

**ATLANTIC PROVINCES COUNCIL ON THE SCIENCES
 SPRING COUNCIL MEETING MINUTES**

April 29-30, 2005

Mount Allison University, Sackville, New Brunswick

ACM 515 In Attendance

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|-------------------------------------------|-----------------------------|------------------------------------------|
| Roger Gordon | APICS, Chair | University of Prince Edward Island |
| David Richardson | APICS, Vice-Chair | Saint Mary's University |
| Grant Gardner | APICS, Treasurer | Memorial University of Newfoundland |
| Margaret Beattie | Member-at-Large | Mount Allison University |
| Peter MacIntyre | Member-at-Large | Cape Breton University |
| Keith Taylor | Member-at-Large | Dalhousie University |
| Lois Bateman | Head, Science | Grenfell College (Memorial University) |
| Charles Bourque | Dean | Université de Moncton |
| Del Brodie | Organizational Rep | St. Thomas University |
| Jim Cameron | Chair, Psychology | Saint Mary's University |
| Alyre Chiasson | Chair, Biology | Université de Moncton |
| Kathy Darvish representing Sheva Medjuck | | Mount Saint Vincent University |
| Robert Dawson | Chair, Math & Stats | Saint Mary's University |
| Keith De'Bell | Chair, Fund Raising | University of New Brunswick, Saint John |
| Richard Eisner | Organizational Rep | Dept. of Fisheries and Oceans |
| Yves Gagnon | Organizational Rep | Atlantic NSERC Regional Office |
| Bruce Hicks | Organizational Rep | College of Geographic Sciences |
| Bob Lucas | Dean | Memorial University of Newfoundland |
| Linda Lusby | Incoming Chair, Env Studies | Acadia University |
| Deb MacLatchy (Saturday) | Dean | University of New Brunswick, Saint John |
| Gerhard Pohle | Organizational Rep | Huntsman Marine Science Centre |
| John Roff (Saturday) | Outgoing Chair, Env Studies | Acadia University |
| Allan Sharp | Dean | University of New Brunswick, Fredericton |
| Kathy Singfield | Chair, Chemistry | Saint Mary's University |
| Neil Ross | Chair, Aquaculture | National Research Council |
| Tarjei Tennesen representing Philip Hicks | | Nova Scotia Agricultural College |
| Igor Mastikhin | Member, Computer Science | Mount Allison University |
| Catherine Vardy | Alternate Org Rep | Atlantic NSERC Regional Office |
| Lois Whitehead | Executive Director | APICS |
| Kieran Hanley | Marketing Intern | APICS |
| Meaghan Whelan | YEC Coordinator | APICS |

Guests: Ben Newling (Friday) ACASE President University of New Brunswick, Fredericton
 Ben Forward (Saturday) Field Course Consortium Proposal; Huntsman Marine Science Centre

Regrets

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|----------------|----------------------------|------------------------------------------|
| Craig Bennett | Chair, Physics & Astronomy | Acadia University |
| Allen Britten | Dean | Cape Breton University |
| Seth Crowell | Academic VP | Atlantic Baptist University |
| Jarda Dostal | Chair, Earth Sciences | Saint Mary's University |
| Gerhard Dueck | Chair, Computer Science | University of New Brunswick, Fredericton |
| George Iwama | Dean | Acadia University |
| Denise LeBlanc | Organizational Rep | National Research Council |
| Ed McAlduff | Dean | St. Francis Xavier University |
| John McKenna | Chair, Animal Care | St. Francis Xavier University |

ACM 516 Call to Order

Roger Gordon, Chair of Council, called the meeting to order at 7:15 p.m.

ACM 517 Approval of Agenda

Moved (Lucas/Darvish) that the agenda be accepted as circulated. **Carried.**

ACM 518 Approval of the Minutes

Moved (Chiasson/Richardson) that the minutes of the November 19-20, 2004, Council sessions be approved with the following corrections under attendance: the Psychology Committee Chair was Jim Cameron (Saint Mary's University) and the Math and Stats Committee was represented by Roman Smirnov (Dalhousie). **Carried.**

ACM 519 ACASE Presentation – Ben Newling

Ben Newling gave an overview of the newly formed Atlantic Canadian Association of Science Educators (ACASE), followed by a question and answer period.

Q: How will ACASE interact with the new NSERC initiative CRYSTALs?

A: Leo and Ann are on the executive of both ACASE and the Atlantic CRYSTALs (not yet officially announced). There is collaboration across provinces, Science East, Forestry and Science faculties, and school systems.

Q: Will ACASE courses provide accreditation for science educators?

A: There are discussions that involvement in ACASE programs may lead to professional accreditation. It is not known what the outcome will be.

Q: What are the goals of the journal?

A: ACASE is looking for innovation in teaching, the creation of new ideas and tests of theory rather than course material. Collaborative inquiry details from the membership will also be included in the journal. There is a possibility of a repository on the website for good teaching.

Action: Ben Newling will send the ACASE PowerPoint presentation to APICS for the Council to consider its content.

(Ben Newling departed after his presentation)

ACM 520 Business Arising from the Minutes

520.1 Approval of Atlantic Canada CRYSTALs Proposal

The Council congratulated CRYSTALs members, although the recipients have not yet been announced.

520.2 PromoScience Funding

Congratulations were given to the Fund Raising Committee for the approval of funding from NSERC of \$75,000 over three years for the Youth Education and Communications Program.

520.3 Education Committee

Discussion regarding the stalled Education Committee was deferred until the next day's discussions.

520.4 Promotions

With the help of a new volunteer graphic designer, significant strides have been made in print materials. As well, Kieran Hanley, this term's Marketing Co-op student, prepared a PowerPoint about APICS which will be shown on Saturday. It was noted that if there is interest in changing the logo of APICS, attention should first be given to the issue of changing the name of the organization.

ACM 521 Executive Committee Report – Roger Gordon

521.1 Fund Raising Committee

The Fund Raising Committee has been active over the past year. The Executive Committee expressed support of the Fund Raising Committee initiatives that will be proposed later in the meetings.

521.2 Executive Director Position

The Executive Director has been in the process of creating a 'knowledge document' outlining the roles, responsibilities and timelines that the Executive Director manages throughout the year.

521.3 Measuring APICS Outputs

The Executive proposed employing a student to conduct a research project to compile data of measurable outputs of the science initiatives APICS carries out, which can be used as leverage with the provincial Ministers of Economic Development and others. Aside from the promotional PowerPoint, this will act as a measurable value of APICS. ACOA was suggested as a potential sponsor.

Action: Keith De'Bell offered to assist in the development of the project.

ACM 522 Report of the Nominating Committee – David Richardson

522.1 Chair of APICS Position

The departure of Roger Gordon as Chair of Council has left the position open to nominees. Keith De'Bell was nominated.

522.2 Member-at-Large Position

The departure of Peter MacIntyre as a Member-at-Large of the Executive has left the position open to nominees. Alyre Chiasson was nominated.

The vote was deferred to Saturday in case there were any additional nominations.

ACM 523 Proposal to Amend the Constitution

The following proposed amendment was circulated March 31, 2005:

It is proposed that Article 5, section (a) be changed from:

- There shall be an Executive Committee of APICS which shall consist of
- i. The Chairman, Past Chairman, Vice-Chairman, and Treasurer of APICS who shall be, respectively, the Chairman, Past Chairman, Vice-Chairman and Treasurer of the Executive Committee,
 - ii. Three other members,
 - iii. The Co-ordinator of APICS, ex officio.

to (changes indicated in **bold**):

- There shall be an Executive Committee of APICS which shall consist of
- i. The **Chair**, Past **Chair**, Vice-**Chair**, and Treasurer of APICS who shall be, respectively, the **Chair**, Past **Chair**, Vice-**Chair** and Treasurer of the Executive Committee,
 - i. **The Chair of the APICS Fund Raising Committee**,
 - ii. Three other members,
 - iii. The **Executive Director** of APICS, ex officio.

Moved (Lucas/Sharp) that the Council accept the proposed changes to the APICS constitution (Article 5, section a) as presented. **Carried**.

ACM 524 Financial Report – Grant Gardner

524.1 Presentation of Unaudited Financial Statements

The Treasurer presented the unaudited Income Statement and Balance Sheet for the year ended March 31, 2005, noting that the audited financial statements would be completed

over the summer. The unaudited statements show a surplus of approximately \$18,000 more than expected. This is likely due to the unanticipated change in bookkeeping companies that occurred earlier in the fiscal year. Most notably, a payable to Dalhousie University of approximately \$19,000 from 2002-2003 was not recorded as paid in previous years.

Action: The Executive Director will research the status of the payment of the 2002-2003 Dalhousie invoice.

Action: The Executive Director will develop a spreadsheet and keep financial records internally.

524.2 Draft Policy on Investments

Moved (Gardner/De’Bell) that the draft policy on investments be approved as circulated.

Extensive discussion followed the motion. Words such as “conservative”, “moderate”, and “ethically sound” should be defined. As well, benchmarks are needed to measure the success of investment management. It was suggested that funds should be put into bonds and debentures as it is easier to explain security. Alternatively, the reliance on the services of a professional financial advisor should be put in writing.

Motion withdrawn.

Action: The Executive Director will obtain the Investors Group policies for each instrument of ethical investment and determine if it is appropriate for the organization’s desires and mandate.

Action: The Executive Director will meet with the investment representative to develop definitions.

Moved (Bourque/Singfield) that a committee is to be formed to oversee these items. **Carried.**

Action: Allan Sharp to help Lois in putting together a policy in discussion with the financial advisor and will bring back a more detailed proposal for the next meeting.

524.3 Executive Director’s Salary

The Executive Director has requested a raise of 3% per year for the last three years since she has not received an increase in that time.

(Lois Whitehead left the room while this discussion was held).

Moved (Lucas/De' Bell) that the Council approve a non-retroactive 9% increase in the Executive Director's salary. **Carried.**

(Lois Whitehead returned to the meeting.)

524.4 Draft 2005-2006 Budget

The Treasurer presented the draft budget, noting a 4% increase in membership fees, compared to 6% the previous year. As well, funding for the APICS/Canpolar Science Communication awards has expired and renewal or a new sponsor is needed.

The YEC Program budget was not included in the formal budget as the expenses/scope will be determined by the extent of fund raising accomplished.

Moved (Gardner/Richardson) that the 2005-2006 draft budget be approved as circulated. **Carried.**

524.5 Proposal for Special Expenses

The wording of the policy generated a great deal of discussion. The Chair recommended that discussion for the wording of the proposal to be tabled until the following morning.

524.6 Draft YEC Budget

The Executive Director explained that while the YEC is a \$150,000 program, many of the budget line items are in-kind donations and money already raised. The immediate fund raising goal is \$30,000 for 2005-06.

ACM 525 Executive Director's Report – Lois Whitehead

The Executive Director referred the members to her written report.

Regarding staffing, the Executive Director recommended that Kieran Hanley be retained past the end of his co-op term as the APICS Webmaster for four hours a week at \$12/hour. This was agreed to by the members.

ACM 526 Update on NSERC Regional Office – Yves Gagnon

The Atlantic Regional Office is the first of three regional offices in the country. Yves Gagnon presented a PowerPoint outlining the goals and responsibilities of the new office and commented that collaboration with APICS has been beneficial.

Action: Yves Gagnon will send the PowerPoint presentation to the APICS office.

ACM 527 Call for Nominations and Vote – David Richardson

527.1 Chair of APICS Position

Moved (Lucas/Eisner) that Keith De’Bell be named Chair of APICS. **Carried.**

527.2 Member-at-Large Position

Moved (Richardson/Gardner) that Alyre Chiasson be named a Member-at-Large to the APICS Executive. **Carried.**

Congratulations were extended to Keith and Alyre

A thank-you was given to for the hard work from Roger Gordon as Chair and Peter MacIntyre for his work as Chair of Psychology and Member-at-Large.

ACM 528 Committee Activities

528.1 Report from the Committee Chairs’ Breakfast Meeting

Biology/Aquaculture Proposal for fee increase (\$65 for students and \$95 for faculty):

The member handbook has not been updated since 2000 and the fees listed are no longer feasible. Increased food costs and rental fees are the driving forces behind ballooning costs. The cost of room rentals at different universities varies greatly, costing up to \$3,000 per conference.

Fund raising could reduce the costs and in effect reduce the registration at each institution. 12 months before the event the dean should be reminded where possible to absorb the fees internally or to assist in the identification of rooms that would be free.

APICS Website: It was recommended that the website’s members section should include conference handbooks, evaluation reports, policies, and procedures. The current information needs to be organized and updated.

APICS Policies and Awareness: At the beginning of each year, a formal welcome to APICS should be conducted for all APICS members, new and returning. This will be a chance to remind members of their roles and responsibilities as well as important timelines. It is also important for the committee chair to put the conference coordinator in touch with the Executive Director as soon as possible so that they may begin to work together on budget issues.

Fund Raising: There is a need to get more students involved with fund raising for APICS events. This will be discussed during Kathy Singfield’s presentation.

Bilingualism: There is a very apparent lack of bilingualism in APICS documents that must be addressed. Funding for translation is limited, so it is necessary to prioritize what

should be translated first. Conference posters and other documents displayed on university campuses should be bilingual. There is the possibility of creating a template to post on the website which can be downloaded and customized for each committee conference. This would save on the costs of translation.

Action: Members at Université de Moncton will discuss priorities and then communicate their recommendations with the Executive Director.

528.2 Recommendations from Biology Committee – Alyre Chiasson

After discussion, the Biology Committee's proposal to specifically modify the Handbook's fees was withdrawn. It was suggested instead that the Handbook be treated as a living document and that the Executive/Executive Director should be able to modify the Handbook as appropriate.

Moved (Gardner/Richardson) that the Handbook be updated. In the interim, deviations should be approved by the Executive/Executive Director. **Carried.**

Action: The Executive Director will update the handbook for presentation at the next meeting.

Action: Alyre Chiasson will survey the institutions for their room rental costs and present this at the next meeting for discussion.

528.2 Questions and Issues Arising from Circulated Committee Reports

APICS has been unable to find Chairs for the Animal Care and Education Committees.

Action: Keith Taylor will approach Sylvia Craig regarding Chairing the Animal Care Committee.

With regards to the Education Committee, it is agreed that the Council should ask the present committee members if they are interested in working on the offer to join ACASE.

Moved (Sharp/Roff) that the Council's Executive contact ACASE's Executive to discuss an alliance. **Carried.**

ACM 529 Report on the YEC Program

Meaghan Whelan updated the Council on the status of the Youth Education and Communications Program. Research into potential funders has begun, and she would appreciate any contacts that Council can supply. Job descriptions are currently being developed with the mentors. The YEC Online website will to be launched between May 1 and 7 with job descriptions appearing online on May 9.

ACM 530 Fund Raising Report – Keith De’Bell

530.1 Central Fund Raising Strategy – Keith De’Bell

Keith outlined that research should be conducted regarding how funds raised will be allocated – to the YEC and beyond. Individuals and corporations sympathetic to the purposes of APICS must be identified. One avenue to pursue to find these people is through APICS’ own alumni. Relationships must be developed with these people to ensure an ongoing exchange rather than a one time gift. This can be accomplished by freeing up the Executive Director’s time to work on fund raising by backfilling some of the administrative work. There is also the possibility of acquiring training or mentoring for the Executive Director from a professional consultant.

Moved (De’Bell/Gardner) that up to \$5,000 from the investments be utilized to hire a part time administrative assistant for up to six months and/or bring in a mentor to work with the Executive Director. **Carried.**

530.2 Student Involvement in Fund Raising – Kathy Singfield

The goal of this strategy is to have APICS student members active in organizing fund raising events. This will relieve the host institution from the responsibility of raising all operating costs. However, students cannot be motivated into action without a clear understanding of APICS. APICS must be presented in an attractive way, so that students understand that they are members of an organization with a specific mandate and vision. Kathy has created a PowerPoint presentation template for students, which can be tailored for each presenter and each audience.

Action: the PowerPoint will be presented at the next Council meeting.

The network to be established need not be a new one; an existing network is already in place with student societies and APICS conference members.

Committee websites should have content and help for students to make the sites more appealing from a student point of view. Websites could feature institutions and their fund raising efforts so that students can compare their university to others, cultivating a competitive spirit. For APICS, it will be important to track performance so that there are statistics to display when fund raising under the central strategy.

Roger stated that the idea deserves a thorough discussion. It should be given a high priority at the next meeting.

Action: Kathy Singfield will send the fund raising strategy information to committee chairs.

Action: Council will revisit this idea at the November meetings for a fuller discussion.

530.3 Need of New Fund Raising Committee Chair

Keith De'Bell pointed out that since he was taking over the Chair of Council, that there is a need for a new fund raising chair.

Action: Please contact Keith De'Bell or the Executive Director if you are interested in joining the Fund Raising Committee.

ACM 531 Associate Membership Proposal

No new action has occurred on this topic.

ACM 532 Presentation of Revised PowerPoint

Kieran Hanley presents the PowerPoint presentation that he had developed for APICS. General consensus was that there was too much focus on the history of the organization, and not enough on what the organization actually does. The bilingual logo should be incorporated, and perhaps it could be made to appeal to the younger audience. Overall it is a good effort and with some tweaking it can be made to suit APICS' message.

Action: Kieran to revise PowerPoint based on recommendations to better represent the APICS message

ACM 533 Other Business

A presentation was made to Roger Gordon thanking him for his hard work and dedication to APICS as Chair from 2002 to 2005.

The Council also expressed its appreciation to Margaret Beattie for hosting the meetings.

ACM 534 Date and Location of Next Meeting

The next Council sessions will take place November 25-26, 2005, at Cape Breton University in Sydney, Nova Scotia.

ACM 535 Presentation on the Field Course Consortium Proposal

During lunch, Ben Newling and John Roff presented an outline of a potential consortium based on the successful model in Ontario.

Action: Ben Forward will update the Executive Director on the progress of establishing the consortium.

ACM 535 Adjournment

There being no other business, the meeting was adjourned at 1:30 p.m.