 Eighth Street
Troy NY 12180-3522
ph: +1 (518) 276-8838
e-mail: watsoe@rpi.edu

Joerg Hermann
University of Bern
Institut fuer Geologie
Baltzerstrasse 1+3
CH-3012 Bern
Switzerland
ph: +41 31 631 8493
e-mail: joerg.hermann@geo.unibe.ch

Laura Nielsen Lammers
University of California – Berkeley
Department of Environmental Science, Policy, and Management
326 Hilgard Hall
Berkeley CA 94720-3110
ph: +1 (510) 664-4210
e-mail: lnlammers@berkeley.edu

Michael Brown moved that the medal winners and new fellows be approved by Council, Sarah Penniston-Dorland seconded. Motion passed unanimously.

[7] Additional items about MSA awards:

- (a) MSA Award Committee member, Donna Whitney, requested to be cycled off the committee. She had been on the committee since 2014, and is currently chair of the MSA fellows committee. Next year, the committee will need three (not two) additional members.
- (b) Dana Medal Committee recommended a procedure for conducting evaluations of nominees for awards (Section 26). This is similar to the process used by GSA's MGPV Division in selecting its awardees and will be recommended to the other MSA award committees for 2018.

Comment by Michael Brown about alerting the Committee on Committee about any possible changes of committee members as soon as a need becomes evident. Also, how can we ensure that the committee members are fully engaged, and that new members fully understand their obligations?

SoC: It is ok to replace inactive members if needed, by contacting the Committee on Committees Chair. The committee handbooks will be modified as such. A reminder and query about any problems will be added in the request for the second report from the committees.

All award committee members must participate and be given that guidance by the

committee chairs. This is spelled out clearly in the committee handbooks, but it is not always successful. A reminder of this expectation in the request for the second report from the committees will help.

Personnel- committees, officers, appointed posts, and staff.

[8] MSA Committee members and appointed posts for 2018 as recommended by the Committee on Committees (Section 7). Review and fill any outstanding vacancies. The actual, formal vote on appointment of Committees and other posts will occur during the First 2018 Council Meeting this afternoon (Section 31).

The following Committee topics are specially mentioned in several reports:

- The Committee on Committees (Section 7) asked Council to resolve whether a liaison between MSA and AGU is required.

[Executive Director's note: MSA has a generic MOU with AGU (signed early 2012). However, unlike GSA, AGU has no mechanism, staff person, or contact person that works with other societies on an ongoing basis. MSA has attempted to work with AGU since 1972, especially during the years when the Dana Medal was presented at Fall AGU (2012-2016). There was no formula for sustained success. The only instances of any success was when there was a personal relationship between an MSA officer and the chair of the AGU-VGP Section. Otherwise, MSA's information about the doings at AGU come from EoS and press releases.]

Discussion of the benefit of keeping an AGU – MSA Liaison: How to make it effective? Someone in the leadership of AGU would be needed to make it successful. How do we get recognition for MSA at their meetings? MSA booths at past AGU meetings have been ineffective. Abby Kavner suggested president-to-president contact, to see if a more formal relationship could be kindled. AGU does not apparently have cosponsored (with other societies) sessions.

SoC: We should determine the MSA members on AGU committees, and ask them to at least provide information to MSA about AGU activities relevant to MSA interests.

- The Chair of Nominating Committee for Fellows had reported earlier in the year that one member of the Committee did not participate fully in the evaluations of nominations and recommended that this individual be replaced (Section 7).

- Jill Pasteris is rotating off the MSA Short Course Committee as Past Chair. She wrote of her concerns about the effectiveness of the current committee make-up. She thinks that Penny King, the chair, has been doing a fine job under really stressful conditions. The participation/response of the other current members of the committee has been disheartening.

The problem of non-participation by a particular member of this Committee was discussed during the 3rd Council of 2016, but it was decided not to replace the individual concerned. That individual will rotate off the Committee this year. Additionally, the GS Series Editor and the Editor, Reviews may not be as active as normal committee members, since they may feel their membership is as much for information as anything else. (Section 7).

- John M. Hughes asks Council to replace him as Chair of the Benefactors Committee. (Section 9)

SoC: We need to expand the list of companies (mineral commodities, instrument companies, gemological foundations, etc.) and mineral dealers to target. Would we be willing to use a sponsor's name, e.g., XXX Lecture Series or at least an acknowledgment at the end of the lecture? We agree that this is reasonable, and each case should be vetted by council.

• The MSA Representative to the Clay Minerals Society (CMS) has served as the liaison to CMS (and also as the CMS liaison to MSA) since some time in the early 1980's. After perhaps 35 years in this position, he thinks it is time to permit another member to enjoy this job. He believes it is useful to have the same person in both liaison positions, but it is difficult to identify a good person to take his place (Section 29(d)).

Dave Bish has been doing it for 35 years. He will be asked for names of suitable replacements and the Committee on Committees will address this.

Sarah Penniston-Dorland requests to be replaced on the Dana Medal committee. Harold Stowell (hstowell@ua.edu) will be asked to serve in her place.

Abby Kavner moved that the Committee on Committees selections be approved, Sarah Penniston-Dorland seconded. Motion passed unanimously.

[9] The Nominating Committee for Officers (Section 8) presented a list of possible candidates for Vice-President and for Councilor. The was reviewed, ordered, and approved so that the MSA Secretary can contact those on the list in the sequence decided by Council to invite them to run for office.

List officer candidates amended by Council (to be contacted by the Secretary in this order):

VP

- 1. Robert Downs, Univ Arizona*
- 2. Carol Frost, Univ. Wyoming*
- 3. Kim Tait, Royal Ontario Museum*
- 4. Matt Kohn, Boise State Univ.*

Mineralogy/Crystallography Councilors

- 1. Heather Jamieson, Queen's Univ.*
- 2. Aaron Celestian, Natural History Museum, Los Angeles*
- 3. Vincent Van Hinsberg, McGill Univ.*
- 4. Anat Shahar, Geophysical Laboratory*

Petrology/Geochemistry Councilors

- 1. James Brenan, Dalhousie Univ.*
- 2. Ethan Baxter, Boston College*
- 3. Mark Caddick, Virginia Tech*
- 4. Adam Simon, Univ. Michigan*

5. *Keiko Hattori, Univ. Ottawa*

Peter Nabelek moved that the list of officer candidates as amended by council be approved, Sarah Penniston-Dorland seconded. Motion passed unanimously.

The Treasurer position is to appear on the 2018 ballot. Tom Duffy is willing to serve a second term as Treasurer, so the election is uncontested.

[10] Consider recommendations of staff evaluations from the Management Committee of the preceding day. Recommendations will be reported orally.

Michael Brown commented that there should be better uniformity to the performance appraisal format. He also commented that the supervisor of the managing editor should provide their performance review with input from the American Mineralogist Editors.*

Thomas Duffy moved that the recommendations of the Management Committee concerning cost of living and merit increases for MSA staff be approved, Rebecca Lange seconded. Motion passed unanimously.

* Postscript added by Alex Speer: The supervisor of the managing editor is (are) the *American Mineralogist* Editors, as established in 1995 as a result of a (unclear) history of tensions between the previous office managers of the business and editorial offices.

[11] The Executive Director requests that Council accept the 2017 election results and give permission to destroy the paper ballots and the electronic ballot files upon acceptance (Section 3).

Peter Nabelek moved that the 2017 election results be accepted, Thomas Duffy seconded. Motion passed unanimously.

[12] The Executive Director asked Council to decide about the location and timing Spring 2018 Council meeting so planning can be started (Section 3).

SoC: Spring Council meeting will be held Saturday, May 5, 2018 in Chantilly, Virginia.

[13] The Executive Director asked Council to agree that the Third 2018 and First 2019 MSA Council Meetings be held in Indianapolis, Indiana, USA on Saturday 3 November 2018. The MSA Management Committee meeting will be held Friday afternoon or evening of 2 November 2018.

SoC: Third 2018 and First 2019 MSA Council Meetings will be held in Indianapolis, Indiana, USA on Saturday 3 November 2018

[14] The Treasurer (Section 4) had no specific action items relating to 2017 finances for the 2017 Council. The 2018 budget will be approved during the First 2018 Council Meeting this afternoon (Section 31). The Treasurer described highlights of both years and answered questions.

The Treasurer and MSA Executive Director requested a few moments for brief updates on MSA membership numbers, subscriptions, and MSA finances.

Alex Speer gave updates to MSA activities. GeoScienceWorld has 1,224 end-user subscribers as of September 30. De Gruyter reports \$2,500 as MSA's portion of the 2016 sales for selected RIMGs volumes. They are requesting to market more RIMG volumes, to which we have agreed. New mineral descriptions continue to be added to the Handbook of Mineralogy, there are currently 4,451 minerals included. Descriptions and operating manuals of the hardware and software architecture of the MSA computer system are being prepared by a part-time contractor (Gloria McFarland, Amara Enterprise) with the help of Gordon Nord. It is hoped that Gloria McFarland will take over for Gordon when he retires, and we can expect an increase in charges for this service as Gordon has not increased his fees in 15 years.

[15] The Financial Advisory and Audit Committee (FAAC) has two action items (Section 6):

(c) Appendix C presents the draft audit report and financial statements for the years ending December 31, 2016 and 2015, respectively. Once again, the audit is clean. Council is asked to examine these statements for reasonableness. The final audit report will appear later this fall. When complete, the full auditor's report with exacting detail will be available from Alex Speer. The FAAC will review the final audit report and the IRS Form 990 in time for the November 15 approval deadline.

(d) FAAC requests approval for a new section to our existing investment administration policy, providing guidelines for future transfers.

Current policy:

5) The Society will transfer money from the Roebing and/or Endowment Funds to the General Operating Fund (GOF) on an annual basis to be done before the end of the following fiscal year to offset any budget shortfalls. Any budget surplus will be transferred from the GOF to the Endowment Fund before the end of the following fiscal year (Adopted by the 1992 Council at its second Meeting).

Proposed policy:

5) The Society may transfer money from the Roebing Fund to the General Operating Fund (GOF) on an annual basis prior to the end of the following fiscal year to offset any budget shortfalls. Such transfers are limited to 4% of the net asset value of the Roebing Fund, unless otherwise explicitly authorized by Council. The net asset value will be computed on a rolling average basis over the trailing three years, based on year end (December 31) figures. Any budget surplus will be transferred from the GOF to the Roebing Fund before the end of the following

fiscal year.

Thomas Duffy moved that the existing investment administration policy for the Roebling Fund be modified as above, Peter Nabelek seconded. Motion passed unanimously.

[16] Barb Dutrow, the MSA Representative to *Elements* Magazine, had several action requests, but none required a vote of Council (Section 16):

(e) Forward additional nominations for the “geochemistry” Principal Editor to your *Elements*’ representative (Dutrow) by 15 November.

(f) Please send Jodi Rosso any information for “People in the News”.

(g) Please consider proposing an issue of *Elements*.

(h) Review *Elements*’ in the past year, and send comments, concerns, and thoughts about the publication to your representative.

[17] Nothing was heard from the membership committee. However, Bryan Chakoumakos combed the MSA membership role and produced a list of people in his organization and area that could/should be members of MSA, but who are not (Section 10(b)). How should these people be approached and by whom? It is unlikely that the MSA Office doing so would produce much in the way of results.

Expanding the membership is every members’ responsibility, particularly to get new students on board. Michael Brown strongly encouraged personal contact (face-to-face, phone call) to encourage people to join MSA.

[18] Both the Executive Director (Section 3, page 32) and Editorial Office (Section 12, page 6) reports described the details and discussed the advantages and disadvantages for MSA of preprint servers.

The American Geophysical Union (AGU) announced plans to launch a preprint server to host studies prior to peer review (EoS 9/22/2017). It will be called the *Earth and Space Science Open Archive* (ESSOAr), and will begin accepting content in 2018. AGU hopes that other Earth and space science societies and scholarly publishers will join this effort. It seems prudent that MSA participate in the advisory group, both to better understand its operation and its effect on MSA publications, and bring the perspective of a smaller, independent publishing society in its organization. Brooks Hanson, American Geophysical Union, writes that they'd welcome MSA's participation in the advisory group (no endorsement required). Both the Executive Director and the Editorial Office recommend that MSA this accept this offer.

[Executive Director’s note: The Managing Editor admonishes us to note that the ESSOAr “preprints” differ from MSA’s “preprints” that appear on the MSA website. MSA’s journal preprints are a form of publish-ahead-of-publication (live online), and are the accepted version of the manuscript.]

Discussion about preprint server for geoscience subjects. SoC: the term preprint used by AM should be revised. SoC: We need further analysis by the Managing Editor and Executive Director to better understand its operation and its effect on MSA publications and ask that they participate in the advisory group.

MSA Programs - Publications, Short Courses, Lecture Program, Meetings, and Outreach

[19] The Short Course Committee (Section 19(a)) had two items for Council, acceptance of the two short courses and their budgets:

- (a) Review the revised proposal and budget (Appendix A) for the one 2018 RiMG/short course:

“Gas-Solid Reactions in Earth and Planetary Processes” from Penny King. The committee recommends acceptance of the updates for this short course and revised budget.

Abby Kavner moved that the updates and revised budget for this short course be accepted, Rebecca Lange seconded. Motion passed unanimously.

- (b) Review the submission and budget (Appendix B) for a newly submitted RiMG/short course proposal:

“Reactive Transport in Natural and Engineered System” from Jennifer L. Druhan, Christophe Tournassat, and Eric Oelkers

Abby Kavner moved that the short course and budget be accepted, Sarah Penniston-Dorland seconded. Motion passed unanimously.

[20] The Workshop Committee (Section 19(b)) recommends Council approve the application and provide a level of support for Sumit Chakraborty’s “Diffusion Workshop” in 2018 similar to what they have done in the past (2012, 2015).

[Executive Director’s note: MSA has handled the registrations for Sumit Chakraborty’s past workshops, and advertised the workshops]

Peter Nabelek moved that the application be approved, Abby Kavner seconded. Motion passed unanimously.

[21] The Planetary Materials MSA Special Interest Group (PMIG) described organization of a steering group planning one or more workshops and funding to assist with publication costs for *New Views of the Moon (NVM) 2*.

- (a) organization of a steering group planning one or more workshops and funding to assist with publication costs for *New Views of the Moon (NVM) 2* (Section 30(b)), website <<https://www3.nd.edu/~cneal/NVM-2/>>.

[Executive Director’s note: They are planning an electronic annex for large image datasets that will be associated with the book. This annex will be maintained at the USGS, Flagstaff, under the supervision of Steering Committee member Lisa Gaddis. I have inquired about the size of the annex. If not impossibly large it makes sense to have another copy on the same site as the book. It would make it easier for a reader to find it 30-40 years from now.]

[22] Following up on the discussion at the 2017 Spring Council meeting on digital printing, the Executive Director obtained pricing from Centric Business Systems for the equipment (RICOH® Pro C7100/Pro C7100X/Pro C7110/Pro C7110X) that could handle the range of MSA publications (Section 3)

Centric produced a brief proposal as to costs and savings (Section 3, Appendix I). The savings were said to be \$1.4+ million over 5 years. This appeared excessive.

A revaluation took a different approach. Based on Centric's costs, what would have been the savings for MSA in 2016 if we self-printed the *American Mineralogist* journal and offprints, the *Reviews* volumes, Monographs, and textbooks that we sold that year. That is, what would have been the printing costs if MSA were a true, up and running print-on-demand publisher.

For costs, he included the installation (the expense amortized over 5 years), annual equipment lease, annual operator salary and benefits (23% of salary), and an estimate on paper costs. For comparisons, he used (1) the actual amounts we paid to print the *American Mineralogist* journal and offprints for 2016, the costs of *Reviews* volumes, Monographs, and textbooks sold in 2016, and (2) estimates for outsourcing MSA 2016 publications as print-on-demand to Cenveo for the journal and Graphic Communications for the books. These vendors have done a number of digital printing jobs for MSA in the past.

The results:

actual costs (web press)	\$123,036
out-sourcing digital printing (to current printers)	\$128,369 - \$137,873
in-house digital printing (Centric)	\$157,980

The near similar costs of the web press and out-sourced digital printing is something that we were aware of in deciding to go to digital printing the journal in late 2017. Any potential savings in that case could come from the fact we only need print as many copies as we need, rather than needing to print overs in case more are needed.

The in-house digital printing (Centric) is the highest cost. The large projected savings seem to stem from including the costs of shipping in the cost comparisons and assuming that we would do our usual entire print order of a *Reviews* volume during the year, and place those not sold in inventory. That is, not act as a print-on-demand publisher. The savings might also have included the printing publications of others (CMS and EMU) sold by MSA. I think that after a few years of MSA using digital printing, and no longer producing a large number of books in inventory for sales, the financial picture for in-house digital printing will change.

- (a) Analysis of whether out-sourced or in-house capabilities for digital printing is more cost-effective shows that out-sourcing is the way to go for the immediate future.
- (b) The *American Mineralogist* is now printed digitally. Analysis shows that it would be wise to consider digitally printing the *Reviews* and textbooks when it makes sense. It would reduce the amount of inventory we accumulate, start MSA on path to digitally printing, perhaps in-house, in the future. It would also make for a more attract publication to authors and readers as it will allow

fuller use of color. The cost per piece will be higher (e.g., \$18.57 vs. \$8.97 for RiMG 83). It is recommended that MSA cover that cost increase by asking authors or the short course to pay as we do for color in the journal.

Discussion by Council: Digital printing produces much higher quality than web press printing. Reducing inventory in the warehouse is a necessary step for the future. Color sells, and is essential for promoting RiMG volumes. We should try to ensure that American Mineralogist is as attractive as possible to our readership.

SoC: Future RiMG volumes will be digitally printed (outsourced) with ample use of color, and any increased cost will be passed on to the consumer.

[23] Sarah Carmichael summarized the results of the discussion of creating Geological Society of America regional representatives from the Mineralogical Society of America with additional ideas provided by her and other Council members (Section 10(d)). The idea is for MSA to have a present at GSA Section (= regional) meetings. It is these meeting that have a high percentage of beginning majors. The 4 general headings:

- a. Career mentors/breakfasts at regional GSA's
- b. MSA Booth with specimens, info on careers (and MSA).
instead of booth
- c. have roving MSA-sponsored ambassadors
- d. Monetary/membership prizes for student mineralogy posters

This overlaps in purpose, though to a specially targeted audience, with the Ambassador Program suggested by the Chair of the Centennial Celebration Committee (Section 10(c)). See Item 26 below.

The SE section meeting to be held in Knoxville, Tennessee Apr 12-13, 2018 will be tried as another test case to gain more information about how to participate in regional GSA meetings and how effective this activity can be to promote and grow the MSA.

[24] There is concern about the progress of the Data Journal. George Harlow anticipates inheriting this responsibility as immediate Past President (Section 1).

Rebecca Lange reported progress on the next steps to initiate the MSA's new data journal, i.e., recruiting the Editor and Editorial Board. She gave a summary of the Data Journal objective, what will be published in it, and how to ensure quality control by an editorial board.

Rachel Russell asked the question of whether a preprint server would compete head-to-head with the proposed Data Journal. Consensus is no. Post advert for the editorial board on the list server. How do we recruit an Editor to make this happen? It may be too difficult to critically evaluate the data quality in full, so why not just let any and all data be deposited? The vetting of the data quality would be evaluated by the specific data repository. Data could be either updatable regularly or final. A Wiki page type comment and reply format could be implemented. Rebecca Lange will write the first

draft of the position description for the Editor.

[25] Fund raising came up in three contexts:

- (a) From the MSA President (Section 1): Progress with respect to the future of the Benefactors Committee: John Hughes has been ready for some time to relinquish his position as the Chair of the Committee with the responsibility of soliciting and managing Corporate Benefactors, which he has held for 8 years. He, Alex Speer, and George Harlow have discussed this and John Hughes compiled his thoughts on the process (Appendix A), and attached his MSA Prospectus (Appendix B) as useful documents going forward. With some other help, we have compiled a list of potential candidates for this position, which President Harlow hopes to act on prior to the Council Meeting.
- (b) From the MSA President (Section 1): At the 2nd 2017 Council Meeting the pursuit of development advice was raised and endorsed. President H been in contact with some members (all who happen to have been past presidents) about development strategies to be incorporated into the mission of the Benefactors Committee. He is forming an *ad hoc* committee of Past Presidents as an advisory group to draft a strategy document. He hopes to have the basics of such a document available prior to the Council Meeting for discussion.
- (c) From the Chair of the Centennial Celebration Committee (Section 10(c)): At prior Council meetings, we had some discussion of a fund-raising effort tied to the Centennial for the purpose of establishing a student scholarship. At the risk of heresy, Peter Heaney proposes that instead we promote a fund-raising campaign directed towards the acquisition of a mineral specimen for the Smithsonian. Here's why:
 - There are two rationales for society-supported student awards. The first is to promote the society's science. The second is to encourage the recipients to maintain their society affiliation. How well have we been doing with respect to this second goal? Chair Heaney cross checked the online list of awardees with the membership directory. Of the 49 recipients of the Min/Pet Research Award since 1981, only 16 (33%) are presently members of MSA. Of the 30 recipients of the Kraus Crystallography Award since 1980, 16 (53%) are members. From a business perspective, these awards are producing a wholly inadequate return on our investment. Anecdotally, he knows of several students who have joined MSA (at the heavily subsidized student rate) solely to be eligible for our research awards, and then they allowed their memberships to lapse once they received their degrees. Why would MSA establish another award that loses us money in the long term?
 - Jeff Post has suggested that MSA could fund-raise for a gem that would appear on public exhibit at the Smithsonian and would be labeled the "MSA Centennial (Ruby/Tourmaline/etc.)". The gem would be owned by the Smithsonian, so how does this benefit MSA? Jeff sponsors a Smithsonian Gem Club, which raises several hundred thousand dollars each year for the acquisition of gems (the fee is \$15K/yr if any Council members are interested). If the MSA donations are combined with those of the Gem Club, then enough money could be raised for a spectacular purchase, which would be unveiled at the Centennial reception in 2019. This could offer an opportunity for MSA to build connections with the collectors' community.

Since 40,000 people per day pass through the Smithsonian's gem and mineral collection, it also would serve as outstanding publicity for MSA. I am frankly not sure whether Jeff is entertaining second thoughts about this idea, but I was interested to hear Council's level of enthusiasm for pursuing this possibility.

The Council had no enthusiasm for helping to sponsor purchase of a gem for the Smithsonian. Travel grants for students to attend short sources was floated as an idea to pursue. Other kinds of student awards are possible. Donations to build endowment for this purpose are needed. For instance, \$2500 of "awards" would require about \$100,000 in endowment. How can the Centennial be used effectively to promote fund raising?

[26] The Chair of the Centennial Celebration Committee had several issues for discussion regarding the Centennial Symposium (Section 10(c)):

- (a) There was a request for registration fees to be waived for foreign speakers/moderators in light of the high expenses associated with travel. It was forwarded to President Harlow for discussion among the Executive Council.

SoC: no waiver of registration fees for foreign speakers/moderators.

- (b) We will probably need to know a ballpark registration cost in early 2018, when we ask members whether they plan to attend.

SoC: a high registration fee will be a deterrent for people to attend.

- (c) Do we want to allow poster presentations by attendees? We could perhaps limit posters to graduate students? Steve Shirey has indicated that the Carnegie venue could not accommodate more than a few dozen posters, whereas Vice-President Brown has suggested that the U Maryland could handle many more.

- (d) The Chair of the Centennial Celebration Committee (Section 10(c)) proposes to send an email to MSA members in Spring 2018 exhorting them to offer a public presentation about mineralogy/petrology in which they mention that 2019 is the 100th anniversary of MSA. The venue can range from an elementary school to a mineral club to a retirement home to anything outside an academic department. Once the presentation is completed, the Ambassadors can email the title of the talk and the venue to the MSA Business Office, and the growing list of speakers and talk titles will appear on the MSA Home Page. We can establish start and end dates of June 1, 2018 to June 1, 2019.

This overlaps in purpose, thought to a different audience, the specially targeted program of regional representatives from the Mineralogical Society of America to attend sectional Geological Society of America (GSA) meetings described by Carmichael in her (Section 10(d)).

(e) Jeff Post sent Peter Heaney the contact for the possible reception at the Smithsonian during the Centennial Celebration. Alex Speer spoke with Tina Karl, Director of Special Events, National Museum of Natural History. She also sent me information, as well as a draft "Donation Celebration Event Agreement". Several specifics:

[1] the event would be Thursday, June 20, 2019

[2] the time is 7-9 pm. The event cannot start until they clear out the museum at closing (6 pm) and the caterers have time to setup. Additional charges apply if the event goes beyond 10:30 pm

[3] requested were the Rotunda and the Hall of Geology, Gems, & Minerals for the event. The Hall of Geology, Gems, & Minerals is not a practical place for catering based on the last (and only) MSA catered event there.

[4] The "Donation" to the Smithsonian is \$18,000, the "Support and Direct Costs" are \$9,000 for a total; of \$27,000. This is for an event of about 400. If the number of expected guests increases to exceed 500, the donation will increase to \$23,000 and the support/direct costs will increase to \$10,000, for a total of \$33,000.

[5] A deposit of \$5,000 is due by November 30, 2017. The balance of \$22,000 will be due by April 2, 2018.

[6] MSA cannot charge a separate admission fee to the reception. Attendance must be part of the overall conference registration fee. Simply, MSA will need to have a "Guest" registration category.

[7] Donations are non-refundable.

[8] If there are "remarks" to be made requiring audiovisuals, then an AV firm will need to be contracted. The acoustics in the museum are awful and such a setup would probably not be effective. Better would be to have MSA greeters as the guests arrive. There will be plenty of time at the conference for "remarks".

[9] MSA must provide the Smithsonian the names and affiliations of attendees prior to the event. Special attention just be paid if there are any foreign dignitaries.

[10] The Smithsonian views itself as a co-sponsor of the event. This means:

== Smithsonian representative(s) must be invited to attend and cohost the event

== if there are "remarks", then the Smithsonian representative(s) speak first.

== All printed and web-based materials related to the event must be approved by the Museum's special events coordinator.

== All caterers, contractor, photographers, or videographers require advance approval

[11] Certificates of insurance naming the Smithsonian Institution as an additional insured must be received by the museum's special events office prior to the event. Insurance coverage requirements:

- a. Commercial General Liability — \$1,000,000 per occurrence
- b. Liquor Liability Coverage — \$1,000,000
- c. Automobile Liability Coverage — \$1,000,000 per accident for bodily injury and property damage
- d. Workers' Compensation — statutory limits

[12] Reception food and drinks might reach \$100 per person given the location and overhead costs in D.C.

[Executive Director's note: the per head cost of the MSA_GS_MGPV Reception in Seattle this year is \$52.]

[Executive Director's note: As described in the Centennial Celebration Committee report, there was a proposal submitted for an issue of Elements that will focus on the MSA Centennial. Word was that it was not well received because it was vague and unfocused.]

> A sense of Council is needed about if and how to proceed:

- i. registration fees to be waived for foreign speakers/moderators?*
- ii. allow poster presentations by attendees? Limit posters to graduate students?*
- iii. ambassador Program?*
- iv. reception?*

Discussion by Council: Generous estimate of the expected attendance is ~400. Is the plan to have grand themes with societal impact, that would attract in addition to MSA members, a general audience? Speakers from our ranks like Bob Hazen would be a good example. Alternatively, we could do a satellite 1 day meeting to the Phoenix GSA annual meeting. Avoiding parallel sessions is desired. A conversation with Peter Heaney is needed.

SoC: We should pursue a 1-day satellite meeting to the 2019 GSA Annual meeting in Phoenix, Arizona, with a more conventional sessions and posters. In addition, we should also host the DC meeting, but make it consist of a few big-name grand-themed plenary lectures with societal impact and forward looking. The museum reception for the DC meeting is scrapped, being deemed too expensive. Mickey Gunter has agreed to discuss the changes Council would like for the DC event, and the alternate idea of a satellite meeting to the Phoenix GSA meeting with Peter Heaney, Chair of the Centennial Committee.

[27] *Succession Planning - Accounting Manager.* The Executive Director took Rubino & Company up on their offer to provide a job description to handle the accounting for MSA. Jenny Herrera provided a description of what she termed a "Finance Manager" (Section 3, Appendix H). What she did was to describe, from a professional's standpoint, what financial tasks the current Executive Director does

for the society as part of his responsibilities. It was startling to read, but he realized it captures that aspect in words other than the position description of the MSA Executive Director supplied to the MSA Management Committee.

In terms of pay, Jenny suggested using the *2018 Robert Half Salary Guide for Accounting and Finance Professionals* (there will be a copy at Council). There are no nonprofit industry listings the guide, and salaries across the board are (very) high. Perhaps the closest are a “General Accountant” with average salaries of \$45,000 to \$90,000, depending on experience or an “Operational Support” (=bookkeepers) with average salaries of \$34,000 to \$60,000. The guide indicates a “local market variance” of +32% in the northern Virginia area, and MSA benefits would add about another 25%.

The Finance Manager position she described would be expensive, and anyone good would soon move on because of career advancement or a pay that MSA could never afford. Jenny told me that in her private discussions with each MSA Treasurer she has stressed that MSA has been getting a bargain in a twofer Executive Director/ Finance Manager. We discussed that the next step is for Council to decide how will the current Executive Director/ Finance Manager job responsibilities be apportioned between two positions – ranging from [1] Finance Manager* as described in Appendix H and an Executive Director who is the required public face of the Society or thinks big thoughts and travels to a number to meetings to tell others about them to [2] an Executive Director still significantly involved in the hands-on operation and finances of the society with a part time book keeper to handle the paper and number shuffling.

To help in the discussion, the current job description of the MSA Executive Director in in Section 3, Appendix K. Staff descriptions are updated annually and supplied to the Management Committee. The Executive Director fills three roles: accounting, office management, and executive director:

- In the accounting role, the Executive Director is responsible for preparation as well as the efficiency and accuracy of all Mineralogical Society of America (MSA) financial records and reports.
- In the role of office manager, the Executive Director ensures that effective office and accounting systems and procedures are developed, implemented, and maintained on a continuing basis and that the MSA Business Offices operates within approved budget guidelines.
- In the role of executive director, the Executive Director is accountable for the effective and efficient planning and oversight of all programs and strategic planning of the Mineralogical Society of America as defined by Council through the management and/or coordination of the human resources of the Society, including staff, officers, committees, and other volunteers.

Current MSA finances cannot afford scenario #1. MSA is a small society, despite its outsized footprint in the field, and is a significant business enterprise. I would think it requires someone familiar with and actively involved in MSA operations.

*any Finance Manager would not handle all aspects of MSA finances. For fraud oversight of MSA’s cash flow, the Administrative Assistant and Accounts Coordinator would still handle their current financial responsibilities. Both are significantly involved in the monies coming in and going out.

To move ahead with an MSA Accounting Manager position, Council needs to decide how will the current Executive Director/Finance Manager job responsibilities be apportioned between two positions. Basically, what will be the expectations of the Executive Director?

Michael Brown suggests that we spell out the division of responsibilities between the new part-time fund accountant (bookkeeper), the executive director, and the account manager (Everett Johnson). The accounting tasks listed by the Executive Director in his job description will become the tasks of the part-time fund accountant to be hired. A part-time person should be sought immediately by the Executive Director.

[28] A late submission by the MSA Liaison to the Geochemical Society (Section 29(h) concerns the development of a new Memorandum of Understanding (MOU) with Geochemical Society (GS) currently being negotiated between MSA and GS:

(a) suggestions as to what issues need to be considered between MSA and GS and included in the MOU

(b) produce a similar MOU with EAG?

Continuation of item [27] and item [28] were moved to 1st 2018 Council meeting.

3:40 PM Matt Kohn moved that the meeting be adjourned, Abby Kavner seconded. Motion passed unanimously.

Respectively submitted,

Bryan Chakoumakos, Secretary

