

MINUTES OF THE HL BOARD OF TRUSTEES MEETING
3 JULY 2002
WESTON CROWN CENTER
KANSAS CITY, MO

BOARD MEMBERS IN ATTENDANCE: Bauer, Cooper, de Sa, Dodd, Fitzgerald, Given, Jenssen, Kearney, Lovich, Mathis, Mitchell, Mushinsky, Phillips, Sievert, Wilson
COMMITTEE CHAIRS IN ATTENDANCE: Ford, Kaiser, Lannoo, McCallum, McDiarmid

GUESTS: Nicole Gerlanc, Richard Vogt

BOARD MEMBERS ABSENT: Crother, Iverson

President Dodd called the meeting to order at 1405 h. He began by presenting a gavel engraved to commemorate the HL's 50th meeting. HL by-laws were distributed.

***Minutes of the 2001 Board of Trustees and Business meetings were approved unanimously.

President Dodd presented future meeting venues. The 2003 Manaus, Brazil meeting will be held at the Hotel Tropical Manaus on the Rio Negro. We are committed to joint meetings with ASIH and SSAR through 2005. Sometime in the next few years, we will need to decide whether we want to continue this practice in 2006 and beyond. ASIH plans to meet in New Orleans in 2006 and Ithaca in 2007. Richard Vogt gave a brief presentation about the Manaus meeting.

Reports

There were President's reports from both Dodd and past president Bauer. Dodd's report had two corrections: 1) Lynnette Sievert was actually appointed by Joe Mitchell and 2) it refers to the "HL Board of Councilors" instead of "Board of Trustees". Both reports were approved unanimously.

The Vice President report was deferred until the Membership Committee report, a later agenda item.

Treasurer Sievert reported that membership has continued to remain steady. At least 200 members send dues in late, which is a problem because this involves additional costs. Currently, individual dues just barely cover the cost of publications. Doubling efforts to collect page/line charges did not get the expected response. Lynnette intends to invest some of the endowment funds in certificates of deposit in order to earn approximately 1% more in interest with no additional risk. Mitchell clarified that the intent is to grow the endowment to \$100 K before deciding what to do with it. The Treasurer's report was approved unanimously.

Secretary Given reported. We agreed that President Dodd should send Dale Belcher a letter recognizing his years of service answering inquiries about reptile husbandry. The report was approved unanimously.

Publication Secretary Phillips reported that we continue to print too many copies and need to further reduce the size of our press over-runs. Bauer clarified that Phillips, in consultation with Jenssen and Sievert, can make decisions to reduce the press over-run without seeking Board of Trustees approval. The report was approved unanimously.

Herpetologica Editor Jenssen began his report by acknowledging the service of the Associate Editors and the Assistant to the Editor, Darla Donald. He stated that he intends to add approximately 10 pages per issue and maintain a relatively high rejection rate to help address the current 9-10 month backlog. Sievert reported that in response to advice from Allen Press, we have moved the business office to Virginia and no longer need to pay Kansas state taxes (a savings of 1 K per issue). Over the past five years, Herpetologica has published more papers by international authors than other domestic herpetology journals. The report was approved unanimously.

Lee Fitzgerald was welcomed as the new editor of Herpetological Monographs. The Herpetological Monographs Editor's report from Crother was approved unanimously.

Mathis reported on the HL Newsletter and announced that Chris Beachy will replace her. The report was approved unanimously.

De Sa reported for the Symposium Committee. There were four proposals for the 2002 meeting, one of which was submitted a few days before the meeting. The report was approved unanimously.

The report of the HL Robert G. Jaeger Award for Graduate Research Committee was approved unanimously. The new committee chair will be Lora Smith.

Kaiser reported for the Special Publications Committee. The Savage book will be mailed at the end of the month; the author will autograph all copies purchased through the Herpetologists' League. Given that he is the only member, Kaiser asked for individuals to help with the work of the committee. The report was approved unanimously.

The Herpetological Checklist Committee report was distributed to all members present. The report was approved unanimously.

Mushinsky, reporting for the Conservation Committee, resigned his post and requested assistance in finding his replacement. The report was approved unanimously.

Mitchell reported as AIBS representative. He highly recommended that individuals participate in their salary survey that can be found on the AIBS web site. The report was approved unanimously.

Lannoo reported for the Graduate Studies Committee, stimulating a lengthy discussion about ways to increase the number of student memberships and enhance student involvement. The HL will definitely continue to organize training workshops at annual meetings. Materials generated from these can be posted on the web site to provide an ongoing reference and in the future, a graduate student workshop subcommittee may be established. Perhaps graduate students can have some responsibility and take initiative in maintaining relevant materials on the web site. Another theme was the importance of having something to offer students (such as travel grants) in return for their membership. The report was approved unanimously.

Mushinsky reported for the Membership Committee. There was a discussion on whether membership should be required to publish in our journals. Sievert will see how pertinent this issue is by tallying the number of recent papers authored by individuals not members of HL. The report was approved unanimously.

Crother's report for the Electronic Publishing Committee was approved unanimously. Information about BioOne was distributed.

Old Business

PDF policy. The Board of Trustees received a request about HL policies concerning the posting and distribution of PDF reprints. After consulting with Allen Press, we determined that there was nothing in our contract that prohibited disseminating PDF reprints, and that the HL would not suffer any revenue loss if PDF reprints were distributed by authors. The Board of Trustees approved this policy, via e-mail, unanimously.

EMBL Reptile Database. The EMBL database is intended to provide information on the classification of all living reptiles by listing all species and their pertinent higher taxa. Dodd requested the Publication Secretary, Phillips, to ensure that EMBL receives gratis copies of *Herpetologica* and *Herpetological Monographs* as per their request. The web address of this site is <http://www.embl-heidelberg.de/~uetz/LivingReptiles.html>. The Board of Trustees approved this, via e-mail, unanimously.

New Business

There was a motion to prepare a resolution for the Business meeting acknowledging the service of Mo Donnelly, Linda Ford, Alicia Mathis, and Brian Crother.

HL logo. Technically, the HL does not have an official logo. Lovich stated that he would arrange to have artwork done if we chose to accept the logo currently in use as the official logo. The motion: "We accept the existing logo as the official logo of the Herpetologists' League." The motion was accepted with two abstentions.

Four policies developed by the 2002 Meeting Planning Committee were considered. All had already been approved by the ASIH and SSAR.

1. Limited Presentations at Annual Meetings. The motion: “Beginning at the 2003 Annual Meeting and continuing from then on, participants may submit only one abstract as a senior authored (presenter) oral presentation for either an Invited Symposium or Oral Paper presentation. Participants may only present one poster presentation. In total, individuals shall only present one oral and possibly one poster presentation at Annual Meetings. Co-authorship via junior authorship is not limited. Notification of this policy will appear in the Call for Papers and on the ASIH, AES, HL, and SSAR web sites.” The motion passed unanimously.
2. No-Show Policy at Annual Meetings. The motion: “If it is necessary to cancel a presentation (invited, oral, or poster) at the annual meeting of the Herpetologists’ League, the presenter or one of the co-authors must notify the designated member of the Program Planning Committee (if the meeting is held with ASIH) or the meeting organizer (as determined) at least one month prior to the scheduled date of the annual meeting. For emergency circumstances, presentations must be cancelled 24 hours prior to the beginning of the first scheduled day of the annual meeting, except under extraordinary situations (for example, an accident on the way to the meeting or a sudden death in the family). Failure to do so shall result in a suspension of presentation privileges for one year.” The motion passed unanimously.
3. Membership Requirement to Present at Annual Meetings. The motion: “One of the authors of oral or poster presentations at annual meetings must be a member of one of the sponsoring societies.” The motion passed unanimously.
4. Symposium Proposal Process. The motion: “The Herpetologists’ League proposes the following set of planning guidelines for approval of symposia proposed to be held at annual meetings.

Submission for consideration

Proposals (3 page maximum) for consideration by HL should contain the following:

1. Symposium Title (or Topic)
2. Name of the Symposium Chair (phone number and e-mail address) and names of associated co-organizers
3. Information on topic and background
4. What benefit is the topic to HL?
5. List of potential speakers and topics
6. Length of symposium (1/2 day, 1 day, etc.) – keep in mind the preference for a one day symposium with a likely maximum (in rare situations) of 2 days
7. HL funding requested (if any) and rationale

Proposals are due to the Symposium Committee Chair by **1 March** of the year prior to the meeting (i.e., 2004 Symposium Proposals are due 1 March 2003). Proposals submitted in electronic format are desirable.

Responsibilities of the Symposium Chair(s)

1. Work with the participants to obtain titles and abstracts. Abstracts **MUST** be submitted by the annual meeting abstract deadlines.
2. Develop and submit schedule for the symposium to the Symposium Committee Chair by 1 March of the year of the meeting. This includes the order, length (15 or 30 minutes), and scheduled times for all talks. The Symposium Chair must provide names of the moderators for the symposium at the same time.

Symposium Committee Review Process

1. Proposals must be distributed to the Symposium Committee for review by 5 March.
2. Symposium Committee Chair collects the comments and ranking of proposals by 30 March.
3. Consensus ranking redistributed to Symposium Committee for review and comment.
4. Symposium Committee selects no more than two funded proposals for the annual meeting, decides on the financial report, and presents them to the HL President for final approval by 30 April.
5. The HL President notifies Symposia Chairs of acceptance or rejection by 30 May.”

The motion passed unanimously.

Jeff Lovich will continue to chair the Nominating Committee for one more year.

Gratis copies of H/HM. We presently give four honorary and seven institutional gratis subscriptions. Additional gratis subscriptions will be determined on a case-by-case basis.

Line charge policy. The motion: “Authors who have published a paper in *Herpetologica* or *Herpetological Monographs* and have incurred line charges but have not paid their invoices will not have subsequent manuscripts reviewed until such invoices have been honored.” This will be included in the instructions to authors in *Herpetologica*. This resolution will go into effect on January 1, 2003. The motion passed unanimously.

Extra back issues. The motion: “Publication Secretary Phillips has the clearance to make whatever decisions necessary to reduce the excess number of back issues, with disposal as an option.” The motion passed unanimously.

Jensen was given the go ahead to propose, at a future meeting, a model for an editorial board for *Herpetologica*.

Reduction of business pages in *Herpetologica*. At present, 18 pages of *Herpetologica* are devoted to business. A number of ways of reducing this number were identified. From now on, the Summary of Business Conducted at the Annual Meeting report will be

reduced to only new policies, resolutions, and a few brief announcements. Full text of the minutes of the BOT and Business meetings will be posted on the web site. Editor Jenssen was encouraged to look for other ways of reducing costs.

BioOne. The motion: "We accept the recommendation of the Electronic Publishing Committee to join BioOne." The motion passed unanimously.

Snake Species of the World. The motion: "We will use our free ad in Bioscience to promote sales of Snake Species of the World." The motion passed unanimously. Joe Mitchell volunteered to draft an ad and distribute it to the Board of Trustees for comment.

Dues. We discussed raising annual dues in light of the fact that our dues barely cover the cost of our publications. The first motion: "Raise dues to \$60 for regular members while leaving student rates at \$30." The resolution was rejected unanimously. The second motion: "Beginning with Herpetologica volume 59 (2003), institutional subscription dues increase to \$125, unless payment is received by 1 February, in which case a \$10 discount is applied." The motion passed unanimously.

Symposia for Manaus 2003. The first motion: "We move to support two symposia by \$1,000 dollars each of proposals Amazonian Frogs: Taxonomic and Ecological Diversity and Disease Ecology and Global Amphibian Decline." The motion was rejected (3 yes and 10 no). The second motion: "We move to support full funding (\$2,000) of the proposal Amazonian Frogs: Taxonomic and Ecological Diversity. The motion passed unanimously. The third motion: "We move to support in name only two symposia: Disease Ecology and Global Amphibian Decline and Amphibian Metamorphosis: 30 Years of Progress." The motion passed unanimously. The fourth proposal submitted yesterday was premature because the speakers had not yet agreed to present (or had been contacted). It was not considered because of its lateness.

Editor Jenssen brought up for discussion a new service called Allen Track that offers electronic tools to facilitate submitting and editing manuscripts. Discussion identified that the HL could easily adopt several features offered by Allen Track independently. Authors could be encouraged to submit their manuscripts electronically, which could then be converted to PDF files and distributed to reviewers. Jenssen also will move forward to establish a link on our web site to current contents of Allen Press.

World Congress of Herpetology. The HL received a letter from Ron Heyer requesting \$5,000 to support the World Congress of Herpetology. This need grew out of the economic failure of the Sri Lankan meeting. Bauer and Dodd will draft a letter to Ron Heyer expressing HL support of the World Congress in principle and our willingness to consider a request for support when more information about the next meeting is available.

The board meeting was adjourned at 19:00 h.

Respectfully submitted,

Mac F. Given