

ATMI Minutes  
Friday, November 16, 2001  
Santa Fe  
5:30 PM

- 1) Minutes from Toronto approved as published
- 2) Thanks to Tom Hughes and Tim Kolosick for work as Program Chair and for work on equipment.
- 3) Program report by Tom Hughes
  - a) Thanks to Tim Kolosick for providing equipment; thanks to the program committee
  - b) Request for comments on procedures: 5-minute breaks between sessions, roundtable discussion, wireless mics
  - c) Working with Mark Lochstampfor on the ejournal
    - i) Will email presenters for papers for publication
    - ii) Will send letters of appreciation to all presenters for dossiers
    - iii) Working on a peer review process
    - iv) Ejournal will be multimedia
    - v) Abstracts should be submitted with links to writer's own webspace
  - d) Kansas City meeting discussion:
    - i) Recommendation for call for papers for Kansas City: feature workshop type of presentation; need to define workshop, possibly as working on a program to teach skills
    - ii) Call should include supplying abstract to ATMI site, link back to the handout, etc.; copyright issues must be made clear
    - iii) Pres. Webster reiterated intention to include abstracts from the past few years
    - iv) Recommendation for careful review of proposals re: categorization as industry showcase or presentation; valuable if labeled as such (Scott Lipscomb)
    - v) Suggestion for CD of all presentations; presenters must know this is planned and must be given the option of opting out
    - vi) Tim Kolosick recommended potential tech crew for Kansas City: Deron Magee, Kip Haaheim (U KS, Lawrence)
- 4) Program Chair for Kansas City
  - a) To be named by Christmas
  - b) Proposals to be due end of march 2002
- 5) Election results for Secretary and Treasurer
  - a) Secretary: Judith Bowman

- b) Treasurer: Sam Reese
  - c) Pres. Webster acknowledged the extraordinary service provided over the years by former Treasurer Tim Kloth
- 6) Treasurer's Report (Reese)
- a) Membership is somewhat down, due to inconsistent contact reminders; is contacting all who were members from 1998 forward, Pres. Webster also writing to encourage renewal.
  - b) ATMI is in good condition financially:
    - i) Miscellaneous income is due to an overpayment for Toronto meeting
    - ii) Modest expenses, but this year's conference expenses have not yet been paid
    - iii) Treas. Reese will place about \$10,000 in a 6-or 12-month CD
  - c) Suggestion for a yearly reminder for the membership (Fred Rees)
- 7) Membership extensions and rescheduling of ATMI publication schedule. ATMI Directory Report (Webster)
- a) Pres. Webster and Treas. Reese are speaking with Robby Gunstream re: taking advantage of CMS membership procedures and are planning logistics; services will be available next year (2002)
    - i) Service will appear to come from ATMI, but will be sent from CMS; will involve a small fee for equipment and secretarial service; will try this for a year
  - b) Treas. Reese will update the email database; Pres. Webster projected the system will take effect by the end of 2002 (November)
  - c) Pres. Webster reported that Barbara Murphy is working on the Millennium edition (2000-2001) of the Directory, and expanding content to include reviews; the next CD will be available soon. In 2002 it will be placed on the ATMI site as a members-only machine-readable and searchable document. This may exclude library clients.
- 8) Bylaws Changes Voting
- The following changes were proposed and discussed. For each of the amendments, a motion was made and seconded. The two-thirds majority of the membership present at the meeting approved all.
- a) Timing change
    - i) See "e) Change of terms of office" below
  - b) Change of name for the Webmaster (from Newsletter Editor)

**Current text:**

"6. The Newsletter Editor shall compile, edit, produce, and distribute the quarterly ATMI International Newsletter. The Newsletter Editor shall actively encourage

submissions to the newsletter. The Newsletter Editor shall maintain lists of current ATMI announcements for inclusion in the newsletter, and remind readers about dues when appropriate. The Newsletter Editor shall retain or be able to quickly produce back issues of the current year's newsletter to send to new members as they join."

**Change to:**

"(6) The *Website Editor* shall compile, edit, and produce the association's website. The Website Editor shall actively maintain content consistent with the mission and the activities of the Association. Content and design of the website shall be periodically reviewed and approved by the President. Major changes in content and design for the website may be discussed at each year's business meeting and approved by a two-thirds majority vote of the members present. The Website Editor shall retain the history of the website as a set of archived documents."

Related adjustments:

**Current text:**

"4. ...The Treasurer shall maintain the membership list of ATMI, and provide mailing labels to the Newsletter Editor and Technology Directory Editor for the purposes of mailing the publications of the Association."

**Change to:**

"The Treasurer shall maintain the membership list of ATMI, and provide membership data to the Website Editor, Secretary, and Technology Directory Editor for the purposes of communication and database management."

- c) Change of election to appointment for ATMI Directory editor and Webmaster (IV. The Structure of the Executive Committee)

**Current text:**

"The Executive Committee shall consist of six elected members."

**Change to:**

"The Executive Committee shall consist of six members, four elected by the membership and two appointed by the President. The President, Vice President, Secretary, and Treasurer shall be elected by the membership; and the Technology Directory Editor and Website Editor shall be appointed by the President."

- d) Responsibilities for Vice President and Secretary (IV. The Structure of the Executive Committee)

**Current text (Vice President):**

"2. The Vice President shall assist the President in the affairs of the Association in any way that either deems necessary. The Vice President shall discharge the

duties of the President in case of the latter's disability or absence, or at the latter's request."

**Add:**

"The Vice President shall be responsible for coordinating all activities of the national meeting. This shall include the selection of a program and equipment chair."

**Current text (Secretary):**

"3. The Secretary shall carry on the work of ATMI under the direction of the President. The Secretary shall take the minutes and maintain historical records of all meetings of ATMI, the Executive Committee, and Board of Directors, and perform any other appropriate duties."

**Add:**

"The Secretary shall be in charge of administering the elections of the Association."

e) Change of terms of office

**Current text:**

"V. Election and Terms of Office of the Executive Committee

All officers shall be elected for a term of two years. Elections will be held by mail in the early Fall so that the results of the election can be announced at the annual conference, and each newly-elected Executive Committee member will take office the following January 1. The President, Technology Directory Editor, and Newsletter Editor shall stand for election in even-numbered years (taking office the following odd-numbered year); the Vice President, Secretary, and Treasurer shall stand for election in odd-numbered years (taking office the following even-numbered year). The Executive Committee will appoint replacements for any vacancies arising between elections."

**Change to:**

"V. Election, Terms of Office, and Appointments of the Executive Committee

All officers shall be elected for a term of two years. Elections will be held by mail or other electronic means in the early Fall so that the results of the election can be announced at the annual conference, and each newly-elected Executive Committee member will take office the following January 1. The President and Secretary shall stand for election in odd-numbered years (taking office the following even-numbered year); the Vice President and Treasurer shall stand for election in even-numbered years (taking office the following odd-numbered year).

The President shall appoint or reappoint the Technology Editor and Website Editor at any convenient time.

Members of the Executive Committee may choose to run for any elected office during their term. The Executive Committee will appoint replacements for any vacancies in elected offices that may occur between elections.

Only members in good standing of ATMI may vote for officers. One may become a member in good standing by paying current dues."

- 9) Election of President
  - a) Candidates for President for 2002
    - i) Scott Lipscomb
    - ii) Floyd Richmond
  
- 10) "Naming" of the ATMI Plenary Speaker
  - a) Plenary Speaker should be someone who can link CMS and ATMI.
  - b) The following names were put forward: Bruce Benward, William Poland, Wolfgang Kuhn; Suzanne Ciani, Laurie Spiegel
  - c) Suggestions from the Puerto Rico (1998) meeting included: Libby Larsen, Tod Machover, Robert Winter, Nicholas Negroponte, Bob Moog, Laurie Spiegel, Carlos Scaletti, Laurie Anderson
  - d) Recommendation to assemble a small committee to discuss this; send Pres. Webster email with suggestions
  - e) Also place names of previous speakers in the program
  
- 11) New Business
  - a) Request from Reginald Bain, CMS Technology Chair, for ATMI members to attend CMS regional meetings
  - b) Pres. Webster proposed study of the possibility for an award for outstanding presentation. Discussion included
    - i) A way to enhance what we do; program committee could fund an honorarium to the proposer of an outstanding session; committee could make award the following year (Reese)
    - ii) Should be based on merit (Rees)
    - iii) List on a ballot for voting (Walls)
    - iv) Conclusion: Pres. Webster will establish a committee to evaluate this; possibly for best cutting presentation, best educational presentation
  - c) Kim Walls thanked members for ejournal articles, called for new submissions
  - d) Floyd Richmond requested research submissions for presentation at the upcoming TI:ME conference

Judith Bowman, Secretary