

**2006 ARPAS Governing Council Mid-Year Conference Call Minutes**  
**January 26, 2006**  
**2:00 PM – 4:00 PM EST**

In Attendance: Wayne Greene, Benjy Mikel, Keith Lusby, Dwain Bunting, Dale Hill, Dick Frahm, Will Seymour, Marit Arana, Bill Price, Carl Hunt, Ken Cummings, David Ames, Darrell Johnson, Phil Smith, Lowell Wilson, Bob Wettemann Jerry Baker – FASS CEO, Lisa Hamilton – FASS Staff..

Not in attendance: Randy Shaver, Harold Radloff, Nick Ohanesian

**Agenda (Appendix 0)**

President Will Seymour called the meeting to order at 2:03 PM EST.

**Approval of Minutes:**

Will Seymour asked for approval of the July 24, 2005 Governing Council meeting minutes.

**Motion – Darrell Johnson moved to approve the July 2005 minutes.**

*Motion seconded by Phil Smith*

*None Opposed.*

*Motion Carried*

**Treasurers Report (Appendix 1):**

Keith Lusby went over items from the 2005 year end financial statements. Lusby detailed that at year end, revenue was \$9,000.00 over what was projected in the budget. Expenses came in \$9,000.00 less than was projected. Both of these resulted in a positive change in assets of approximately \$18,000.00 for 2005.

Will Seymour asked for an explanation on the “Accounts Receivable” item from the statements. Jerry Baker gave a detail of what the Accounts Receivable section consisted of: Due from other societies, page charges outstanding, etc.

**Motion – Phil Smith moved to accept the financial update as reported.**

*Motion seconded by Carl Hunt*

*None Opposed.*

*Motion Carried*

Discussion on the amount currently in reserves. The initial target was to have 1 year’s operating expenses in reserves. Annual expenses are around \$200,000 right now. Baker discussed the movement of money between checking, savings and investments. He suggested some consideration should be given to the investment philosophy of ARPAS, such as movement of money to and between investments.

Will Seymour brought up the current 5 Year Plan and indicated he planned to discuss it in greater detail during the President's report. The financial situation for ARPAS is considerably different from when the last plan was written (July 2002). ARPAS' investment strategy should be addressed in that discussion.

Carl Hunt asked about a discussion on the page charge for contributing authors to *The Professional Animal Scientist Journal*. Discussion on page charges was pushed back to the Journal report.

### **President's Report (Appendix 2):**

Will Seymour discussed efforts to retain members. Letters have been sent to those members who have not paid 2006 dues or are behind in CEUs.

Bill Price suggested that the Regional Directors could assist in this process. They could make contacts with members.

Seymour referred back to a similar discussion in July. He would like people within each of the regions to address individuals about retaining membership. A list was circulated to the Governing Council in July of those members who were behind in dues only. A CEU list can be made available to Governing Council members, especially the regional directors, to use as a means of follow-up as well.

Seymour also discussed ARPAS involvement in the NRCS Environmental Education initiative. Ken Cummings & Larry Chase have attended meetings pertaining to this initiative. The potential could exist for ARPAS members to conduct environmental audits through the NRCS.

Seymour asked for questions or discussion on items not being brought up at a later time.

**The President's report was accepted with no motion necessary.**

### **Executive Vice-President's Report (Appendix 3):**

Dick Frahm stated that he had submitted a list of meetings and activities from the previous six months. Frahm reiterated that this is the time of year to re-intensify recruitment and retention efforts. Wayne Greene gave details on the Animal Science Department Heads' meeting in Atlanta, GA and information on ARPAS given there. Frahm mentioned that a list of exam times and locations is available on the website. If there are other events where it would be reasonable to offer the exam, please let Dr. Frahm know. Arrangements can be made in most cases.

Will Seymour reiterated about the benefit of having exams available at meetings. Seymour gave the example of the 4-State Dairy Conference. Flyers about the exams being given at the meeting are mailed with the meeting information.

Dick Frahm commented on the ARPAS Directors & Officers Insurance coverage. Coverage was first secured in 2005 after a lengthy process to find a company. ARPAS was notified that

coverage would no longer be offered through that company in 2006 and the FASS staff were able to find a different carrier. Deferred to FASS Staff for more details on the new policy and coverage.

### **Business Office Report:**

Jerry Baker discussed changes being made since assuming position as CEO in September, 2005. Reorganized some of the staff into and within departments. The Production and Editorial departments were combined. Susan Pollock was named Managing Editor for all journals and is now responsible for all the journals that FASS produces. Baker stated that FASS is now able to more effectively manage resources for the journals. *The Professional Animal Scientist Journal* did not have to be brought up to “current” status, meaning it was being published at the correct times. Baker also discussed the use of technical editing staff for most of the journal work, with occasional use freelance editors and typesetters.

Dr. Baker discussed change in the editorial staff with the resignation of Amy Kemp. The Production & Editorial department has been seeing a steady increase in paper submissions. Baker stated that the plan is to hire two Technical Editors: one to replace Amy and the other to bring another on staff to help with increase submissions.

Baker discussed a Memorandum of Understanding (MOU) between ARPAS and FASS. A more recent MOU than 1996 can not be found. Baker has drafted MOU for all the FASS client societies that will be distributed accordingly. He is trying to make it a standard form between all the groups.

Baker discussed the changes in how each staff members time is now being allocated. A change is being made from billing by department to billing by task. FASS board approved standard fees which will allow all clients to pay the same amount for the same tasks. The fees for 2006 will be within the limits of the “inflation clauses” written into some of the current MOUs.

The 2006 Service Fee Rates are:

Production & Editorial - \$47.00 per hour  
Meetings & Marketing – \$41.00 per hour  
Information Technology – \$50.00 per hour  
Membership Services – \$37.00 per hour  
Accounting – \$45.00 per hour

The revised MOU will list the tasks and give examples. In the past, FASS billed each of the societies for monthly misc fees. Starting in Jan 2006, “Corporate Headquarters Expenses” will be “level billed”. Baker came up with an equation based on service hours and number of members in a given society. The equation takes into account if a society has an Executive Director. This will allow accounting to divide up expenses appropriately. Baker stated that the preliminary estimate is for some of the monthly fees to go down somewhat. The fees will not exceed 2005 expenses. Level Billing would be reevaluated each year to avoid sharp fluctuations in expenses billed.

Dr. Baker visited with a Morgan Stanley representative. She asked if there was an investment philosophy used by the ARPAS board. She suggested that there are two bonds (Ford Motor Credit is an example) that are long term but not performing as well as originally intended. The suggestion was made that it might be prudent to sell the Ford Motor Credit at this time.

Will Seymour responded that ARPAS would like to see the web page update on a more regular basis. ARPAS would like to see a more timely response to requests. Discussion followed on the website and items that needed to be updated.

Baker stated that the difficult part is being aware of when the requests need to take place. Web request form could be made available to Governing Council members. Once a request is made, it is possible to monitor at that point how quickly the request is accomplished.

Will Seymour discussed the need to look at the investments. A suggestion was made to possibly have them reviewed once a year to make adjustments as needed.

Carl Hunt ask if there was a need to address what needs to be done with the Ford Motor Credit bond.

Keith Lusby suggested that it would be beneficial to see a list of investments. Lusby offered to review and make a recommendation to the Executive Committee.

Bill Price recommended a conservative philosophy to maintain reserves.

Will Seymour asked that Ken Cummings and Bob Wettemann discuss their report on the colleges and provide recommendations on changes that need to be made.

**Ken Cummings – Report on the colleges:** In looking at the various colleges, four of the five are about to die. While the 5<sup>th</sup>(ACAN) is still healthy, it does not make sense to maintain the current structure for one group. Cummings referred to the Article 1, Section 5 in the by-laws for information about the Colleges. Each college operate at the will of ARPAS. ARPAS can make a change to the bylaws at any point in time. Cummings would propose that the Governing Council look critically at the various colleges again, make contact with members associated with each college an make them aware of the proposal to bring all the colleges back under ARPAS. Cummings recommended that all five colleges be brought back under ARPAS. ARPAS would then have a workable solution. ARPAS would not be reliant on colleges to govern themselves. Cummings recommended that a proposal and motion on the colleges be made in Minneapolis at the meeting.

Will Seymour pointed out that some of the surplus money in accounts are from the inactive colleges. ACAN is only active college and consequently has the lowest fund balance.

**Bob Wetteman – Report on the colleges:** Wettemann stated that he is a member of American College of Animal Physiology (ACAP). As an update, he does not believe that anything has been done within the college for several years. ACAP started with 21 members. Through the lose of 6 members and 4 new members joining, ACAP currently has 19 members. If you look at

the bylaws, requires 10 members to fill positions as board, officers and exam committee. Wettemann stated that it takes over half the current membership to maintain the current positions and meet the bylaws requirements. There are not enough members to keep an active rotation going. Since ARPAS does not require all members to be board certified, it might be beneficial to develop a single board of colleges with examination committees for each discipline. This would have individuals close to each discipline making the determination for admission, but the general activities of all five colleges would be a combined effort.

Ken Cummings will form an ad-hoc committee to discuss the reorganization of the colleges and make a formal recommendation to the ARPAS Governing Council. Cummings will have a recommendation for the July 2006 meeting.

Will Seymour agreed with the formation of this committee and thanked Ken Cummings for volunteering to head it up.

### **Examining Committee:**

Marit Arana stated that exam numbers are up from 2004. The number of exams given is still not back to 2003 levels. There have been a number of companies giving large number of exams to employees. Arana gave the example of Vigortone having the dairy staff take the exams. Arana discussed the horse exam. Some of the questions that are continually missed are ones that should be known. Arana hopes to have Bob Coleman review some of the horse exam questions.

Discussion followed on the current pass rate and the impact changes would have on the exams. Arana stated that you could contribute some of the failed exams to test anxiety. Updating exams is an area that needs continually maintenance. Arana asked for update and new questions for the exam database. Seymour reiterated this point.

Some of the exams are static. Dairy Nutrition, Lab Animal, Meat Science had no exams taken in 2005. The Poultry Auditor is still being offered despite UEP audit program being cancelled.

David Ames added that in developing new questions, you need to make sure it doesn't become a "university" type question. The report overall looks positive.

### **Membership Reports (Appendix 4):**

Darrell Johnson commented that the pattern seems to be around 70% renewal at the beginning of the year, which increases to around 90% by June and July. ARPAS needs to continue to follow up with lapsed members on a continually basis. Johnson would recommend contacting these members now rather than wait till mid-year.

Some of the people who have not renewed may not be working in the animal science industry any longer. Johnson stated that he listed members of the membership committee in the report. Possible consideration should be given to having someone from the California chapter on the committee. Lisa Hamilton commented that letters that went out to the membership behind in

Dues and/or CEUs on January 16 and have brought in about 116 membership renewals in the past 10 days.

**Current Membership Numbers (Appendix 5):**

**Publications Committee (Appendix 6):**

Bill Price stated that the Publications Committee has put out 2 newsletters. Members of the committee are listed on the report. Price would like feedback on articles and newsletters that are coming out in 2006.

Will Seymour commented that he appreciates the activity of the publications committee during the past year.

Price also indicated that the committee would like to develop a synopsis of the mid-year conference call for inclusion in the April 2006 newsletter.

**Ethics Committee (Appendix 7):**

Dwain Bunting highlighted efforts to pull together a paper on the ARPAS Code of Ethics. A draft of the paper is being reviewed by the committee. Progress is being made toward a finalized article. A suggestion was made that the article should be kept as short as possible. Bunting stated that the current article has the Code of Ethics in its entirety. A recommendation has been made to reduce this to 4 or 5 key points from Code of Ethics.

Will Seymour also suggested that the Code of Ethics could be reduced to main three or four points and reference the website for the entire Code.

***Professional Animal Scientist Journal Report (Appendix 8):***

Lowell Wilson stated that everything is about the same as last year. Carl Hunt's recommendation to decrease the page charges was discussed. Wilson reminded the Governing Council that the page charge rate was increased to \$105 at the July 2005 meeting. Wilson suggest that it is possible to reduce the rate back to \$95 as it appears that the change would not hurt the budget for the journal.

Wilson went over proposal for discounted page charges for symposia papers. The page charge rate would be reduced by 50% for accepted papers from FASS societies, ARPAS or ARPAS Chapters.

Wilson and Seymour lead a discussion about having a 10 page maximum for the reduced rate. Anything over 10 pages would be charged at the regular rate. Seymour stated that the idea was brought up due to large number of papers at the national meetings.

Seymour called for questions or discussion points. Bill Price asked for clarification that the articles would be related to animal agriculture? Seymour stated that they would have to be of interest to ARPAS members.

Wilson stated that he would like to have the Executive Committee review selections.

**Motion – Bill Price moved to accept the Symposia Paper proposal as read.**

*Motion seconded by Phil Smith*

*None Opposed.*

*Motion Carried*

Further discussion followed on the page charges. Wayne Greene recommended that the Governing Council reassess the page charges within the proposed budget for 2007 at the July meeting. The raise put in place in July 2005 was done to maintain journal operation in the black.

Seymour tabled discussion on the reduction in page charges until the July 2006 meeting.

Discussion on the proposal from Kristen Johnson (**Appendix 9**). Marit Arana stated that the CA Chapter had Frank Mitloehner speak at the Chapter meeting in October and it was well received.

Wilson questioned whether this would fall under the new proposal for reduced page charges. He also asked if the CA Chapter could pick up the remainder of charges. The article could take the form of a review for the journal.

#### **Affiliated Society Reports (**Appendix 10**):**

Phil Smith reported for the Poultry Science Association. He stated that he would not be attending the ARPAS meeting in Minneapolis, but would be at the PSA meeting in July and would represent ARPAS accordingly.

David Ames reported for the American Society of Animal Science. ASAS has not named a new Executive Director following the departure of Jerry Baker from that position in September 2005. ASAS is preparing for the 100 year history. ARPAS should be included in that history. The meeting for ASAS & ADSA is in Minneapolis in July 2006.

#### **ACAN Report (**Appendix 11**):**

Dale Hill submitted a revision of the by-laws. Hill had been asked to give a clear definition of the changes being requested. Hill gave an update on membership. There are currently two applicants waiting to take exams and one waiting on the acceptance of submitted papers to become a member. Hill stated that he is working on sample exam questions and a brochure about ACAN.

Discussion on the ACAN by-law changes was tabled until the discussion concerning the board certified colleges in July.

**Old Business:**

None

**New Business:**

Seymour brought up the Environmental Education Grant program through NRCS. Seymour was contacted to see if ARPAS would be willing to work on creating an exam for the feed management evaluation part of the program. One of the benefits is that ARPAS could potentially be the certifier of people to do the feed management portion of the on-farm audits. For the National Feed Management Education Program, potential exam would be taken out of the NRCS manual. Seymour stated that this is part of the ongoing effort to participate with NRCS. ARPAS would handle the feed management nutrition part.

Discussion on what had been written to this point. An exam could be written following the manual that currently exists.

Seymour asked for other items for discussion.

Seymour asked for motion to adjourn. Marit Arana stated that no motion necessary since there was no further business for discussion.

Adjourned at 3:45 PM EST.

## **Listing of Appendix Items**

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## Appendix 0

### Agenda ARPAS Governing Council 2006 Mid-Year Conference Call

**Phone Call - Date and Time: Thursday, January 26– 2 PM EST**

- |  |                               |
|--|-------------------------------|
| 1. Welcome and Review of Agenda            | Will Seymour                  |
| 2. Minutes of GC meeting (Cincinnati)      | Randy Shaver                  |
| 3. Treasurer's report and financial update | Keith Lusby/FASS Staff        |
| 4. President's Report                      | Will Seymour                  |
| 5. Executive Vice-President report         | Dick Frahm                    |
| 6. Business Office report                  | FASS Staff                    |
| 7. Examining committee report              | Marit Arana                   |
| 8. Membership committee report             | Darrell Johnson/Lisa Hamilton |
| 9. Publications Committee report           | Bill Price                    |
| 10. Ethics Committee Report                | Dwain Bunting                 |
| 11. PAS journal report(?)                  | Lowell Wilson                 |
| 12. Affiliated Society Reports             |                               |
| a. Poultry Science Association             | Phil Smith                    |
| b. American Society of Animal Science      | David Ames                    |
| 13. College Reports                        |                               |
| a. ACAN                                    | Dale Hill                     |
| 14. Old business                           |                               |
| 15. New Business                           |                               |
| a. Board Certification Program             | Ken Cummings/Bob Wetteman     |

## Appendix 1

	December 31, 2005	December 31, 2004
<b>ASSETS</b>		
<b>Current Assets</b>		
Cash Investment	263,292.79	203,704.97
<b>Total Current Assets</b>	<b>263,292.79</b>	<b>203,704.97</b>
<b>Property and Equipment</b>		
Furniture & Equipment	2,595.00	2,595.00
Accumulated Depr. - Equip	(2,136.74)	(1,957.06)
<b>Total Property and Equipment</b>	<b>458.26</b>	<b>637.94</b>
<b>Other Assets</b>		
Accounts Receivable	3,325.00	9,434.06
Due from Online Serv FASS	0.00	3,845.00
Prepaid Postage	328.48	318.86
W-I-P United Egg Producers	0.00	23,186.38
<b>Total Other Assets</b>	<b>3,653.48</b>	<b>36,784.30</b>
<b>Total Assets</b>	<b>267,404.53</b>	<b>241,127.21</b>
<b>LIABILITIES AND FUND BALANCES</b>		
<b>Current Liabilities</b>		
Accounts Payable	0.00	3,383.15
Due to Other Societies	9,968.47	1,942.15
Deferred Revenue	105,965.00	104,815.00
<b>Total Current Liabilities</b>	<b>115,933.47</b>	<b>110,140.30</b>
<b>Total Liabilities</b>	<b>115,933.47</b>	<b>110,140.30</b>
<b>Fund Balances</b>		
<b>Restricted Fund Balances:</b>		
Animal Nutrition College	307.11	204.58
Animal Physiology College	5,033.67	5,033.67
Animal Behavior College	4,651.04	4,651.04
Animal Genetics College	4,785.14	4,785.14
Animal Food Science College	7,637.00	7,637.00
<b>Unrestricted Fund Balances</b>		
General Fund Balance	79,787.46	57,292.25
Net Change in Net Assets	49,269.64	51,383.23

<b>Total Fund Balances</b>	<b>151,471.06</b>	<b>130,986.91</b>
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<b>Total Liabilities &amp; Fund Balances</b>	<b>267,404.53</b>	<b>241,127.21</b>
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**ARPAS  
Detailed Balance Sheet**

<b>Account ID</b>	<b>Account Description</b>	<b>As of December 31, 2005</b>	<b>Detail</b>
<b>Assets</b>			
00-1000-00	Cash Investment	263,292.79	0.00
00-1010-00	Cash - Regular Checking		13,299.16
00-1020-00	Cash - Savings		156,029.65
00-1030-00	Cash - Merrill Lynch		0.00
00-1040-00	Cash - AG Edwards		0.00
00-1050-00	Cash - Morgan Stanley		0.00
00-1100-00	Investments		93,963.98
00-1120-00	AG Edwards		0.00
00-1150-00	Lord Abbett - General Fund		0.00
00-1500-00	Property & Equipment		0.00
00-1540-00	Furniture & Equipment	2,595.00	2,595.00
00-1545-00	Accumulated Depr. - Equip	-2,136.74	-2,136.74
00-1200-00	Accounts Receivable	3,325.00	3,325.00
00-1300-10	Due from Online Serv FASS	0.00	0.00
00-1300-05	Due from FASS		0.00
00-1300-20	Due from Others - IETS		0.00
00-1300-30	Due from Others - ADSA		0.00
00-1300-40	Due from Others - WPSA		0.00
00-1300-50	Due from Others - ASAS		0.00
00-1300-60	Due from Others - PSA		0.00
00-1300-70	Due from Others - ENPS		0.00
00-1400-00	Pre-Paid Expenses		0.00
00-1410-00	Prepaid Postage	328.48	328.48
00-1900-01	W-I-P United Egg Producers	0.00	0.00
<b>Total Assets</b>		<b>267,404.53</b>	<b>267,404.53</b>
<b>Liabilities</b>			
00-2000-00	Accounts Payable	0.00	0.00
00-2200-00	Due to Other Societies	9,968.47	0.00
00-2200-01	Due to Other - ASAS		0.00
00-2200-02	Due to others - FASS		9,968.47
00-2200-03	Due to Others-ADSA		0.00
00-2200-04	Due to Others-WPSA		0.00
00-2200-05	Due to Others - PSA		0.00
00-2200-06	Due to Others - ENPS		0.00
00-2200-07	Due to -JTMTG		0.00
00-2500-00	Deferred Dues	105,965.00	105,965.00
00-2500-01	Deferred Dues-Reg Members		0.00
00-2500-02	Deferred Dues-Grad Members		0.00
00-2500-03	Deferred Dues-Inst. Members		0.00

00-2500-04	Deferred Dues-Emerit. Members		0.00
00-2500-05	Deferred Revenue-Paper Charge		0.00
00-2500-06	Deferred Revenue-Corporate Don		0.00
<b>Total Liabilities</b>		<b>115,933.47</b>	<b>115,933.47</b>

<b>Fund Balances</b>			
00-3100-00	Colleges		0.00
00-3110-00	<b>Animal Nutrition College</b>	307.11	204.58
00-3110-40	Animal Nutrition - Income		200.00
00-3110-52	Animal Nutrition - Telephone		0.00
00-3110-53	Animal Nutrition - Postage		-8.70
00-3110-54	Animal Nutrition - Supplies		0.00
00-3110-59	Animal Nutrition - Travel		0.00
00-3110-60	Animal Nutrition - Misc		-88.77
00-3120-00	<b>Animal Physiology College</b>	5,033.67	5,033.67
00-3120-40	Animal Physiology - Income		0.00
00-3120-52	Animal Physiology - Telephone		0.00
00-3120-53	Animal Physiology - Postage		0.00
00-3120-54	Animal Physiology - Supplies		0.00
00-3120-59	Animal Physiology - Travel		0.00
00-3120-60	Animal Physiology - Misc		0.00
00-3130-00	<b>Animal Behavior College</b>	4,651.04	4,651.04
00-3130-40	Animal Behavior - Income		0.00
00-3130-52	Animal Behavior - Telephone		0.00
00-3130-53	Animal Behavior - Postage		0.00
00-3130-54	Animal Behavior - Supplies		0.00
00-3130-59	Animal Behavior - Travel		0.00
00-3130-60	Animal Behavior - Misc		0.00
00-3140-00	<b>Animal Genetics College</b>	4,785.14	4,785.14
00-3140-40	Animal Genetics - Income		0.00
00-3140-52	Animal Genetics - Telephone		0.00
00-3140-53	Animal Genetics - Postage		0.00
00-3140-54	Animal Genetics - Supplies		0.00
00-3140-59	Animal Genetics - Travel		0.00
00-3140-60	Animal Genetics - Misc		0.00
00-3150-00	<b>Animal Food Science College</b>	7,637.00	7,637.00
00-3150-40	Animal Food Sci College-Income		0.00
00-3150-52	Animal Food Sci -Telephone		0.00
00-3150-53	Animal Food Sci - Postage		0.00
00-3150-54	Animal Food Sci - Supplies		0.00
00-3150-59	Animal Food Sci - Travel		0.00
00-3150-60	Animal Food Sci - Misc		0.00
00-3300-0	<b>General Fund Balance</b>	79,787.46	79,787.46
00-3999-99	<b>Net Change in Net Assets</b>	49,269.64	49,269.64
<b>Total Fund Balances</b>		<b>151,471.06</b>	<b>151,471.06</b>
<b>Total Liabilities and Fund Balances</b>		<b>267,404.53</b>	<b>267,404.53</b>

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	December 31, 2005	Budget 2005	Over/Under Budget	December 31, 2004	Budget 2004
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**REVENUE AND SUPPORT**

**Membership Services**

Regular Member Dues	111,930.00	110,000.00	102%	119,960.00	105,000.00
Institution Dues	2,590.00	1,000.00	259%	1,805.00	1,000.00
Emeritus Dues	1,882.50	500.00	377%	1,929.50	500.00
Training Certificate Program	0.00	0.00	0%	0.00	0.00
Additional Exam Fee	325.00	400.00	81%	300.00	1,500.00
Failed Exam Fee	975.00	325.00	300%	850.00	325.00
Auditor Exam Fee	0.00	0.00	0%	25.00	75.00
Corporate Sponsorship	37,482.50	43,000.00	87%	48,515.00	41,000.00

<b>Total Membership Services</b>	<b>155,185.00</b>	<b>155,225.00</b>	100%	<b>173,384.50</b>	<b>149,400.00</b>
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**ARPAS Journal**

Page Charges	48,250.00	42,000.00	115%	48,906.00	40,000.00
Printed Journal Charge	9,295.00	12,000.00	77%	10,985.21	9,000.00
Royalties	622.11	0.00	0%	0.00	0.00
Back Issues	600.00	0.00	0%	12.00	0.00
Mailing List Revenue	0.00	0.00	0%	0.00	0.00

<b>Total ARPAS Journal</b>	<b>58,767.11</b>	<b>54,000.00</b>	109%	<b>59,903.21</b>	<b>49,000.00</b>
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**Special Projects**

Special Projects- UEP Auditor's	372.72	373.72	100%	28,372.29	15,000.00
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<b>Total Special Projects</b>	<b>372.72</b>	<b>373.72</b>	100%	<b>28,372.29</b>	<b>15,000.00</b>
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**Administration & Governance**

Interest /Dividend Income	5,863.18	3,000.00	195%	3,875.96	700.00
Unrealized Invest Gain/(Loss)	1,306.96	0.00	0%	4,448.50	0.00

<b>Total Administration &amp; Governance</b>	<b>7,170.14</b>	<b>3,000.00</b>	239%	<b>8,324.46</b>	<b>700.00</b>
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<b>TOTAL REVENUE AND SUPPORT</b>	<b>221,494.97</b>	<b>212,598.72</b>	104%	<b>269,984.46</b>	<b>214,100.00</b>
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**EXPENSES****Membership Services**

Postage/Supplies	1,061.43	500.00	212%	1,157.51	700.00
Directory-Printing & Postage	35.22	0.00	0%	0.00	1,000.00
Newsletter	3.09	0.00	0%	0.00	0.00
Certifications	0.00	0.00	0%	0.00	0.00

**Member Support**

Educational Programming	0.00	1,000.00	0%	0.00	0.00
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<b>Total Membership Services</b>	<b>1,099.74</b>	<b>1,500.00</b>	73%	<b>1,157.51</b>	<b>1,700.00</b>
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**ARPAS Journal**

Telephone	0.41	110.00	0%	1.87	110.00
Postage	489.34	0.00	0%	8.26	0.00
General Printing	30.00	0.00	0%	3,266.00	0.00
FASS Production Service Fees	13,876.20	14,000.00	99%	10,401.30	8,000.00
FASS Network Service Fees	819.00	1,000.00	82%	1,076.40	1,000.00
FASS Editorial Service Fees	9,704.24	9,000.00	108%	8,999.90	9,000.00
FASS Education Service Fees	0.00	0.00	0%	0.00	1,500.00
Printing of Journal	11,414.17	16,000.00	71%	17,136.00	16,000.00
Postage - Journal	1,561.28	1,750.00	89%	1,394.21	2,700.00
Editor Stipend	8,000.00	8,000.00	100%	7,000.00	7,000.00
Editor's Office Support	1,401.05	1,500.00	93%	1,341.00	1,500.00
Editor's Travel	883.14	1,000.00	88%	917.00	0.00
Freelance Jrl	118.25	1,000.00	12%	678.75	2,000.00

<b>Total ARPAS Journal</b>	<b>48,297.08</b>	<b>53,360.00</b>	91%	<b>52,220.69</b>	<b>48,810.00</b>
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**Annual Meeting**

Telephone/Postage	0.00	500.00	0%	128.36	500.00
A/M Supplies	9.49	30.00	32%	0.00	30.00
A/M Audio/Video Rental	0.00	180.00	0%	0.00	180.00
General Printing	23.34	0.00	0%	2.57	0.00
Travel	140.40	0.00	0%	0.00	0.00
Travel - Board	100.00	0.00	0%	0.00	0.00
Miscellaneous	154.80	580.00	27%	1,233.07	580.00
Awards	233.25	600.00	39%	317.35	600.00
Conference Facilities Rental	1,291.61	1,450.00	89%	1,416.71	1,450.00

<b>Total Annual Meeting</b>	<b>1,952.89</b>	<b>3,340.00</b>	58%	<b>3,098.06</b>	<b>3,340.00</b>
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**Administration and Governance**

Board Certifications	0.00	0.00	0%	0.00	0.00
EVP-Salary & Wage Costs	33,000.00	33,000.00	100%	27,500.00	30,000.00
EVP-Administrative Taxes	4,950.00	4,500.00	110%	4,125.00	0.00
EVP-Printing	0.00	0.00	0%	0.00	200.00
EVP-Start Up Operations Exp	0.00	0.00	0%	0.00	0.00
EVP-Office Operation Allowance	4,500.00	4,500.00	100%	4,500.00	4,500.00
EVP-Travel Allowance	12,148.54	12,000.00	101%	10,040.30	11,000.00
Temporary Labor Costs	354.49	1,000.00	35%	654.33	1,000.00
Corporate Relations Expenses	1,000.00	1,100.00	91%	2,692.93	100.00
Telephone	1,332.21	4,500.00	30%	2,256.30	4,500.00
Postage	2,023.95	3,000.00	67%	2,000.16	2,500.00
Shipping	381.11	200.00	191%	233.48	100.00
Supplies	4,557.81	4,500.00	101%	4,148.03	3,000.00
Depreciation Exp-Exhibits	179.68	150.00	120%	158.70	150.00
Exhibit expense	300.00	500.00	60%	480.00	500.00
General Printing	1,756.29	2,000.00	88%	1,612.23	3,000.00
Presidents Discretion Travel	0.00	1,500.00	0%	523.36	500.00
FASS Service Fees	39,871.68	35,000.00	114%	37,818.51	35,000.00
Credit Card & Bank Fees	2,598.14	2,500.00	104%	2,484.67	1,000.00

Audit & Professional	495.00	0.00	0%	483.00	0.00
Professional Liability Insurance	1,266.00	1,266.00	100%	0.00	0.00
Special Project-AAA Project	0.00	0.00	0%	0.00	0.00
Special Projects -UEP	0.00	0.00	0%	9,163.07	15,000.00
Special Projects -UEP Olson's Promo/Audits	0.00	0.00	0%	20,873.95	0.00
Special Projects -UEP Auditor's	486.00	0.00	0%	21,172.29	0.00
Network Line Charges and Fees	1,577.58	2,000.00	79%	1,369.52	2,000.00
FASS Network Fees	8,097.14	10,000.00	81%	7,835.14	4,570.00
<b>Total Administration &amp; Governance</b>	<b>120,875.62</b>	<b>123,216.00</b>	98%	<b>162,124.97</b>	<b>118,620.00</b>
<b>TOTAL EXPENSES</b>	<b>172,225.33</b>	<b>181,416.00</b>	95%	<b>218,601.23</b>	<b>172,470.00</b>
<b>NET CHANGE IN ASSETS</b>	<b>49,269.64</b>	<b>31,182.72</b>	158%	<b>51,383.23</b>	<b>41,630.00</b>

**ARPAS  
Detailed Income Statement**

Account ID	Account Description	As of December 31, 2005	Detail	Budget 2005
<b>REVENUE AND SUPPORT</b>				
<b>Membership Services</b>				
01-4000-00	Program Service Revenue			
01-4010-00	Regular Member Dues	111,930.00	106,870.00	
01-4010-12	Regular Member dues pd		4,795.00	110,000.00
01-4010-13	Membership Reactivation Fee		130.00	
01-4010-14	Regular Member dues refund		135.00	
01-4050-00	Institution Dues	2,590.00	0.00	
01-4050-12	Institution Dues pd		2,590.00	1,000.00
01-4050-14	Institution Dues refund		0.00	
01-4060-12	Emeritus Dues	1,882.50	1,657.50	500.00
01-4070-12	Life Emeritus Dues		225.00	
01-4080-10	Training Certificate Program	0.00	0.00	
01-4010-15	Additional Exam Fee	325.00	325.00	400.00
01-4010-16	Failed Exam Fee	975.00	975.00	325.00
01-4010-17	Auditor Exam Fee	0.00	0.00	0.00
02-4200-00	Corporate Sponsorship	37,482.50	35,482.50	43,000.00
02-4200-10	Organizational Sponsorship		2,000.00	
<b>Total Membership Services</b>		<b>155,185.00</b>	<b>155,185.00</b>	<b>155,225.00</b>
<b>ARPAS Journal</b>				
02-4000-00	ARPAS Journal			
02-4010-12	Page Charges	48,250.00	48,250.00	42,000.00
02-4115-00	Printed Journal Charge	9,295.00	9,295.00	12,000.00
02-4020-00	Royalties	622.11	622.11	
02-4122-00	Back Issues	600.00	600.00	
02-4135-00	Mailing List Revenue	0.00	0.00	
<b>Total ARPAS Journal</b>		<b>58,767.11</b>	<b>58,767.11</b>	<b>54,000.00</b>

<b>Special Projects</b>				
05-4620-00	Special Projects- UEP	372.72	372.72	15,000.00
	<b>Total Special Projects</b>	<b>372.72</b>	<b>372.72</b>	<b>15,000.00</b>

<b>Administration and Governance</b>				
05-4510-00	Interest /Dividend Income	5,863.18	5,863.18	3,000.00
05-4550-00	Misc. Income		0.00	
05-4580-00	Gain/Loss on invested assets	1,306.96	0.00	
05-4590-00	Unrealized Invest Gain/(Loss)		1,306.96	
	<b>Total Administration &amp; Governance</b>	<b>7,170.14</b>	<b>7,170.14</b>	<b>3,000.00</b>

<b>TOTAL REVENUE AND SUPPORT</b>	<b>221,494.97</b>	<b>221,494.97</b>	<b>227,225.00</b>
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**EXPENSES**

**Membership Services**

01-5000-00	Program Service Expenses			
01-5020-00	Telephone			
01-5030-00	Postage	1,061.43	1,061.43	500.00
01-5040-00	Supplies	0.00	0.00	
01-5080-00	Directory-Printing & Postage	35.22	35.22	
01-5080-01	Newsletter	3.09	3.09	
	Educational Programming	0.00		1,000.00
01-5080-02	Certifications	0.00	0.00	
	<b>Total Membership Services</b>	<b>1,099.74</b>	<b>1,099.74</b>	<b>1,500.00</b>

**ARPAS Journal**

02-5000-00	Telephone	0.41	0.41	110.00
02-5030-00	Postage	489.34	0.00	
02-5040-00	Shipping		489.34	
02-5080-00	General Printing	30.00	30.00	
02-5200-00	FASS Production Service Fees	13,876.20	13,876.20	14,000.00
02-5205-00	FASS Network Service Fees	819.00	819.00	1,000.00
02-5210-00	FASS Editorial Service Fees	9,704.24	9,704.24	9,000.00
02-5215-00	FASS Education Service Fees	0.00	0.00	0.00
02-5220-00	Printing of Journal	11,414.17	11,414.17	16,000.00
02-5230-00	Postage - Journal	1,561.28	1,561.28	1,750.00
02-5235-00	Editor Stipend	8,000.00	8,000.00	8,000.00
02-5236-00	Editor's Office Support	1,401.05	1,401.05	1,500.00
02-5237-00	Editor's Travel	883.14	883.14	1,000.00
02-5400-00	Freelane Jrl	118.25		1,000.00
02-5400-01	Freelance Jrl Typesetting		24.75	0.00
02-5400-02	Freelance Jrl Proofing		11.00	
02-5400-03	Freelance Jrl Editing		82.50	
	<b>Total ARPAS Journal</b>	<b>48,297.08</b>	<b>48,297.08</b>	<b>53,360.00</b>

**Annual Meeting**

03-5020-00	Telephone	0.00	0.00	500.00
03-5030-00	Postage		0.00	
03-5040-00	A/M Supplies	9.49	9.49	30.00
03-5050-40	A/M Audio/Video Rental		0.00	180.00
03-5080-00	General Printing	23.34	23.34	

03-5090-00	Travel	140.40	140.40	
03-5090-10	Travel - Board	100.00	100.00	
03-5110-00	Miscellaneous	154.80	154.80	580.00
03-5150-00	Awards	233.25	233.25	600.00
03-5250-00	Conference Facilities Rental	1,291.61	1,291.61	1,450.00
	<b>Total Annual Meeting</b>	<b>1,952.89</b>	<b>1,952.89</b>	<b>3,340.00</b>

**Administration and Governance**

04-5000-00	Board Certifications	0.00	0.00	
05-5010-00	Office of Executive Vice-Pres		0.00	
05-5010-10	EVP-Salary & Wage Costs	33,000.00	33,000.00	33,000.00
05-5010-11	EVP-Administrative Taxes	4,950.00	4,950.00	4,500.00
05-5010-13	EVP-Start Up Operations Exp	0.00	0.00	
05-5010-14	EVP-Office Operation Allowance	4,500.00	4,500.00	4,500.00
05-5010-12	EVP-Printing		0.00	
05-5010-15	EVP-Exhibits		0.00	
05-5010-16	EVP-Telephone		0.00	
05-5010-17	EVP-Postage/Shipping		0.00	
05-5010-18	EVP-Miscellaneous		0.00	
05-5010-19	EVP-Travel Allowance	12,148.54	12,148.54	12,000.00
05-5010-20	Temporary Labor Costs	354.49	354.49	1,000.00
05-5011-00	Corporate Relations Expenses	1,000.00	1,000.00	1,100.00
05-5020-00	Telephone	1,332.21	871.31	4,500.00
05-5020-10	Telephone Conf Calls-Board		460.90	0.00
05-5020-20	Telephone-Special Projects		0.00	0.00
05-5030-00	Postage	2,023.95	2,023.95	3,000.00
05-5035-00	Shipping	381.11	381.11	200.00
05-5040-00	Supplies	4,557.81	1,977.47	4,500.00
05-5050-00	Equipment Lease		2,580.34	
05-5055-00	Copy Usage Charge		0.00	
05-5070-00	Depreciation Exp-Exhibits	179.68	179.68	150.00
05-5071-00	Exhibit expense	300.00	300.00	500.00
05-5080-00	General Printing	1,756.29	1,756.29	2,000.00
05-5090-00	Travel	0.00	0.00	1,500.00
05-5090-10	Travel - Board		0.00	
05-5090-11	Mid-Year Board Meeting		0.00	
05-5090-15	Travel - Board-Facility Rental		0.00	
05-5090-20	Travel- Special Projects		0.00	
05-5100-00	FASS Service Fees	39,871.68	39,871.68	35,000.00
05-5100-05	FASS Marketing Service Fees		0.00	
05-5100-10	Mgmt Fees - IMiS Software		0.00	
05-5110-00	Miscellaneous	2,598.14	64.27	2,500.00
05-5110-10	Bank Service Charge		148.00	
05-5110-20	VISA service Charge		2,154.64	
05-5110-30	AMEX Service Charge		231.23	
05-5110-80	Interest Expense		0.00	
05-5510-00	Audit & Professional	495.00	495.00	
05-5520-00	Professional Liability Insur.	1,266.00	1,266.00	1,266.00
05-5600-00	Special Projects	0.00	0.00	
05-5610-00	Special Project-AAA Project	0.00	0.00	
05-5620-00	Special Projects -UEP	0.00	0.00	
05-5620-01	Special Projects -UEP Auditor	486.00	486.00	
05-5620-02	Special Projects -UEP Olson's Promo/Audit	0.00	0.00	

	Network Line Charges and Fees	1,577.58		2,000.00
05-5700-00	Network Line Charge Expense		1,577.58	
05-5700-09	Network Design		0.00	
07-5120-00	FASS Network Fees	8,097.14	8,097.14	10,000.00
	<b>Total Administration &amp; Governance</b>	<b>120,875.62</b>	<b>120,875.62</b>	<b>123,216.00</b>
	<b>TOTAL EXPENSES</b>	<b>172,225.33</b>	<b>172,225.33</b>	<b>181,416.00</b>
	<b>NET CHANGE IN ASSETS</b>	<b>49,269.64</b>	<b>49,269.64</b>	<b>45,809.00</b>

## Appendix 2

### ARPAS Mid-Year Conference Call President's Report

First let me thank our members, governing council, officers, EVP Dick Frahm and FASS rep Lisa Hamilton for their help and support during 2005 and wish all a healthy and successful 2006. I will try to keep this brief by summarizing the major action items before us with a few highlights of recent ARPAS accomplishments.

1. Delinquent members are being contacted using a tiered system of letters based on how far behind the individual is on CEU credits and also for those members who have not renewed for 2006. Dick Frahm and Lisa Hamilton have put together this program and it does a comprehensive job of covering those in danger of losing their certification. The more flagrant offenders will receive a more direct and blunt (but polite) statement.
2. ARPAS was invited to participate in an NRCS funded multi-state program to develop and carry out educational programs and training for on-farm environmental assessors as it pertains to Clean Water Act requirements. Luis Solorzano and Ken Cummings have volunteered their time and expertise to this effort. It is foreseen that ARPAS certification might be a requirement to conduct the feed management portion of the assessments in the future. This certainly reinforces our existing relationship with NRCS.
3. ARPAS continues to serve on the board of directors of PAACO. We are currently represented by me, Dick Frahm, Larry Chase and Ken Cummings. After our mid-year board meeting January 26-27, 2006 we hope to have a clearer plan with tangible goals for first half of 2006. PAACO has hired a part time director and will be conducting a training course for processing plant auditors in February in cooperation with Temple Grandin and the American Meat Institute. Two large pharmaceutical companies have become founding donors for the organization. There are now 5 member organizations represented on the board. Ken's term on the board is up and we need to appoint a successor so nominations are welcome.
4. ARPAS will be the sponsor of a dairy nutrition symposium on nutrient variation in feeds at the ADSA/ASAS annual meeting in Minneapolis. As part of this effort the papers will be published in the PAS Journal and we have a proposed page charge policy to consider for publication of ARPAS sponsored symposium papers in the PAS.
5. ACAN has conducted a comprehensive review of their bylaws in view of the current state of the College and has proposed a number of revisions that we need to consider. Thanks to Dale Hill and ACAN officers for leading this effort. This is part of our governing council goal of revitalizing the Colleges and promoting their value.
6. ARPAS will renew its 5-year plan which expires this year. Ken Cummings and Keith Lusby have volunteered to lead this effort. We will provide a copy of the previous 5 year plan to the Governing Council for review. I found it worthwhile reading as we consider our goals and

direction for the next 5 years. The authors of the previous plan had vision and we find ourselves addressing many of the goals and issues they raised.

7. A special thanks the Bill Price and the Communications committee for taking on a very active role with our newsletters this year and to Lowell Wilson for his excellent editorial work on PAS. Also hats off to our one-person examination committee, Marit Arana.

## **Appendix 3**

### **EXECUTIVE VICE PRESIDENT REPORT**

#### **Governing Council Mid-year Conference Call January 26, 2006**

#### **Activities July 1 to December 31, 2005**

ARPAS is an organization that continues to grow in stature and recognition within the profession of Animal Science and by the public. I am grateful to be a part of this dynamic organization. It is a pleasure to work with the dedicated and effective officers and members of the Governing Council as they seek to fulfill the mission of ARPAS.

A considerable amount of my time is spent responding to daily e-mail messages and telephone calls. In addition, time is spent on maintaining the schedule of events on the ARPAS web site. I am grateful for the dedicated and effective support that is provided by the staff at FASS, particularly our Administrative Assistant, Lisa Hamilton.

It is my privilege to represent ARPAS at numerous relevant meetings and activities. A chronological listing for the past six months is as follows:

July 19, 2005. Buffalo, NY. I was a featured speaker at the National Association of County Agricultural Agents on "The value of professional certification programs to Extension Educators. Thirteen attendees took the ARPAS exam.

July 19, 2005. I participated in a conference call to develop the proposed ARPAS budget for 2006.

July 23, 2005. Cincinnati, OH. I, along with Will Seymour, Ken Cummings, and Larry Chase, represented ARPAS at a PAACO Board of Directors meeting.

July 24-28, 2005. Cincinnati, OH. I operated the ARPAS booth at the ASAS/ADSA Annual Meeting. ARPAS exams were administered to 11 applicants. I participated in the Governing Council Annual Meeting and the Annual ARPAS Business Meeting.

July 31-August 2, 2005. Auburn, AL. I operated the ARPAS booth at the Poultry Science Association Annual Meeting. Arpas exams were administered to two applicants.

September 19, 2005. I participated in a Publications Committee Conference call.

September 21, 2005. Washington, D. C. I attended a seminar, held at USDA, sponsored by The Future Trends in Animal Agriculture Committee on "Certification and Education Programs: Current Status of Farm Animal Welfare.

September 29-October 1, 2005. St. Louis, MO. I was invited to participate, at Monsanto expense, in the Monsanto Dairy Science Symposium. Monsanto is a strong Corporate Sponsor

of ARPAS and regularly seeks pre-approval for CEU at numerous seminars conducted throughout the U. S.

October 6-7, 2005. San Marcos, TX. I gave an invited presentation at the Annual Conference of the American Association of State Colleges of Agriculture and Renewable Resources on “The Value of Professional Certification Programs for Agriculture. It was mostly Deans, Associate Deans and Department Heads from these institutions that were in attendance. These are the non-Land Grant institutions that have academic programs in agriculture. There are a large number of students at these institutions that are potential ARPAS members.

December 6, 2005. I participated in a Publications Committee conference call.

## Appendix 4

### MEMBERSHIP COMMITTEE REPORT

January 17, 2006

Darrell D. Johnson- Membership Chairman and Southern Director

- The latest membership numbers as compiled by Lisa Hamilton are attached. We currently have a 71% renewal rate based on 1438 total ARPAS members with 1024 having renewed as of January 11, 2006. Last year at this time we had a 69% renewal based on 1090 renewals out of 1570 total members. This low renewal percentage at the start of the calendar year seems to be a constant pattern that will usually increase to around 90% by our mid-year meeting. Lisa has indicated they will send out another notice and this committee would welcome any suggestions on how to get our members to renew on a more timely basis. We may want to consider providing a list of non-renewed members as of March 15 to the Governing Council. I would like to see us aggressively pursue our non-renewals early in the year instead of waiting until July when we are basically asking lapsed members to pay dues twice within a six month period.
- Looking at the membership breakout it appears our biggest drop has been in board certified members with 166 currently versus 205 at this time last year. Professional members are at 793 versus 815 last year and Emeritus members are up 5 from last year. I do not know if this indicates that we are losing board certified members or if fewer of them have renewed to date and will renew later. Institutional subscribers have increased from 14 to 20.
- The membership committee listed on the website is out of date. We voted at our July meeting to change this committee to consist of the 4 regional directors plus one member from each region. This would mean the committee for the coming year would consist of the following:

Darrell Johnson, Chair  
Bill Price, NE Director  
Carl Hunt, West Director  
Dwain Bunting, Midwest Director  
Warren Gill, TN-2006  
Kevin Murphy, OH-2006  
Shea Porr, MD-2007  
Spence Driver, WI-2007

It would seem we need to not add any new committee members this year except for the 3 directors. This would give us the intended number of members but we would have two members from the midwest and one each from the south and northeast. We would not have one from the west. This could be corrected next year by appointing one from the south and one from the west when the terms of Warren Gill (TN) and Kevin Murphy (OH) expire. We will probably need to vary the terms next year so we have one expiring each year.

## Appendix 5

### Membership Report Paid Through 2005 As of January 11, 2005

<i>Member Category</i>	<i>Number of Members</i>
<b><u>Current Members</u></b>	
Associate	28
Board	166
Emeritus	37
Professional	793
<b>Total Current Members</b>	<b>1024</b>
<b><u>Chapter Breakdown for Current Members</u></b>	
<b>AWAP</b>	<b>1</b>
<b>RAS/RAPS</b>	<b>73</b>
<b>PAS</b>	<b>950</b>
<b><u>Sponsors</u></b>	
<b>Corporate Sponsors</b>	<b>17</b>
<b>Organizational Sponsors</b>	<b>1</b>
<b>Total</b>	<b>18</b>
<b><u>Other</u></b>	
<b>Institutional Subscribers</b>	<b>20</b>

Complimentary Subscriptions	40
<b>Total</b>	<b>60</b>

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### Members Not Renewed for 2005

	2004	2005
<b>Associate</b>	28	32
<b>Board</b>	11	58
<b>Emeritus</b>	5	6
<b>Professional</b>	111	318
<b>Total:</b>	155	414

**71% Renewal thus far in 2006 based on  
1438\* Total ARPAS Members with 1024 Renewed as of 01/11/2006.**

\*2005 & 2006 Membership only. Does not include 2004 numbers.

### New Members in 2005

<b>Associate</b>	<b>9</b>
<b>Full</b>	<b>110</b>
<b>RAS/RAPS Certified</b>	<b>12</b>
<b>PAS Certified</b>	<b>107</b>
<b>Institutional Subscribers:</b>	<b>3</b>

## Appendix 6

### ARPAS Publications Committee Report for January 2006 Mid-Year Teleconference

#### Publications Committee Members:

Bill Price, Dipl. ACAN, NE Director & chair (bill.price@fda.hhs.gov)

Barbara Barton, Dipl. ACAN (barbara.barton@monsanto.com)

Karin Bump, PAS (kbump@cazenovia.edu)

Kris Johnson, PAS (johnsoka@wsu.edu)

Lawson Spicer, Dipl. ACAN (lsphd7940@aol.com)

#### Advisor:

Dick Frahm, Dipl. An. Genetics, Exec. VP ARPAS (rfrahm@adelphia.net)

#### Headquarters Support:

Lisa Hamilton, ARPAS Admin. Asst. (lisah@assoqh.org)

The Publications Committee has been busy, publishing two Newsletters, August and December. Barbara Barton and Lawson Spicer were added as committee members. The committee held several teleconferences to organize and finalize the Newsletters. ARPAS President, Will Seymour, Exec. VP, Dick Frahm and Professional Animal Scientist Journal Editor have routinely been contributors to the Newsletter. We got Ken Cummings to author a paper for our December Newsletter on "Value Added" by ARPAS Membership, a project we discussed at the Annual meeting in Cincinnati.

The Committee is on the look out for human interest stories on ARPAS members and chapters. Our December Newsletter featured a report on activities of our 5 chapters (AR, CA, CO/WY/NB/KS, PacNW, and WashDC). Our Committee Members have taken their turns on reporting on activities in their respective areas. We are looking to further promote and report on activities with chapters and university departments. Carl Hunt of ID has volunteered to write an article on how he uses ARPAS to promote animal science at Idaho. Committee members are looking for short quotes from ARPAS members on the value of ARPAS to them and the industry.

The Committee also reserves space in the Newsletter to inform readers of current events important to ARPAS members. We encourage other ARPAS Committee Chairs and ARPAS College Chairs to volunteer articles on their activities.

Our next Newsletter is scheduled to be published the last of April with a dead line for articles of April 7, 2006.

Respectively Submitted

Bill Price, Chair

## Appendix 7

### ARPAS Ethics Committee Report

January 17, 2006

Dwain Bunting, Committee Chair

This fall the committee addressed the issue of one individual using the PAS credential who was apparently never officially registered (exam passed but no further processing). It is our understanding that this individual has moved forward with finalizing his membership dossier. The Ethics Committee has not addressed other ethics issues specifically involving current ARPAS members. In addition, no specific procedural concerns or other issues were brought up by members of the committee.

A draft of an ethics paper is being reviewed by the ethics committee. The purpose of the paper is to promote ARPAS and its role relative to promoting and certifying professional ethics. The target publication outlets are Feedstuffs and the PAS journal with a goal of finalizing a version for submission to Feedstuffs by the end of January.

The current composition of the committee as shown in my records:

Tom Ritter (ID) – 2008

Dirk Axe (FL) – 2008

Fernando Vazquez (AZ) – 2007

Allen Nipper (LA) – 2007

John Hibma (CT) – 2006

Dan Catherman (WI) - 2006

## Appendix 8

To: Will Seymour, ARPAS Executive Committee

From: Lowell Wilson, Editor, PASJ

Following is a revised policy regarding symposia publications.

**ARPAS Policy Regarding Publication of Symposia Proceedings in the Professional Animal Scientist Journal (PASJ):** In accordance with the desire to permanently record and publish information presented in applied symposia within animal agriculture, ARPAS will allow a 50% reduction in page charges of accepted papers resulting from symposia sponsored by FASS member societies, ARPAS, or ARPAS chapters. The discounted page charges will apply only to the first 10 journal printed pages of each submitted and accepted manuscript. Such symposia must be pre-approved to be considered for publication in the PASJ, and authors of all papers within a given symposia must be informed of the intention to publish resulting symposia manuscripts. All symposia papers to be considered for publication should be simultaneously submitted.

All symposia manuscripts will be subjected to the same review process as other manuscripts submitted to the PASJ.

## Appendix 9

### Committee Members

I am on the publications committee and as a part of a discussion about article topics for the newsletter I mentioned that I thought the recent attention toward volatile hydrocarbons and ground smog that occurred in California might be of interest. To remind you, one of the California air quality districts is now regulating dairy's based on questionable information (with some sound science) on volatile hydrocarbon emissions. A faculty member in California, Frank Mitloehner, is a scientist who provided the sound science. I thought an article from him about the science of the issue would be of interest. Another committee member suggested that this topic might be a good invited paper to the journal as well.

Is this possible? How do publication costs work if the paper is an invited one?

Thank you

Kris

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## **Appendix 10**

To: ARPAS Governing Council

From: Phil Smith, Poultry Science Representative to ARPAS

Date: January 13, 2006

Subject: Poultry Science Association Report

The Poultry Science Association (PSA) is scheduled to have their 2006 annual meeting in Edmonton, Alberta, Canada, July 16 – July 19, 2006. I plan to attend the meetings in Alberta and represent ARPAS during the meeting.

If you have any questions please feel free to give me a call.

Best regards,  
Phillip Smith Ph.D., P.S.A.

Report of American Society of Animal Science  
David Ames

There were major changes in the leadership of FASS that impacted the leadership of ASAS. Dr. Jerry Baker accepted the CEO of FASS leaving the Exec Director for ASAS vacant. The position has not been filled at this time. A summary of President Males report in July 2005 is found below:

“A major issue that we (ASAS) dealt with during the year was the restructuring of FASS leadership and getting FASS on a sound financial footing. I think we are well on our way to getting the finances of FASS stabilized.”

“The Journal is strong, finances of the Society are excellent and we are well positioned as we think about celebrating our Centennial and we position ASAS for the next 100 years. There are challenges-declining membership and electronic publication are just two that ASAS faces. The Board has authorized proceeding with strategic planning and as we enter our second century, it is an appropriate time to do that.”

Plans are underway for the annual meeting to be held in Minneapolis this July.

## Appendix 11

### Proposed changed to ACAN Constitution and Bylaws.

Upon approval of each change by the ARPAS Board of Directors, the changes shall be voted on by ACAN members for final approval.

Submitted for ARPAS Board of Directors Consideration - November 2005

ITEM #1

#### Article VI

##### Officers and Governance

Section 1: Current : Officers of the College will consist of a President, President-elect, Secretary, and Treasurer.

*Change to read : Officers of the College will consist of a Past-President, President, President-elect, Secretary, and Treasurer.*

Section 2: The Board of Directors shall be composed of the officers and up to five other voting members, and shall be the governing body of the College.

a. Current: Officers and other directors will be elected by Diplomates. *Change to read: Officers and other directors will be elected by the voting membership.*

b. Current: The Chair of the Examination Committee will attend meetings of the Board without vote. *Change to read: The Chair of the Examination Committee shall be the President-Elect.*

These changes provide for a clearer definition of the Board of Directors, voting procedures and Examination Committee.

ITEM #2

#### Article VII

##### Amendments

Section 1: Current: Proposed amendments shall be submitted to the Board at least 90 calendar days before a scheduled meeting of the College by mail ballot. Proposed amendments, with the recommendation of the Board, shall be mailed to the membership at least 30 calendar days prior to the counting of a mail ballot.

*Change to read: Proposed amendments shall be submitted to the Board at least 90 calendar days before a scheduled meeting of the College by mail or electronic ballot. Proposed amendments, with the recommendation of the Board, shall be mailed or sent electronically to the membership at least 30 calendar days prior to the counting of a mail or electronic ballot.*

Section 2: Current: Proposed amendments must be approved by the ARPAS Governing Council prior to a mail ballot.  
*Change to read:* Proposed amendments must be approved by the ARPAS Governing Council prior to a mail or electronic ballot.

Section 3: Current: Voting shall be by mail ballot as specified in Article VII, Section 1.  
*Change to read:* Voting shall be by mail or electronic ballot as specified in Article VII, Section 1.

These changes will allow for electronic ballots to reduce mailing expense and to bring ACAN in line with current technology.

### ***Proposed changes to By-Laws***

ITEM #3

#### Article I

Election of Officers and Other Members of the Board of Directors

Section 1: The Officers of the College, as specified in Article VI, Section 1 of the Constitution shall be Diplomates in the College and shall be elected by a majority of the members who vote.

a. Current: Annual election will be held for the President and Secretary/Treasurer.

*Change to read:* Annual election will be held for the President-elect and Secretary/Treasurer.

b. Continuity of leadership will be attained by the President-elect moving to President in succeeding years.

*Change to read:* Continuity of leadership will be attained by the President-elect moving to President in succeeding years and the Past President continuing on the Board as a voting member for one year.

Section 2: Sequence of election events.

a. A slate of candidates for each available position shall be submitted by the Nominating Committee to the Secretary/Treasurer at least 90 calendar days before the annual meeting of the College.

b. The slate developed by the Nominating Committee shall be mailed to the membership at least 60 calendar days before the annual meeting.

*Change to read: The slate developed by the Nominating Committee shall be sent electronically or by mail to the membership at least 60 calendar days before the annual meeting.*

- c. Additional nominations from the membership must be received by the Secretary/Treasurer by 45 calendar days before the annual meeting.
- d. A final ballot shall be sent to the membership by 30 calendar days before the annual meeting.
- e. Current: Signed ballots must be returned to the Secretary/Treasurer no later than 15 calendar days before the annual meeting. The Secretary/Treasurer will tally the vote and announce the winners at the annual meeting.

*Change to read ; Signed or electronically submitted ballots must be returned to the Secretary/Treasurer no later than 15 calendar days before the annual meeting. The Secretary/Treasurer will tally the vote and announce the winners at the annual meeting.*

Section 4: Candidates for election to any office, or to the Board, must provide written confirmation to the Secretary of their willingness to serve, before they can be recommended to the membership.

*Change to read: Candidates for election to any office, or to the Board, must provide confirmation to the Secretary of their willingness to serve, before they can be recommended to the membership.*

These changes allow for better leadership continuity and electronic ballots.

ITEM #4

### Article III

#### Duties and Powers of the Board of Directors

Section 1: The Board shall have the duties and powers ordinarily delegated to the governing body of a corporation and granted by the Constitution. These shall include but not be limited to:

- a. developing and administering a procedure for certifying specialists in animal nutrition;
- b. publishing the requirements for certification as Diplomates;
- c. appointing the Nominating Committee, the Chair of which shall be the President;
- d. appointing the Examination Committee, the Chair of which shall be the President-

elect;

- e. Current: upon consideration of the recommendations of the Examination Committee, admitting candidates to the Diplomate Certification Examination.

*Change to read: reviewing and approving examinations prepared by the Examination Committee.*

- f. establishing minimum standards of performance that examinees must demonstrate to pass the Diplomate Certification Examination;
- g. reviewing recommendations of the Examination Committee as to the qualifications of candidates for certification as Diplomates;
- h. formally accepting candidates as Diplomates and issuing of certificates;
- i. act on recommendations of the Appeals Committee.

These changes are needed to better define the Exam Process and Responsibilities of the Examination Committee.

#### ITEM #5

#### Article IV

#### Meetings

Section 1: The annual business meeting of the College may be held in conjunction with the annual meeting of the ARPAS or one of the ARPAS affiliated scientific societies, or with other meetings approved by the Board.

Section 2: Current: The entire membership of the College shall be informed by mail of the time and place of all meetings of the College at least 15 days prior to the meeting date.

*Change to read: The entire membership of the College shall be informed by mail or electronic e-mail of the time and place of all meetings of the College at least 15 days prior to the meeting date.*

These changes are to allow the use of current technology and reduce mailing costs.

#### ITEM #6

#### Committees

Section 1: Nominating Committee

- a. The Nominating Committee shall consist of Diplomates appointed by the Board, in addition to the President who will serve as Chair of the Committee.
- b. Members of the Nominating Committee shall serve for a term of one year but may be reappointed.
- c. Current: The Nominating Committee shall prepare a slate of at least one candidate for each official vacancy as specified in the Constitution and By Laws, including President, Secretary/Treasurer, and vacancies on the Board.

*Change to read: The Nominating Committee shall prepare a slate of at least one candidate for each official vacancy as specified in the Constitution and By Laws, including President-elect, Secretary/Treasurer, and vacancies on the Board.*

This change allows for consistency with other changes already listed.

ITEM #7

Article VI

Membership, Training, Experience and Examinations

Section 1: General qualifications for the various types of membership are listed in the Constitution.

Section 2: Requirements for admission to examination for certification as a Diplomate of the College shall be as follows:

- a. application:
  - 1. applicants shall submit a written request to the ARPAS Business Office for a copy of the official application form;
  - 2. application forms, along with supporting documents and a nonrefundable application fee, shall be submitted to the ARPAS Business Office;
  - 3. all prospective candidates are required to sign the following agreement at the time of application;

“I hereby apply to the American College of Animal Nutrition for Diplomate examination in accordance with its rules and herewith enclose the nonrefundable application fee. I also hereby agree that prior to or subsequent to my examination, the Board of the ACAN may investigate my competence and standing as an animal nutritionist, including my reputation for complying with the Code of Ethics as set forth by the ARPAS.

b. before being declared eligible for examination, each applicant must satisfy the following requirements in addition to those listed in Article V of the Constitution:

1. Current: have completed one year of experience (research, education, service or practice) after receiving the Ph.D. degree in nutrition or a related degree, or 4 years of similar experience after receiving the M.S. degree (or equivalent degree) in nutrition or related degree.

*Change to read: have completed one year of experience (research, education, service or practice) after receiving the Ph.D. degree in nutrition or a related degree, or 4 years of similar experience after receiving the M.S. degree (or equivalent degree) in nutrition or related degree. Students completing their M.S. or Ph.D. degree will be eligible to take the general and species specific portions of the exam to become Diplomates-in-Training. The practicum portion of the exam will be administered only after submission of revised application indicating all experience requirements are met. Diplomates-in-Training will be expected to maintain ARPAS membership and meet annual continuing education requirements.*

2. have published or accepted for publication in a refereed journal two scientific reports in the area of animal nutrition containing original research data and on which the candidate is a primary author. If not the first author, the applicant must submit a statement from the first author, or any Diplomate on the author list, describing the original contribution of the candidate regarding the nutritional aspects of the papers. A report is considered to have been published in a referred journal if in the instructions to the authors reference is made to the peer review process for submitted manuscripts. In case such reference is not directly made, a statement from the editor in chief confirming the peer review process should be provided by the applicant;

This change allows graduating students to take the exam and achieve a Diplomate in Training status, with a time and experience requirement before achieving full Diplomate status. This is intended to help with new membership.

ITEM #8      Section 4:      Examination

a. The Diplomate Certification Examination will be offered at least once annually.

b. Current: Candidates approved by the Board to take the Diplomate

Certification Examination shall be notified and appraised of the date and format of the examination at least 30 calendar days before the date of the examination.

*Change to read: Candidates approved by the Board to take the Diplomate Certification Examination shall be notified and appraised of the date and format of the examination at least 30 calendar days before the date of the examination. The 30 calendar day notice may be waived if mutually agreed by the candidate and ACAN.*

This change allows needed flexibility in the examination process.

ITEM #9

Article IX

Conduct of Business

Section 1: Current: Diplomates who have paid dues for the fiscal year shall be eligible to attend, have voice, and vote in business meetings and to vote through mail ballots.

*Change to read: Diplomates who have paid dues for the fiscal year shall be eligible to attend, have voice, and vote in business meetings and to vote through electronic or mail ballots.*

Section 2: A quorum of the College shall consist of eligible members present at a properly called meeting or polled by mail ballot.

*Change to read: A quorum of the College shall consist of eligible members present at a properly called meeting or polled by electronic or mail ballot.*

This change allows for the use of electronic ballots and is consistently with previously listed items.

ITEM #10

Article XII

Amendments

Section 1: Current: Proposed amendments to the By Laws shall be submitted through the Board to the ARPAS Governing Council for study 90 calendar days before a scheduled meeting of the College or of the distribution of a mail ballot to the voting membership.

*Change to read: Proposed amendments to the By Laws shall be submitted through the Board to the ARPAS Governing Council for study 90 calendar days before a scheduled meeting of the College or of the distribution of a mail or electronic ballot to the voting membership.*

Section 2: Current: Proposed amendments shall be distributed to the entire voting membership, with the recommendation of the Board, at least 30 calendar days prior to the conduct of a mail ballot or a voice vote at an annual meeting.

*Change to read: Proposed amendments shall be distributed to the entire voting membership, with the recommendation of the Board, at least 30 calendar days prior to the conduct of a mail or electronic ballot or a voice vote at an annual meeting.*

Section 3: An affirmative vote on an amendment shall require that at least three-fourths of the eligible membership approve the proposed amendment.

*Change to read: An affirmative vote on an amendment shall require that at least three-fourths of the eligible membership voting approve the proposed amendment.*

This change allows for the use of electronic ballots and is consistently with previously listed items. It also allows greater flexibility in voting procedures.