

Southern Association of Marine Laboratories
2015 Business Meeting Minutes
5 May 2015
VIMS, Gloucester Point, VA

The Annual Business meeting of SAML was called to order by President Lou Burnett at 10:56 a.m.

- **Minutes Approval:** The 2014 Business meeting minutes had been distributed via email and posted on the SAML web site. Hardcopies were also distributed to attendees. No changes were offered. Nancy Rabalais moved (Jim Sanders seconded) for approval of the minutes without changes. The minutes were approved by acclamation.

- **President's Report** (Lou Burnett)
 - Opened the SAML/NAML websites and displayed them on screen; he indicated that the NAML webpage (<http://naml.org>) has been up and running for over a year and the SAML page (<http://saml.naml.org>) is fully functional; Lou walked through the major sections of both. As an example he highlighted the Education tab and details of its action.
 - Lou spoke about the Southeast Ocean and Coastal Acidification Network (SOCAN) and how it developed in part from the external issue of the 2014 SAML meeting. SAML often takes the leadership role like this and is doing it again with Accelerated Sea Level Rise (ASLR) for this year's external issue.
 - Emeritus members: Lou spoke about the NAML emeritus members and how nearly all were actually in SAML. He/we are proud of this.
 - In early fall, expect membership survey to probe group for interest in external and internal issues. ASLR came from this type of survey. Ideas: Grad funding, voting issues, building and funding resident spaces
 - Bob Dickey will host the SAML meeting next year at Port Aransas.
 - Arising out of the internal issue "Diving Policies at Marine Labs" (SAML 2014), John Valentine mentioned that their 22 colleges require proof of liability coverage to dive under DISL's AAUS diver letter of reciprocity.

- **Treasurer's report** (Dave Eggleston)
 - Cash balance as of January 1, 2015 = \$69,178.56. SAML finances are stable. Dues collected in 2014 amounted to \$6800.
 - SAML invested \$1,000 into website.
 - Identifying about \$3,000/year to put toward student support to spend down surplus
 - Transition to Burke and Associates managing the membership has been a challenge

- **Audit Committee Report (Quinton White)**

Committee members: Quint White (chair), Linda Schaffner, Joel Thompson.

The Audit Committee reviewed the financial records provided by Treasurer Dave Eggleston and reported that all transactions were appropriately documented. There were no questions.

A motion to accept the report was approved by acclamation.

- **Finance Committee Report**

Committee members: Quint White (chair), Dave Eggleston, Linda Schaffner, Joel Thompson.

The Finance Committee proposed a budget for 2016 as follows.

SAML 2016 Budget	Expense	Income
SAML Meeting registration (\$50 x 25)		1,250
SAML Dues		9,000
Transfer from Reserve		3,000
Annual Meeting	3,000	
Federal Science Partner, attendance at SAML Meeting	1,500	
Web Site Management and Administration Fees	2,000	
SAML President Support	1,500	
SAML Student Support Program	4,000	
Contingency	1,000	
TOTAL	13,000	13,250

- The committee proposed a nominal registration fee of \$50 for the annual meeting. For 25 attendees, this amounts to \$1,250; meeting attendance is usually greater than 25.
- Dues were projected to be \$9,000 for 2016 (based on 45 members).
- Transfer \$3,000 from the reserve to help spend down the reserve of the next period of years and to allow SAML to increase the SAML Student Support Program.
- Annual meeting expenses of \$3,000 were based on recent meetings.
- Federal Science Partners attendance at the SAML meeting = \$1,500.
- \$2,000 per year to BAI, the NAML management company, for web site and administration services.
- Support for SAML president to attend NAML annual meeting (\$1,500)
- SAML member support to supplement those members that cannot otherwise attend a SAML meeting (\$1,000)
- SAML Student Support Program – the first round in the spring of 2015 supported 12 students out of 30 applicants; increase this to \$4,000 for 2016.

There was discussion over having a meeting registration fee. Some felt that having a registration fee caused problems with paperwork since getting travel funds (where registration fees normally reside) can be problematic. The Finance Committee agreed to remove the registration fee line from the budget. Lou Burnett suggested that this issue could be represented in a member survey planned for the fall. The revised and approved budget appears in the table below; this revised budget was derived from further discussions of the Finance Committee after the meeting, based on the discussion of the delegates during the meeting. Additional items were changed to balance the budget: Dues estimates were reduced to a more conservative number; transfer from reserve was increased to \$3,400; \$1,000 contingency was removed.

The amended Finance Committee Report and Budget for 2016 was approved by acclamation.

SAML 2016 Budget	Expense	Income
SAML Dues		8,600
Transfer from Reserve		3,400
Annual Meeting	3,000	
Federal Science Partner, attendance at SAML Meeting	1,500	
Web Site Management and Administration Fees	2,000	
SAML President Support	1,500	
SAML Student Support Program	4,000	
TOTAL	12,000	12,000

- **Report of NAML President** (Nancy Rabalais)
 - Since 2014 the public policy committee (NAML President-Elect Mike DeLuca chair) has been quite active. There was a joint meeting of NAML with OBFS from September 20 to 23, 2014 at Woods Hole. There were approximately 40 NAML members present, which was a minority of those attending. Numerous presentations were made including Holly Bamford, Assistant Administrator for the National Ocean Service (NOAA).
 - NAML held an Ocean Acidification briefing in Washington, D.C. on 22 Oct 2014.
 - Jan Hodder, chair of the NAML Education Committee, and the Education Committee have been active with approximately 25 members.
 - Matt Gilligan's newly funded initiative to increase underrepresented minorities (URMs) in REU programs was recognized.
 - NAML Public Policy meeting in Washington, D.C. on 1 and 2 March 2015 included discussion on the Decadal Survey on Ocean Sciences.
 - The NAML officers (primarily Rabalais and DeLuca) have been working to smooth the transition of finance management from internal management to Burk and Associates Inc.
 - Public Policy Committee active and growing in activity to smooth transition for the finances from internal management to Burke and Associates.

- **Nominating Committee Report**

Nancy Rabalais, chair of the Nominating Committee (as Past President of SAML), noted that SAML is required to fill two places on the Executive Committee for 2016. The committee nominated Quinton White for President-Elect (2016-2017) and Joel Thompson for Member-at-Large (2016-2018).

There were no further nominations from the floor and Quint White and Joel Thompson were elected by acclamation.

- **New Business**

- **New Member presentation**

Chincoteague Bay Field Station.

- 30 acre facility with 11 member universities.
- Ali Redmond to be the Delegate.
- Three research vessels.
- Almost exclusively REU students but also has school programs and adult continuing education.
- Field Courses, field trips, and research, field surveys. Have added information on their courses to the website. ali@cbfieldstation.org.

The membership of the Chincoteague Bay Field Station was ratified by a unanimous vote of the delegates.

- SAML is considering approaching George Mason University, which has facility that is being built.

- Motion to adjourn Business Meeting was made and approved unanimously by delegates at 11:55 a.m.

Minutes submitted by Sue C. Ebanks, SAML Secretary

SAML Executive Committee:

President	Lou Burnett	2014-2015
President-Elect	Aswani Volety	2014-2015
Past President	Nancy Rabalais	2014-2015
Treasurer	Dave Eggleston	2015
Secretary	Sue Ebanks	2015
Member-at-Large	Quinton White	2014-2015
Member-at-Large	Sandra Gilchrist	2014-2016
Member-at-Large	Linda Schaffner	2014-2017

Appendix 1. President Lou Burnett's Report.
4 May 2015

- Monthly SAML Member Updates.
- Web site developments. The SAML web site (and the NAML web site) continued to develop over the past year. Currently, SAML is the only regional organization of NAML to establish its own web site. Significant revisions since May 2014 include:
 - Filters for the Jobs, Courses, and Research tabs to allow selection of items for specific groups/interests.
 - Expansion of the Education tab, with appropriate links to courses, research, and internship opportunities.
 - Lou walked us through the SAML page and NAML site

 - Addition of the SAML Student Support Program (found under Resources and Members tabs). Students must be at SAML member institutions. Support for attending conference deadline 15 May, 2016 opportunity likely in September
 - <http://saml.naml.org/members/studentssupport.php>
- NAML and SAML Membership and Financial Summary 2014
 - NAML (NEAMGLL = 24; SAML = 63; WAML = 34 = total 122)
 - NAML total paying dues = 74
 - NAML + regional dues = \$107,800
 - Total NAML dues = 93,000
 - two SAML members not yet paid 2014 dues
 - SAML
 - SAML total paying dues = 41 + 2 = 43
 - SAML dues = \$8,200 + \$200 (donation) + \$400 = \$8,800
- NAML and SAML Membership Summary 2015; dues invoices sent in January 2015
 - NAML (NEAMGLL = 24; SAML = 63; WAML = 34 = total 122)
 - NAML total paying dues = 67
 - NAML + regional dues = \$88,400
 - Total NAML dues = \$75,000
 - **Projected** with additional SAML regular members members = \$75,000 + \$13,500 = \$88,500
 - SAML
 - SAML total paying dues = 35
 - SAML dues + \$200 (donation) = \$7,200
 - **Projected** total paying dues (+15) = 50
 - **Projected** total dues = \$10,200
 - **and remove** 13 labs from list (63 – 13 = 50 labs)
- Student Support Program. A SAML Student Support Program was established on February 20, 2015 by the SAML Executive Committee. An *ad hoc* committee (Merryl Alber, Kelly Clark, Darren Rumbold) worked with the President to establish guidelines for the guidelines and the application form. Information on the Student Support Program can be found under the Members tab and the Resources tab.

Student Support Program

Southern Association of Marine Laboratories

The Southern Association of Marine Laboratories (SAML) offers limited support to students of SAML member institutions to attend a conference and/or to support research. Details of the types of support and application information are provided below.

Rules and support information:

1. Awards are for the following purposes for graduate students and undergraduate students. Awards are not granted for supplies.
 - a. Conference support to attend a conference and present on research conducted primarily at a marine lab or field station of a SAML member institution.
 - i. Registration fee.
 - ii. Travel.
 - iii. Accommodations.
 - b. Research support.
 - i. Travel to a field station or equivalent.
 - ii. Accommodations at a field station or equivalent.
2. To be eligible, the student must be enrolled at a SAML member institution. A full listing of SAML member institutions can be found at <http://www.naml.org/members/directory.php>. Note that the Region listed in the directory (last column) must be SAML.
3. The SAML institutional Delegate or Representative will be notified of the student's application and will verify the standing of the student at that institution. A listing of the SAML member institutions and the corresponding name of the Delegate/Representative appears in a dropdown listing on the application form.
4. The amount of funding provided by SAML is limited. There are approximately 50 SAML member institutions. We anticipate that awards will be granted in amounts of several hundred dollars to each awardee.
5. The student must apply by completing and submitting the online application form ([link here](#)) by the deadline indicated.
6. **The deadline for this first round of awards will be May 15, 2015.** For this first round of awards, students may request support for events scheduled in 2015 or 2016. Subsequent awards announcements (e.g., another announcement will be made in the fall of 2015 for 2016 awards) will specify a calendar year for which awards will be granted. Students seeking awards in the first round will be notified of awards as soon as possible after May 15, 2015.
7. Address questions to Lou Burnett (BurnettL@cofc.edu), SAML President.

The following email is automatically generated and sent to the SAML Delegate or Representative from the student applicant's home institution.

Dear SAML Delegate or Representative,

STUDENTNAME (student email address) is a student from your institution who has applied for support from the Student Support Program of the Southern Association of Marine Laboratories

(SAML). This support is for students at SAML member institutions. You are being notified of this application because you are the official Delegate or Representative to SAML at your institution. **No action is required on your part unless you feel this applicant is not a student at your institution.** If you feel the applicant is not eligible, please indicate such in an email to Aswani Volety (voletya@uncw.edu), the chair of the Student Support Committee of SAML as soon as possible.

The guidelines and application form for the Student Support Program can be found at <http://saml.naml.org/members/studentsupport.php>.

Sincerely,
 Members of the SAML Student Support Committee
 Aswani Volety, Chair
 Penny Barnes
 Kelly Clark

The closing date for the first round is May 15, 2015. There are presently 10 applicants for this award from the following SAML institutions.

- Auburn University Marine Extension and Research Center
- College of Charleston, Grice Marine Lab
- NOVA Southeastern University, Oceanographic Center
- University of Florida, Whitney Lab
- University of North Carolina, Wilmington
- University of South Carolina
- VIMS

A new round of funding for 2016 will begin with an announcement on September 15 with a closing date of October 31 with award announcement made as soon as possible thereafter.

- NAML Emeritus Members, who were members of SAML. The position of Emeritus Member is established to recognize individuals who have made significant contributions to the Association and/or to the promotion and advancement of marine sciences under the auspices of the Association. (NAML Bylaws, Article V, Section 1.A.)

Member, Institution	Year of Appointment
Michael J. Greenberg The Whitney Laboratory University of Florida St. Augustine, FL	1997
Robert S. Jones Marine Science Institute University of Texas Port Aransas, TX	1997

Joseph S. Ramus Duke University Marine Laboratory Beaufort, NC	1998
Matt Gilligan Savannah State University Savannah, GA	2011
Wes Tunnel Harte Research Institute Texas A&M University, Corpus Christi Corpus Christi, TX	2012
Kumar Mahadevan Mote Marine Laboratory Sarasota, FL	2013
Michael Orbach Duke University Marine Laboratory Beaufort, NC	2014
Robert Van Dolah South Carolina Dept. of Natural Resources Charleston, SC	2014