

## SAML Annual Business Meeting Minutes - April 28, 2020

Prepared by Jayne Gardiner, SAML Secretary

- **Call to order.** The meeting was called to order by President Dave Eggleston at 3:55 pm Eastern time.

- **Approval of Minutes.** The minutes of the 2019 SAML Annual Business Meeting were *approved as submitted*.

- **Old Business**

- **Dues and Membership Status** (L. Burnett)

- 93 regular members of NAML (24 large, 33 medium, 36 small)
    - Regionals: NEAMGLL (25 regular), SAML (43 regular), WAML (25 regular)
    - 4 new NAML members (3 NEAMGLL, 1 SAML – MS-AB Sea Grant Consortium, to be ratified in this meeting)
    - 42.3% of NAML dues were paid by check which saves NAML money
    - 4 SAML regular members and 1 associate member are in arrears for 2020 dues; Ex Comm has a plan to reach out to those organizations to encourage them to come current
    - NAML terminated a number of members for non-payment of dues in previous years (4 regulars and 5 associate members from SAML)

- **Tax Exempt Status Update** (R. Hendon)

- Work is ongoing, had plans to meet in person with BAI in conjunction with this meeting, continuing discussions via email instead
    - We were incorporated last year in Delaware and have to provide tax documentation for our non-profit status

- **New Business**

- Vote to ratify new member (Mississippi-Alabama Sea Grant Consortium) (D. Eggleston)

Ratification of Mississippi-Alabama Sea Grant Consortium as a new member of SAML and NAML.

*Approved by vote.*

- **Election of SAML 2020-2021 Officers** (Q. White)

- Based on the rotation, the only position up for re-election is one member-at-large position for 2021-2023 (held by Felicia Coleman for 2018-2020). The Ex Comm would like to nominate Felicia Coleman to continue as member-at-large. Dave Eggleston opened nominations from the floor, there were none.

Motion (Dave Eggleston, Read Hendon) elect Felicia Coleman as member-at-large for 2021-2023. *Approved by vote.*

- **Selection of NAML Ad Hoc Committee Members** (Q. White)

- Bob Dickey is working on formalizing some of the NAML committees, requested to appoint SAML members to these committees

- **NAML Public Policy Committee:** This committee is being reconstituted by NAML and each regional organization is asked to name two people from regular member institutions to the committee. It was agreed that the SAML President (currently Dave Eggleston) and the Past-President (currently Quint White) serve in this capacity going forward.
  - **NAML Education Committee:** This committee is being reconstituted by NAML and each regional organization is asked to name two people from regular member institutions to the committee. In addition to six individuals representing the three regional organizations, there will be a committee chair appointed by the NAML President. Also serving on this committee will be the chair of the NAML Public Policy Committee (the NAML President-Elect). Melinda Simmons from Jacksonville University (active with FMSEA and SECOORA education), was approved by the Executive Committee to represent SAML. Aly Busse, Mote Marine Lab, was suggested as the chair of this committee. This will be communicated to NAML President Bob Dickey. One additional representative from SAML is required and Quint White will survey the SAML membership for additional recommendations.
  - **NAML Audit Committee:** NAML has a three-member audit committee. Read Hendon was recommended by Ex Comm to represent SAML.
  - **NAML Bylaws Committee:** An ad hoc committee is being established to review the NAML Articles of Organization and Bylaws. Sue Ebanks as President-Elect will represent SAML on this committee.
  - **SAML Bylaws Committee:** Discussed at the Ex Comm meeting and committee is being established. Bylaws haven't been amended since 2000. Sue Ebanks (chair), Jim Gelsleichter, Lou Burnett, Jim Sanders.
- **Treasurer's Report** (Read Hendon, Treasurer)
  - 2019 budget summary
    - Copy provided to Audit Committee (John Valentine, Mike Allen), reviewed and approved. Submitted to Ex Comm 4/27/2020 for review and discussion.
    - Starting balance was just under \$75K. We received \$8K in distributions from NAML to SAML for regional dues. Out of that, pre-dispersal deductions are taken: \$1000/year for website maintenance, \$25/year annual corporate filing fee that BAI handles (new with our corporate status), and a one-time \$617 incorporation fee. We awarded about \$3K more in student awards than in prior years, for a total of about \$7K. \$3500 in annual meeting expenses. We ended the year with just over \$70K.
    - For comparison, from 2017-2020 (with conservative projections for 2020), revenue vs. expenses and FY start vs. FY end show balances have been similar year to year, with the exception of extra spending on student awards and the incorporation fee in 2019. Year start vs year end of year balance has also been fairly level.
    - Student award numbers and amounts are determined year to

year through discussion during the Ex Comm and annual business meetings, based on the budget balance at the time and numbers of students who typically apply.

- Discussion yesterday at Ex Comm about timeline. Student awards come in at the end of Oct, budget discussions don't typically happen until spring meeting and by that time we're typically well into the budget year. We are looking to have a budget discussion around November to look at the number of student applications that have come in and budget at the time and determine the funding level for 2020-2021 student awards. Most SAML members paid their 2020 dues before the effects of COVID-19, so we do not expect much of an impact to the ability to pay fees this year, but there are impacts expected for 2021. Those will be taken into consideration when Ex Comm meets virtually in November to develop the FY2021 budget.
- 2020 budget summary
  - Treasurer Read Hendon presented a 2020 SAML budget modified to reflect the spring SAML meeting as a virtual-only meeting. The budget projection for a typical year, inclusive of an in-person annual meeting, was also presented for comparison.
    - Revenue
      - SAML Regional Dues Distribution from NAML- \$6,500
      - Note that \$1,000 annual website maintenance and \$25 corporate filing fees are deducted from this distribution
    - Total 2020 Revenue = \$6,500
    - Expenses
      - SAML Annual Meeting – General (web-hosting and miscellaneous fees) - \$500
      - SAML Annual Meeting – Executive Travel Support (Public Policy Update by Federal Science Partner representative, SAML President, SAML Emeritus) - \$0 (for 2020 only; typically \$3,000 budgeted)
      - Student Support Awards - \$4,000
      - SAML Logo Design Contest - \$500
      - Misc. Administrative (corporate documentations, web, bank, etc.) - \$750
    - Total 2020 Expenses = \$5,750
  - FY 2020 Start Balance = \$70,387.44
  - FY End Balance (projected) = \$71,137.44

Motion (Clark Alexander, Jim Gelsleichter) to approve 2020 budget as presented. *Approved by vote.*

- **Student Awards** (D. Eggleston)

- Online application portal went live on Sept 15, 2019, closed Nov 15, 2019. Feedback from SAML members who reviewed proposals in previous years suggested we provide more explicit review criteria. Provided review criteria via the portal for 2019-2020 awards: feasibility of the ask, impact of the award, overall presentation of request. Awards average \$200-300 each, this is advertised on the website, but despite this some students still request much more so we may need to make this more explicit in future years, perhaps with bold text. Completed applications were automatically sent to the SAML delegates to verify that the student is enrolled and eligible for funding. We had issues a few years back with students applying after they had graduated or from institutions with dues in arrears.
- We received 48 applications, requesting a total of \$33,000. Average request was \$724. Applications were independently reviewed by Mike Parsons, Mona Behl, Eric Milbrandt, and Dave Eggleston. We made 13 awards of \$200-300 each, for a total of \$4000. Awards were typically made for travel to a meeting (Ocean Sciences, Benthic Ecology, and others), as well as fieldwork support. Students who received funding to attend Ocean Sciences were able to use their awards, other meetings were canceled. We communicated to those students to use the funds as best they could to support their research.
- The student awards are named each year to honor contributions to SAML. The 2019-2020 award was named in honor of Kirk Havens, previous year was Margaret Davidson. Dave Eggleston opened the floor for nominations for naming of the 2020-2021 student awards.

Motion (Bob Dickey, Read Hendon): name the 2020-2021 student awards in honor of Lou Burnett. *Approved by acclamation.*

- Suggestion for future years: John Vernberg
  - Need to keep in mind diversity of honorees as we move forward
- **2021 Meeting** (D. Eggleston)
    - Recommended hosting 2021 meeting at Sapelo Island since it was planned out for 2020, but we were not able to attend in person this year.
    - Thanked Merryl Alber and Jacob Shalack for their efforts in planning the 2020 meeting
    - Possible dates: Apr 25-27 or May 2-4, 2021. Dave Eggleston will poll the membership.
  - **Other Business**
    - **NAML Update (Bob Dickey/Lou Burnett)**
      - Finance committee at the NAML level will be composed of the Treasurer, the President, the President-Elect, the Secretary, and Lou Burnett as the Executive Secretary (ex-officio, non-voting). To pay attention to membership, dues, dues in arrears, etc.
      - Want to establish a permanent core Public Policy

Committee of at least 6 or 7 people who can help direct the activities of the committee. We need 2 members from each regional association to help steer this committee into the future. The monthly public policy calls remain open to everyone in NAML.

- Education Committee: seeking to revitalize it. This committee also requires 2 members from each regional organization and we need to identify a chair. Bob is working on chair selection with the NAML leadership. We would like the chair to also be part of the Public Policy Committee to include the educational component in public policy discussions.
- Audit Committee: instead of outsourcing/paying an outside firm, draw from talent within: current treasurers from regional associations or finance officer from one of the association members.
- Bylaws Committee: it's time for the bylaws at the regional and NAML level be revisited to make sure that the language covers everything that needs to be covered. There are some ambiguous sections that could be tightened up for clarity.
- Will need some help putting together the charges for the Public Policy and Education Committees. Bob will work with the NAML board, but member input is welcome as well.
- Lou reminded everyone about the monthly member updates that NAML started sending out last fall. These include instructions for logging on to the website to submit and edit job/research ads, etc. There is also a request for photos that can be put into rotation on the website, with instructions for submission in the updates.
- Lou thanked the SAML membership for being good about paying dues this year, the NAML budget is fairly tight. Big expenses are Federal Science Partners, Burke and Associates that does the dues collections and maintains our records. We expect future impacts from COVID-19.
- If you have connections with other laboratories that are not currently members, please encourage them to join.
- **Potential topics for internal and external issues for 2021 meeting** (D. Eggleston)
  - Communications (social media, fundraising, etc) was planned as a topic for this year and a communicator was lined up to attend the meeting.
  - Other suggested topics: workforce development, scientific diving, fundraising, social media presence, boater safety and liability, especially student boat

operators, diversity and how marine labs can contribute to improve this at broader levels, all-hazard action plans (broadening beyond severe weather – e.g. pandemics, sea level rise)

- Please send suggestions to Dave Eggleston

- **Closing Remarks** (D. Eggleston)

- Dave thanked the membership for attending and being active this past year and reminded everyone of the benefits of being a SAML member: sense of community and sharing of funding ideas, resources, and expertise; public policy and advocating for resources/infrastructure; student travel awards have been very impactful; SAML is a great sounding board for issues that come up during the year; visiting other labs can provide great ideas about how to structure programs; can draw on other SAML members to serve as external reviewers; we become aware of one another's strengths and needs, which is helpful since many of us serve as reviewers for NSF's FSML program.

Business Meeting adjourned at: 4:45pm