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**Southern Association of Marine Laboratories
2019 Business Meeting Minutes**

7 May 2019

**Gulf Coast Research Laboratory, Univ. of Southern Mississippi
Ocean Springs, MS**

The Annual Business meeting of the Southern Association of Marine Laboratories (SAML) was called to order by Quinton White at 09:20 a.m. (Eastern Time).

1. Adoption of Agenda: Agenda was approved by acclamation.

2. Minutes Approval: The 2018 Business Meeting Minutes had been shared via email prior to the business meeting. There was a motion to accept by Dave Eggleston and seconded by Bill Strosnider. Minutes were approved by acclamation.

3. Old Business

- **Dues & Membership Status.** Based on the NAML list that Read Hendon can access, there are members in arrears but we want to wait to make sure that all discrepancies are resolved with the Burk and Associates record-keeping issues spawning from their move.
- **Tax Exempt Status Update.** There is still on-going effort by Quint White (President) and Read Hendon (Treasurer). SAML will need to have its own EIN and Burk & Associates said that they will be working on this.
- **SAML Logo Contest.** Quint White & Mona Behl will work to restart this process. *Notes from previous discussions: \$500 prize. Mona Behl to chair the committee. Website and email will be setup by Lou Burnett. Executive Committee will select top 3 and then membership-at-large vote. There was discussion on having NAML logo updated instead of developing new logo but because of uniqueness and extent of SAML's efforts, there is justification for having SAML-specific logo. Guidelines will be provided, including background information on SAML.*
- **Survey of SAML membership.** The results of the survey were shared with attendees. There was a request to have another opportunity to submit input for those that missed the email requests for survey response. Also, in keeping with other discussions, the idea of including housing information for member labs was shared and was well-received as an idea for building the network of resources that would be made more immediately accessible in the event of a tragedy or project planning.

4. New Business

- **Nominating Committee Report (Aswani Volety) on 2020-2021 Officers**
 - Committee members: Aswani Volety, Felicia Coleman, Clark Alexander
 - President-Elect: Sue Ebanks
 - Secretary: Jayne Gardiner
 - Member-at-Large: Jim Gelsleichter (2020-2022) to replace Eric Milbrandt (2017-2019).

- **Treasurer's report (Read Hendon) & 2019 Budget Approval**
 - Audited report was presented and added to the Minutes (Appendix 1).
 - 1 Jan-31 Dec 2018
 - R. Hendon also presented the FY2019 Budget (Appendix 2). No corrections. Motion to accept by Dave Eggleston. Seconded by Mike Allen. 2019 Budget approved by acclamation.
 - Comments:
 - Having Federal Science Partners (FSP) at SAML was originally designed to have FSP see the SAML labs and membership specifically. It is truly only beneficial if the FSP representative can be there for the whole meeting and fully engage the regional membership.
 - Mona Behl to contact secretariat@naml.org to make sure that she is on the emails from FSP. She has not been receiving them.
 - Traditionally we have not had the NAML president at SAML Meetings but it may be good for to consider doing so moving forward. This would be funded by using money budgeted for FSP attendance, if the decision is made to have FSP do a webinar/video conference/call-in instead of in-person attendance.
 - Treasurer report approved by acclamation.
- **Student Awards (Dave Eggleston)**
 - Application portal was open 25 September-21 October
 - Allocation increased from \$4000 to \$7000 this cycle because of availability of funds with approximately 20 awards up to \$400
 - There are plans to add criteria for feasibility, impact of the award, and overall presentation/professionalism
 - Additional plans (Action Items):
 - Make the criteria more explicit (range for average awards to keep requests more reasonable)
 - Keep portal open for 5 weeks
 - Require advisor to provide a letter of support to ensure that applicant is working on a true research project.
- **Future meetings**
 - **2020: Proposed Sapelo Island at UGAMI.** Unable to host at SkIO because of a funded international event being held there at the time. UGAMI presented by Clark Alexander on behalf of Jacob Shalack, who has spoken with Director Meryl Alber. Discussion on the challenge of remote access with difficulties of ferry times between Meridian and Sapelo (<https://sapelonerr.org/wp-content/uploads/2012/11/Ferry-Schedule-New1.pdf>). Some discussion about not avoiding having a meeting at a location is because it is remote
 - **University of North Florida Coastal & Marine Biology and Jacksonville University Marine Science Research Institute** offered to be backups for Sapelo Island.
 - **2021:** Mike Allen offered **Cedar Key**
 - Craig McClain offered **LUMCON as a backup** for Cedar Key

- **2022:** Some discussion on having SAML meeting near the north end of SAML range, possibly **Coastal Studies Institute**.
- **Potential topics for external and internal issues:**
 - Workforce development, including tools
 - Scientific diving certification
 - Fundraising-possibly having a development person from each lab and having a breakout session
 - Social media presence and PR, including how interacting with ‘main campus’
 - Boater safety and liability, especially student boat operators
 - Diversity and how marine labs can contribute to improving this in broader levels, including were making announcements for job openings and implicit bias in the selection process.
- **Update from NAML (Bob Dickey)**
 - Capitol Hill Oceans Week (CHOW) is next week in DC. Bob Cowen and Bob Dickey expect to be there to present the NAML Public Policy Agenda
 - Winter Policy Meeting 2019 theme was on networking. There needs to be better usage of the NAML network. There are many members that are not participating in the discussion. WAML has piloted development of an OA monitoring effort using standardized methods across member labs.
 - Next NAML biennial meeting at Hatfield Marine Science Center in Newport, OR; 30 September-2 October 2019.
- **Other information shared/announcements**
 - Next efforts are to get the housing information added to the other survey results and get the information onto the site and searchable
 - Existing members need to reach out to marine labs that are not members to grow SAML and work toward networking
 - Members send any institutional website changes to secretariat@naml.org and saml.secretary@naml.org. Is your information correct at www.naml.org/members/directory.php?
 - If interested in participating in the Gulf of Mexico RCRV proposal, contact Craig McClain at LUMCON (cmccclain@lumcon.edu).
 - Members check the list that was sent by Read Hendon (morning of 7 May 2019) to make sure that your dues have been paid. If you have paid and don’t see your name on this list, contact Burk & Associates at secretariat@naml.org and copy saml.secretary@naml.org.

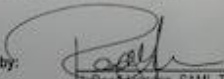
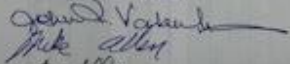
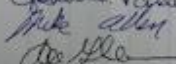
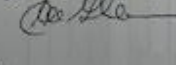
Business Meeting and Annual Meeting Adjourned at 10:14 a.m.

SAML Executive Committee, Spring 2019:

President	Quinton White	2018-2019
President-Elect	Dave Eggleston	2018-2019
Past President	Aswani Volety	2018-2019
Treasurer	Joseph (Read) Hendon	2018-present
Secretary	Sue Ebanks	2016-present
Member-at-Large	Clark Alexander	2019-2021
Member-at-Large	Felicia Coleman	2018-2020
Member-at-Large	Eric Milbrandt	2017-2019

Appendix 1.
Approved Treasurer's report for 2018.

SOUTHERN ASSOCIATION OF MARINE LABORATORIES
FINANCIAL REPORT FOR FY2018

CASH BALANCE - December 31, 2017 (transferred from prior SB&T account to new Regions Bank account)	\$	74,349.39
CASH BALANCE - January 1, 2018	\$	74,349.39
INCOME¹		
Regional Dues from NAML (5/5/18)	\$	2,000.00
Regional Dues from NAML (11/16/18)	\$	5,400.00
TOTAL DEPOSITS	\$	7,400.00
EXPENSES		
SAML Student Awards (Check Nos. 1001-1012)	\$	4,015.00
2018 SAML Meeting Expenses		
J. Widder Travel Reimbursement (#1013)	\$	884.54
Bob Appetit Management Company (catering; #1014)	\$	1,745.63
Joel Thompson (reimbursement for beverages; #1015)	\$	284.39
Miscellaneous:		
Harland Clarke Check Orders	\$	91.29
GoDaddy (saml.org Domain Annual Payment)	\$	40.34
TOTAL WITHDRAWALS	\$	7,062.19
ACCOUNT BALANCE AS OF 12/31/2018	\$	74,687.20
Submitted by:  5-5-19 Paul Hildon, SAML Treasurer		
Audit Committee:   		
¹ SAML Dues Distribution from NAML:		
2018 SAML Member Dues Payments (44 @ \$200 ea)	\$	8,800
Annual NAML Website Fee (deducted from distribution)	\$	(1,000)
Regional Dues Distributed	\$	(7,400)
2018 Balance (paid by check in early 2019)	\$	400

Appendix 2.
Approved SAML Budget for 2019

SOUTHERN ASSOCIATION OF MARINE LABORATORIES FY2019 BUDGET		
<u>Budget Category</u>	<u>Expense</u>	<u>Income</u>
Projected SAML Dues from NAML		\$ 7,500.00
Transfer from Reserve		\$ 3,250.00
SAML Annual Meeting - General (venue, catering, dinner, beverages)	\$ 3,000.00	
SAML Annual Meeting - Executive Travel Support (FSP-Widder, SAML President, SAML Emeritus)	\$ 3,000.00	
Student Support Awards	\$ 4,000.00	
SAML Logo Design Contest (one-time expense)	\$ 500.00	
Misc. Administrative (web, bank, etc.)	\$ 250.00	
TOTAL	\$ 10,750.00	\$ 10,750.00
 FY2019 Start Balance		\$ 74,687.20
FY2019 End Balance (projected)		\$ 71,437.20