

ABLE Board of Directors Meeting
June 9, 2009 (32nd Annual Workshop/Conference)
University of Delaware (Clayton Hall 119)

Schedule: 8-9am Board breakfast provided by host; 9am-12noon meeting; 12-1:30pm Board lunch provided by host; 1:30-4:30pm meeting continues as needed

Agenda

1. Call to order and approval of agenda
2. Approval of minutes of 2008 board meeting (University of Toronto Mississauga)
3. Announcements and welcome from 2009 host Bob Hodson
4. Reports from Officers and Committee Chairs
 - 4.1. President Mike O'Donnell
 - 4.2. 1st Vice President (summary of 2008 meeting) Anne Cordon
 - 4.3. 2nd Vice President (2009 host's report) Bob Hodson
 - 4.4. Treasurer Alec Motten
 - 4.5. Membership Maggie Haag
 - 4.6. Nominations (including election results) Dan Johnson
 - 4.7. Major Workshops Donna Bozzone/Kate Verville
 - 4.8. Mini workshops Ralph Preszler
 - 4.9. Poster Session Tom Fogle
 - 4.10. Proceedings Kari Clase
 - 4.11. *Labstracts* Barbara Stegenga
 - 4.12. Grants-in-Aid Kathy Nolan
 - 4.13. ABLE Web Site Mark Walvoord
5. Old Business
 - 5.1. Membership survey Dan Johnson
 - 5.2. Host guidelines
 - 5.3. "Classic ABLE" workshops
 - 5.4. Sponsorship marketing position Bill Glider
 - 5.5. Other items as generated by Board meeting reports and discussions
6. New Business
 - 6.1. 2010 Conference Mindy McCarville and Jennifer Van Dommelen
 - 6.2. Hosts for 2011 and beyond
 - 6.3. OER Commons proposal M. O'Donnell (for Chris Beck)
 - 6.4. CUR/ABLE proposal M. O'Donnell (for Chris Beck)
 - 6.4. AIBS membership proposal Mark Walvoord
 - 6.5. PTP (Preparing to Prepare) Project Mark Walvoord
 - 6.6. Resources for teaching students with disabilities Bill Glider
 - 6.7. Board member responsibilities
 - 6.8. Benefits of ABLE membership – additional web site features (Mark Walvoord)
 - 6.9. Other items as generated by reports and discussions
7. Approval of agenda for 2009 Annual Business meeting (Wednesday, June 10, 12:30 – 1:30 pm, 100 Wolf Hall)
8. Adjournment

UTM ABLE 2008 Host Report

The 30th ABLE Conference was held at the University of Toronto Mississauga June 3-6 (plus early arrivals Monday, June 2 and post conference excursions Saturday June 7, 2008).

1. Registration statistics

- 172 registrants
- Returning ABLE members: 107 (63%)
- New ABLE members: 63 (37%)

2. Major Workshops

Assignment criteria: Attendee assigned chronologically as they registered and were given their 1st & 2nd choice if room could allow

Evaluation forms

- ❖ **Short forms** (revised-see attached) for all attendees—labeled with Presenter Names + title [Chris & Larry's idea in 2007] and given to 1st presenter with their registration package
- ❖ **Long form (slightly revised)—6 copies** given to 1st presenter with their registration package
- ❖ Also uploaded onto Conference Website as Word Documents

3. Mini Workshop statistics

As per Ralph's report, we originally organized the accepted Minis into the 4 time sessions: 7,7,6,6. He actually had to turn down potential workshops because we could not add a 5th time slot without sacrificing Poster Display time. HOWEVER, the largest group of cancellations or failure to register for the conference was in the Mini Workshop presenter group (Poster acceptances are less an issue because of rooms, technical support, etc):

Recommendation—contingent on acceptance is registration.

I realize some people will only come (be able to come) if they are presenting something, so the process of acceptance & registration should be coordinated

Evaluation forms

Short forms (revised-see attached) for all attendees—labeled with Presenter Names + title [Chris & Larry's idea in 2007] and given to 1st presenter with their registration package

4.

SELECTED "EXCURSION" COUNTS	
Wednesday NEW breakfast (excluding Board) 81%	54
Tuesday U OF T DOWNTOWN	9
Thursday TORONTO DINNER	75
Friday CLOSING CEREMONIES	90
Saturday TORONTO	10
Saturday NIAGARA FALLS	40

UTM – Principal/Dean covered charges for the computer classrooms & technical staff (\$1500)

UTM—Chair of Biology - \$1000 towards Reception plus all of our labs and peoples' time!

Hayden McNeil – Mixer Wednesday

W.H.Freeman—lanyards & nametags

Pearson Canada—coffee break (\$400)

McGraw-Hill Ryerson—coffee break (\$200) plus pens, 3 backpacks to give away

ABLE--\$5000 seed money

Anne Cordon, May 30, 2008

THE ASSOCIATION FOR BIOLOGY LABORATORY EDUCATION, INC. (ABLE)

FINANCIAL STATEMENT SUMMARY

June 1, 2008 – May 13, 2009

CHECKING ACCOUNT BALANCE, June 01, 2008: \$ 1,571.84 *
Branch Banking & Trust (BB&T), Durham, NC

Income, year to date \$ 43,646.89
Certificates of Deposits cashed \$ 6,014.72
Debits/Expenditures, year to date (\$ 12,159.99) °
Certificates of Deposits purchased (\$ 30,000.00)

• **CHECKING ACCOUNT BALANCE, May 13, 2009: \$ 9,073.46 ***

TOTAL CD BALANCE, June 01, 2008: \$ 19,302.65

CERTIFICATES OF DEPOSIT (BB&T), May 13, 2009

<u>Number</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Amount</u>
5811675220	1.00%	05/30/2009	\$ 2,895.27
5811675239	1.73%	12/20/2009	\$ 6,088.01
5811675662	1.73%	10/30/2009	\$ 2,429.75
5811961762	0.80%	11/30/2009	\$ 2,337.44
8340000834518	1.14%	03/12/2010	\$ 5,000.00
8340000834518	1.14%	03/12/2010	\$ 5,000.00
8340000834550	1.14%	03/12/2010	\$ 5,000.00
8340000834526	1.50%	12/12/2009	\$ 5,000.00
8340000834534	1.50%	12/12/2009	\$ 5,000.00

• **TOTAL CD BALANCE, May 13, 2009: \$ 38,750.47**

TOTAL ASSETS, JUNE 01, 2008: \$ 20,874.49

TOTAL ASSETS, MAY 13, 2009: \$ 47,823.90

* includes balance in ABLE Memorial Fund (current fund balance on 5/13/09 = -\$ 80.00)

° does **not** include pending honoraria payments to ABLE 2008 major workshop presenters

Notes and remarks:

1. Although our fiscal year now runs July 1 to June 30, the summary above begins on June 01, 2008 to reflect such major expenses as honoraria to presenters, which were paid last year in early June and thus would otherwise not have been included in the annual debit total.
2. The ABLE treasury is very comfortably in the black. This is due to (i) improved membership income, (ii) receipt this year of a substantial credit from the 2007 Conference at the University of Kentucky, and (iii) reimbursement of the advance made to the University of Toronto - Mississauga for the 2008 Conference and a credit from that conference.
3. The reserve funds in the certificates of deposit continue to provide financial stability. This fiscal year one certificate of deposit was cashed out into the checking account to provide needed liquidity. Surplus funds from Conference credits were invested in CDs with varied maturity dates with the goal of maintaining a maximum checking account balance of no more than \$10,000.

Respectfully submitted on May 14, 2009

ALEXANDER F. MOTTEN, Treasurer, ABLE
Department of Biology, Box 90338
Duke University,
Durham, NC 27708-0338

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Itemized Report by Category - Debits and Expenditures 6/1/2008 - 5/13/2009

<u>Date</u>	<u>Payee</u>	<u>Memo</u>	<u>Amount</u>
<i>Category - ABL 2007</i>			
6/1 - 7/18/2008	major workshop honoraria paid	13 @ \$300 each	\$ 3,900.00
6/6/08	reimbursement to Ruth Beattie	mini workshop honoraria and registration waivers	\$ 1,220.00
8/25/08	OmniPress	<i>Proceedings</i> CD production	\$ 4,290.00
10/2/08	OmniPress	shipping CDs to Conference	\$ 24.36
		Total - ABL 2007	\$ 9,434.36
<i>Category - ABL 2008</i>			
7/3/08	Robert Hudson	host plaque	\$ 69.65
		Total - ABL 2008	\$ 69.65
<i>Category - ABL 2010</i>			
4/14/09	Dalhousie University	start up funds for 2010 Conference	\$ 2,000.00
		Total - ABL 2010	\$ 2,000.00
<i>Category - Lab Initiative Grants</i>			
		Total - Lab Initiative Grants	\$ -
<i>Category - Postage, shipping, & supplies</i>			
5/13/09	reimbursement to Michael Killian	shipping <i>Proceedings</i>	\$ 304.98
		Total - Postage & shipping	\$ 304.98
<i>Category - Website</i>			
		Total - Website	\$ -
<i>Category - misc.</i>			
-	Canadian funds bank charges	10 @ \$5.00	\$ 50.00
-	bank fees (incl. overdraft & returned checks)		\$ 301.00
		Total - misc.	\$ 351.00
<i>Category - Certificate of Deposit purchases</i>			
3/12/09		6 @ \$5,000.00 each	\$ 30,000.00
		Total - CD purchases	\$ 30,000.00
		TOTAL EXPENSES AND DEBITS:	\$ 42,159.99

Itemized Report by Category - Credits and Income 6/1/2008 - 5/13/2009

<u>Date</u>	<u>Source</u>	<u>Memo</u>	<u>Amount</u>
<i>Category - checking account interest, BB&T</i>			
6/30/08	checking account interest		\$ 0.03
7/31/08	checking account interest		\$ 0.70
8/29/08	checking account interest		\$ 0.92
9/30/08	checking account interest		\$ 0.99
10/31/08	checking account interest		\$ 1.19
11/30/08	checking account interest		\$ 1.18
12/31/08	checking account interest		\$ 1.56
1/30/09	checking account interest		\$ 1.57
2/27/09	checking account interest		\$ 1.42
3/31/09	checking account interest		\$ 0.48
4/30/09	checking account interest		\$ 0.16
		<i>Total interest</i>	\$ 10.20
<i>Category - Membership dues (current, plus late 2007/8 ; includes student & insitutional)</i>			
6/30/09	23 cks from Maggie Haag,	(23 memberships)	\$ 805.00
7/9/08	rcvd from Univ. of Kentucky, collected at ABLE 2007 (for fiscal year 2007/08)	(89 memberships)	\$ 3,035.00
8/26/08	46 cks from Maggie Haag,	(47 memberships, 2 institutional)	\$ 1,615.00
9/11/08	rcvd from University of Toronto - Mississagua, collected at ABLE 2008	(166 memberships)	\$ 5,730.00
11/3/08	20 cks from Maggie Haag,	(19 memberships, 1 institutional)	\$ 690.00
11/26/08	4 cks from Maggie Haag,	(4 memberships)	\$ 120.00
1/9/09	5 cks from Maggie Haag,	(5 memberships, 1 institutional)	\$ 180.00
3/10/09	4 cks from Maggie Haag,	(4 memberships)	\$ 160.00
5/6/09	7 cks from Maggie Haag,	(7 memberships)	\$ 245.00
		<i>Total membership dues</i>	\$ 12,580.00
<i>Category - Proceedings sales</i>			
6/30/09	cks from Maggie Haag,		\$ 145.00
8/26/08	cks from Maggie Haag,		\$ 26.00
		<i>Total Proceedings sales</i>	\$ 171.00
<i>Category - Certificates of deposit cashed</i>			
6/30/08	CD # 5813523010		\$ 6,014.72
		<i>Total CDs cashed</i>	\$ 6,014.72
<i>Category - Past Conferences</i>			
7/9/08	ABLE 2007 credit Univ. of Kentucky		\$ 16,872.49
9/11/08	ABLE 2008 Univ. of Toronto - Mississagua advance reimbursement		\$ 5,000.00
11/26/08	ABLE 2008 credit Univ. of Toronto - Mississagua credit		\$ 8,713.20
		<i>Total Conference credits</i>	\$ 30,585.69
<i>Category - miscellaneous credits</i>			
6/1/08	Roberta Williams Laboratory Inititative Grant- in-Aid fund contribution		\$ 300.00
		TOTAL CREDITS AND INCOME	\$ 49,661.61
		CREDITS - DEBITS:	\$ 7,501.62

**Membership Committee Report
June 2009**

Membership Committee:

Maggie Haag (Chair)

Michael Killian (Proceedings Distribution)

Membership

As of May 15, 2009, there are 286 members. This compares with 178 active members in 2007-2008 (239 in 2006-2007).

The membership fee was included with the conference registration fee (University of Toronto, Mississauga June 2008). This accounted for the greatest number of annual memberships (170). This policy change (approved June, 2007) has been very beneficial for establishing a larger membership base. The breakdown in membership is:

- 2 Life Time Memberships
- 4 Institutional Memberships
- 4 Post-doc/Student Memberships
- 31 New Memberships
- 75 Renewal Memberships
- 170 Memberships with Conference Registrations (data did not separate new/renewal)

The Membership Directory was circulated to the membership in November (included expired '08 and '09 members) and May. The directory allows for members to have mailing address information. The May "mailing" included the friendly reminder that memberships expired at the end of June.

The addition of the new listserve has been very beneficial for the delivery of notices and announcements to the membership. The ever-vigilant eyes of Mark and Chris have spotted several inconsistencies in the information on the previous database.

Other activities:

- Mailing labels were sent to Mike Killian for distribution of the proceedings.
- Letters sent to new members on behalf of the President.
- Members with inactive emails addresses were sent postcards asking for an update on data base information. New listserve allowed for a triple check (Chris, Mark, Maggie) on changes/corrections to emails.
- A list of active members was sent to the Election Officer.
- Membership renewal announcement sent two times

Proceedings

- The last of the printed proceedings were distributed by Carol Budd (past proceedings coordinator) in October, 2008.
- Michael Killian was appointed as the Proceedings Coordinator June, 2008. Volume 29 was sent to all members.
- 10 proceedings were purchased separate from the memberships.

Respectfully submitted,
Maggie Haag
Michael Killian

2009 Report from the Nominations/Elections Committee

For the 2009 ABLE election, the Nominations Committee solicited nominees for two positions: Treasurer, and Member at Large. Alec Motten, who currently serves in this position, was nominated to again serve as Treasurer. Five members were asked to be nominees for Member at Large. One of the five who were invited subsequently declined, leaving four nominees.

- Janice Bonner
- Saphida Migabo
- Kristin Miller
- Pliny Smith

The slate of nominees was submitted to the ABLE Board for approval, then forwarded to Todd Nickle who operates the electronic election system. Invitations to vote were sent to all current members (reference list provided by Maggie Haag). Electronic voting was announced and was available for two weeks. From 282 current members, 116 registered votes were received.

Treasurer: Alec Motten will be serving another term.

Member-at-Large: Janice Bonner received the majority of votes. However, the race was very close, reflecting strong support for all four candidates.

Mike O'Donnell informed the winners and invited them to come to the Board meeting on Tuesday June 9th. Maggie Haag suggested we “look for ways to tap into the energies of those that were defeated in the close Members at Large race. All good people and the organization needs the constant flow of new energy.”

Submitted by Dan Johnson,
Chair of Nominations Committee and
Third Year Member at Large

**Majors Workshop Committee Report
ABLE 2009**

Applications for major workshops were reviewed by the members of major workshop committee. The number of applications matched the number of workshops desired by the conference host, and the facility and equipment needs of the workshops were such that they could all be managed in the two-day major workshop schedule. All applications submitted (21) were accepted.

Respectfully submitted,

Donna Bozzone and Kate Verville

**Mini Workshops Committee Report
ABLE 2009**

(Ralph Prezler, Mini Workshops Chair)

The 2009 ABLE Conference / Workshop will feature 22 miniworkshops. Five or six will be presented in each of the four sessions on Friday. Two of the miniworkshops are being presented twice so we have 20 unique presentations. We received 24 proposals, less than the record 31 proposals received in 2008, but greater than the 21 proposal average over the last five years (2004-2008). We would like to thank all the individuals who have offered to share their work. Half the miniworkshops are focused on discussion and evaluation of teaching techniques or tools; the remaining miniworkshops are presenting approaches to teaching specific biological content. While many miniworkshops are a mix of hands-on work as well as discussion, 65% of the presentations primarily emphasize demonstration and discussion.

**Board Report for 2009 ABLE Conference
Poster Session
Tom Fogle, Organizer**

The ABLE Poster Session was successfully held at the 2008 Conference at the University of Toronto, Mississauga. Special thanks to Marsha Fanning who served as the on-site organizer in my absence. There were 14 posters presented. Thank you letters were sent to presenters.

Beginning with the 2008 conference, posters were submitted directly online. This allowed submissions to be routed directly to the organizer via email. The poster session application form for 2009 was updated and the submission deadline set for March, 18, 2009.

This year, 24 posters were accepted from 25 submissions. The number of accepted posters is the most since the poster format was added to the ABLE Conference seven years ago. Abstracts and author information was formatted into a Word document for the conference binder and sent to conference organizer, Bob Hodson, in April, 2009.

**Proceedings Committee Report
ABLE 2009
(Kari Clase, Proceedings Editor)**

***Labstracts* Board Report
ABLE 2008-2009**

Submitted by Barbara Stegenga, Communications Committee

This year two issues of *Labstracts* were published online.

The Fall 2008 issue included:

- An article by Dan Johnson
- Board reports from ABLE President, Michael O'Donnell, Secretary, Bob Hodson, and Treasurer, Alec Motten
- A progress report by Joanna Klein – recipient of Teaching Initiative Grant in 2007 which was left out of the previous *Labstracts* issue
- Photos from the 2008 annual meeting at the University of Toronto at Mississauga
- Reminders and deadlines for the 2009 annual meeting, June 9-13 at the University of Delaware in Newark, DE
- Regular features such as a letter from the editor, ABLE News and Notes and ABLE Calendar of Events
- A call for major and mini workshops and posters for the 2008 annual meeting

The Winter 2009 issue included:

- A new letter from the editor and updated photos in addition to the information in the previous Fall 2008 issue.

Note: Updates and deadlines on upcoming meetings in addition to ABLE will be included in the next issue of *Labstracts*.

Web Site Committee – Mark Walvoord, chair

(Mike O'Donnell & Bill Glider, members)

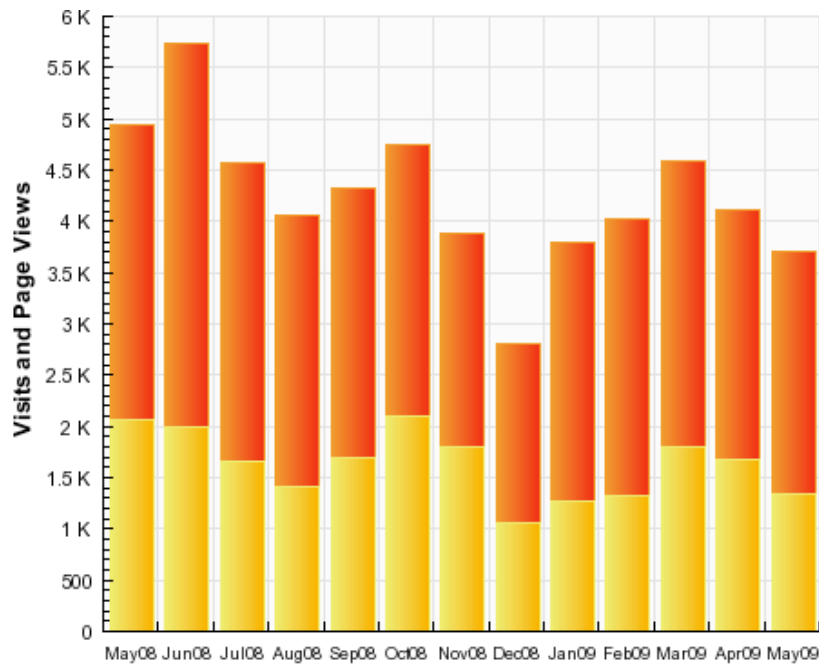
2008-2009 ABLE Board Report

TIMELINE of ACTIVITIES:

- Continuous: Updated information and links about 2009 Conference via email/phone contact with Bob Hodson; updated “job opportunities” and “hot sites” pages as requests were emailed; updated Listserv with monthly emails from Maggie Haag (see below); changed frontpage graphics as necessary
- June-July 2008 (and ongoing): worked with Chris Beck to setup Listserv program on our new server; worked with Maggie Haag to get updated list of members to add.
- July 2008: updated board of directors information
- November 2008: posted Fall 2008 LABSTRACTS sent by Barbara Stegenga; created links to newsletter.
- December 2008: converted grants applications from pdf/doc to online forms
- February 2009: represented ABLE at a grant planning meeting in D.C. (NSF grant to Dr. Gordon Uno in Undergraduate Biology Education – Research Coordination Networks)
- March 2009: posted Winter 2009 LABSTRACTS sent by Barbara Stegenga; created links to newsletter; updated mini and poster application forms; posted updated By Laws
- May 2009: posted new membership form; purchased 8 year renewal of our “ableweb.org” domain name; started ABLE blog (www.ableweb.org/blog)

STATISTICS & FACTOIDS: *(for the period June 2008-May 2009)*

- Average per visit: ~130 seconds, visiting 3 pages
- Number of visits or unique visits is difficult to report: 3 different stats programs on our site give numbers ranging from an average of 43/day to an average of 462/day for the same period. The figure below shows the more conservative report.
- Most common entry pages: www.ableweb.org (homepage), then www.ableweb.org/resources/hotsites.htm
- Most common search phrases/words: *able, biology, association for biology laboratory education, plant, dna, marker enzymes, enzyme experiments, bacterial identification, dichotomous key, experiment, culture, plant tissue culture techniques, hill reaction...*
- In 2009, we've had visitors from 173 different countries, with the most from: USA, Canada, Great Britain, India, and Australia (rank ordered greatest to least)
- Referred to our pages by:
 - 33% Internet search engines (mostly Google, Yahoo!, Google Images, or Windows Live; most common search words/phrases were: lab, biology, plant, dna, bacterial identification, enzyme, culture, tissue, yeast, or able biology)
 - 65% direct address/bookmark/from email link
 - 3% link from external page (mostly BEN portal or redirect from Toronto ABLE 2008 conference page or Delaware ABLE 2009 conference page)



Month of the Year	Visits	Page Views
May09	1,349	3,707
Apr09	1,684	4,119
Mar09	1,798	4,587
Feb09	1,317	4,016
Jan09	1,262	3,802
Dec08	1,066	2,802
Nov08	1,799	3,888
Oct08	2,096	4,746
Sep08	1,690	4,323
Aug08	1,420	4,051
Jul08	1,659	4,575
Jun08	2,001	5,730
May08	2,069	4,947

Sitemeter.com visits and page views: May 1, 2008 – May 29, 2009

FUTURE & ONGOING PROJECTS:

- July 2009: I will be taking down our “old” proceedings page (<http://www.ableweb.org/proc/contents.htm>) in favor of using the new CWIS portal (<http://www.ableweb.org/proceedings/index.html>), which is a more powerful tool for searching, tracking, rating, and giving member-only access.
- September 2009: renew our domain/server hosting account with BlueHost.com (3-year term for best rates of \$6.95/mo)
- Continue to explore ABLE membership listserv options (the free one provided by our hosting company isn’t quite cutting it); setup discussion board/chat for exchange of biology lab ideas.
- Explore new format of LABSTRACTS for posting on web (and to be more printable)
- Improve layout/look of homepage

Respectfully submitted,
Mark Walvoord