Minutes
ARPAS Governing Council – Annual Meeting
Westin Hotel, Congress II, Indianapolis, IN
July 21, 1999

Attendance – David Ames (President), Gary Lane (President-Elect) Lee Shell (Past-President), Bill Baumgardt (Executive Vice President), Michael Galyean (Secretary), Burt Weichenthal (Treasurer), Wayne Perry (Historian), Chuck Sapp (FASS Executive Director), Vicki Smith (FASS Business Office, ARPAS Liaison), Bob Coleman (ENPS Representative), Robert Wettemann (ASAS Representative), Wade Roby (Southern Director), Bob Rogers (AMSA Representative), Keith Lusby (Incoming President-Elect), Gary Tibbetts (Incoming Secretary), Lowell Wilson (Editor), Ray Hinders (Western Director), and Jim Nocek (ACAN President).

1. The meeting was called to order by President Ames at 8:05 a.m. A printed agenda (see attachment) for the meeting and a copy of the Handbook for Officers, Committees, and Representatives (see attachment) were provided to those present. Members introduced themselves and noted their affiliation.

2. Secretary’s Report - Secretary Galyean indicated that the minutes of the Mid-Year Governing Council Meeting held in Charlotte, NC in conjunction with the 1999 NCBA Convention had been posted on the ARPAS web site (www.arpas.uiuc.edu) since March. He provided one copy of the minutes to those in attendance. Galyean noted one change that was needed in the minutes. The statement on page 4 of the minutes (as distributed) indicated that membership figures provided by Vicki Smith at the February meeting did not include approximately 200 members who had yet to pay their dues. This statement needed to be changed to indicate that the membership numbers included approximately 200 members who had not paid their dues. Vicki Smith will make this change to the minutes on the copy that she has on file at the FASS office. Galyean requested that time be allowed for review of the minutes before a motion on approval.

3. Treasurer’s Report - Treasurer Weichenthal indicated that Dr. Jim Aldrich (Carl Akey Co.) would be the new ARPAS Treasurer. He also noted that Chuck Sapp had provided him with a revised budget analysis as of June 30, 1999 (distributed to members present), and that the cash balance was very low (see attachments). He indicated that the financial situation of ARPAS is critical and that careful attention should be given to increasing revenue. Treasurer Weichenthal then gave the floor to FASS Executive Director, Chuck Sapp, who reviewed for the Governing Council the series of budget handouts that Treasurer Weichenthal had distributed. Handouts included a balance sheet and revenue/support/expense sheets. The assets as of 6/30/99 were $31,932.45; however, ARPAS has liabilities of $16,958.30 to FASS and ADSA that have yet to be transferred from the current assets.

Sapp reported that revenue has been relatively close to projections. He noted that costs associated with the Professional Animal Scientist were an area of concern, particularly the fact that printing costs are too high. Sapp noted, however, that there might be ways of decreasing printing costs that could be discussed. Areas of increased expenses included
FASS service fees and Governing Council travel. He noted in conclusion that cash-on-hand would allow ARPAS to remain in business only until the end of 1999.

President Ames reviewed the development over the past two years of the commitment of ARPAS to the office of Executive Vice President (EVP). He commended EVP Baumgardt for the outstanding job he has done in the short time he has been in the office of EVP. He also reminded the Governing Council that when the decision was made to create the position of EVP, the Governing Council recognized at the time that ARPAS resources were limited, but that something had to be done to increase the visibility and viability of the organization. Hence, President Ames concluded that what was happening to the ARPAS budget was something that was expected with increased expenses and no change in revenue.

Treasurer Weichenthal suggested that ARPAS needed to move quickly to increase revenues and look for ways to cut costs. He then suggested that we discuss ways to deal with these issues.

President Ames suggested several options to deal with the current financial crisis. With respect to decreasing expenses, APRAS should be able to save $4,000 to $5,000 per year by outsourcing the printing of the *Professional Animal Scientist*. This change, however, would require an initial investment of approximately $1,500. He further suggested that FASS Service fees could be capped to limit the funds spent on services provided by Vicki Smith. Liability insurance for Governing Council actions, which was initiated last year, could be dropped for a savings of $3,000. Instituting a self-auditing process and eliminating the professional audit expense from the budget could save approximately $1,600. Eliminating the Mid-Year Governing Council meeting and substituting a conference-call approach could realize a savings of $4,000 to $5,000 per year.

With respect to revenues, President Ames suggested that page charges for the *Professional Animal Scientist* could be increased, and membership dues could be increased. Increases in the number of members and in corporate sponsorships also could be considered as long-term means of increasing revenues. Moreover, President Ames indicated that discussions scheduled for later in the meeting regarding a formal affiliation of ARPAS with FASS might be a means of changing the financial picture of ARPAS in the long term. Ames concluded by suggesting that these options and others would be discussed later in the meeting.

Gary Lane commented that ARPAS is certainly moving in the right direction. Visibility is greater than ever before, thanks to the efforts of EVP Baumgardt. He suggested that the Governing Council should deal with budget issues in a manner that will allow ARPAS to move forward with the positive focus that we now enjoy.

Jim Nocek asked what the long-term plan was to cover increased expenses when the Governing Council made the original decision to hire a part-time EVP. Gary Lane responded that the original plan was to use reserves until such time that corporate sponsorships and increased membership would offset increased expenses. President Ames noted that expenses associated with the EVP are approximately $22,000 per year.

**MOTION -** Wettemann moved to accept the Treasurer’s report.

*Motion seconded by Hinders.*
Motion passed unanimously.

4. Business Office Report – Chuck Sapp introduced Vicki Smith, who is the ARPAS liaison at the FASS office. He indicated that FASS is moving along well, and that most of the affiliated societies are doing well under the FASS structure. Mike Galyean asked whether most of the other societies in FASS were in the process of increasing their membership dues. Sapp responded that ADSA was in the process of increasing dues, and that PSA will consider doing so in the near future. Burt Weichenthal asked whether other societies were increasing page charges for their journals. Sapp indicated that ADSA was in the process of increasing page charges, but that for the other societies, the page charges would remain the same.

5. Editor’s Report - Editor Wilson reported that nine to 10 manuscripts are ready for publication in the September issue. He recently surveyed the Editorial Board. Responses indicated that review articles are desirable, and that ARPAS needs to address ways of increasing submissions of quality review articles to the Professional Animal Scientist. He further noted that reviewers have been timely and cooperative, and that there is a need for additional reviewers in the swine area. Editor Wilson concluded by stating that he enjoys working with the journal and looks forward to his tenure as Editor.

President Ames indicated that approximately 45 to 60 manuscripts are submitted to the Professional Animal Scientist per year. In response to a question from the Governing Council on rejection rate, Editor Wilson did not have long-term statistics on rejection, but he assured members that some manuscripts are rejected, including the first two submissions that he processed. Burt Weichenthal suggested that authors should be willing to pay higher page charges for the Professional Animal Scientist because of the rapid turn-around time and the audience that it serves. Wayne Perry noted that review articles in the Professional Animal Scientist are highly regarded by end-users in the field. Editor Wilson suggested that to increase submissions of review articles, we might need to consider corporate sponsorship for authors who are unable to pay page charges but might be willing to submit quality manuscripts. Others noted that increased page charges could be more easily justified if the Professional Animal Scientist was picked up by various abstracting services. Gary Tibbetts raised the question of the potential benefits of a totally electronic format for the journal, particularly decreased printing costs and postage expenses. President Ames suggested that discussion of journal-related issues that might impact the budget be continued later in the meeting.

6. Historian’s Report - Historian Perry reported that a computer disk, updated after the Mid-Year Governing Council meeting in Charlotte, NC, had been sent to the FASS office and to the EVP.

7. Election Report – President Ames reported the results of the recent election, which was conducted by mail ballot of the membership. Dr. Keith Lusby, University of Arkansas, was elected to the office of President-Elect, and Gary Tibbetts (Zinpro Corp.) was elected to the office of Secretary.

8. Standing Committee Reports

Membership Report – Lee Shell and Bill Baumgardt reported that current membership stands at 983, which includes 57 members who had reactivated their membership after receiving a
letter from the EVP. In addition, 36 new members have been added thus far in 1999. Shell noted that, as a result of the activities of EVP Baumgardt, ARPAS has been much more active and visible at a number of conferences this year, which has likely contributed to the positive membership trends. EVP Baumgardt added that other FASS societies have allowed ARPAS to include information regarding exams and membership in their meeting packets. Gary Lane indicated that other FASS societies also have provided free display space at their annual and sectional meetings. Wayne Perry asked about the response to renewal of lapsed membership, noting a concern that we seem to lose as many members each year as we gain. EVP Baumgardt noted that the 57 lapsed members who had renewed their membership were from a pool of approximately 250 lapsed members to whom letters had been sent. Bob Wettewann asked whether ARPAS could develop a list of lapsed members by state, and then have active members contact these people directly. It was generally agreed that trying to contact lapsed members within each state would be a good idea for the Membership Committee to consider.

Ethics Committee – President Ames did not receive a written report from Lesa Griffiths; however, he provided the Governing Council with a letter that he had received from Lesa in April (see attachment), in which she stated that the previously proposed ethics policy had been reviewed by legal council from other societies with similar policies and found to be acceptable. He noted that the ethics policy would be considered for adoption later in the meeting.

Program Committee – Gary Lane reported that ARPAS had chosen to sponsor specific activities at both the 1999 ASAS and ADSA meetings in lieu of the traditional symposium. The sponsorship was arranged with financial support from corporations (Alltech, Inc. at ADSA and Hoechst-Roussel Vet at ASAS) at no cost to ARPAS. The sponsored function at ADSA, which dealt with professional responsibilities of consultants, was very well received. The sponsored activity at the ASAS meetings was part of the Tech Forum. He further noted that the Annual ARPAS Business Meeting would be held at 3:30 p.m. in Room 130 of the Indianapolis Convention Center.

Examination Committee – Bob Rogers reported that of the 45 examinations graded thus far during 1999, 36 passed and 9 failed. He further noted that all exams have been reviewed and updated as of approximately 1 year ago.

Publications Committee – Mike Galyean indicated that he had no written report, and that the only substantive activities to report were those of EVP Baumgardt, who continues to work on updating of the ARPAS web site (see attachment) and the production of an ARPAS newsletter.

9. Affiliated Society Reports

American Society of Animal Science – Bob Wettewann reported that ARPAS exams would be offered on two occasions during the ASAS National meetings.

American Dairy Science Association – Gary Lane reported that approximately 20 ARPAS exams were given at the ADSA meeting. He also noted that Larry Chase would be his replacement as ADSA representative to the ARPAS Governing Council.
**Equine Nutrition and Physiology Society** – Bob Coleman reported that 13 people took the ARPAS exam at the ENPS meeting, and 11 passed. A form providing a convenient means of signing up for the exam was provided in the registration packet of attendees. He suggested that follow-up is needed on those people who take the examination to ensure that they complete the membership process. He further noted that he is working to increase interest in publication of horse-related articles in the *Professional Animal Scientist*.

**Poultry Science Association** – No representative was present from PSA, and no written report was provided. Bill Baumgardt indicated that ARPAS and PSA will share a booth, and that ARPAS exams will be given at the upcoming PSA meeting.

10. **College Reports**

**American College of Animal Physiology** – Bob Wettemann reported that ACAP was a sponsor of the Biennial Reproduction Symposium at the ASAS meetings. Two new members had been added to the college this year after completion of the examination process. Members of ACAP will meet during the ASAS meeting to discuss College business, and he indicated that one topic for discussion will be encouraging ACAP members to write review articles for the *Professional Animal Scientist*.

**American College of Animal Nutrition** – Jim Nocek indicated that six people have gone through the examination process, and all six passed. A survey of the ACAN membership (see attachment) has been completed, the results of which Nocek reviewed for the Governing Council. ACAN will hold elections for President, President-Elect, and two Board members before January 1, 2000.

**American College of Animal Genetics** – Hayden Brown attended the Governing Council meeting to provide a report on ACAG activities. He indicated that members would meet at the ASAS meetings in Indianapolis to discuss plans for the College. Three people took the exam this year and passed. The exam is very comprehensive and includes coverage of all areas of genetics.

**American College of Animal Behavior Science** – No representative was present, and no report was provided.

**American College of Animal Food Science** – Bob Rogers reported that ACAFS had met in conjunction with the Reciprocal Meats Conference. Membership is low, which is perceived as a problem. Current members have decided to select people that will be targeted for invitation to join the College. The College’s goal is to double membership.

11. **Executive Vice President’s Report** – Bill Baumgardt provided the Governing Council with a handout (see attachment) to supplement his report. The handout included a list of activities and a summary of responses to a survey of the membership. He emphasized new and expandable markets in which ARPAS might be able to increase membership. These markets included animal care certification, waste/nutrient management certification, nutrition certification, and certification of bovine and swine practitioners in the veterinary community. He suggested that ARPAS needs a broader financial base, greater emphasis on chapters, a friendlier web page, and more information on meetings and conferences provided to members.
President Ames commended EVP Baumgardt for the outstanding job that he is doing on behalf of ARPAS. He then asked whether any further items needed to be addressed before breaking for lunch. Secretary Galyean requested that a motion be considered for approval of the minutes from the Mid-Year Governing Council meeting.

MOTION – Galyean moved to accept the minutes of the Mid-Year Governing Council Meeting, with a change on page 4 of the minutes as distributed to indicate that membership numbers included approximately 200 members who had not paid their dues.

Motion seconded by Hinders.

Motion passed unanimously.

12. Old Business

a) Dues Committee Report – Mike Galyean reviewed the e-mail correspondence that he had sent to Governing Council members regarding suggested changes in the membership dues. He noted that the original suggestions for changes had been made before he was aware of the current budget crisis. He then suggested the following motion for a proposed dues structure:

MOTION – Galyean moved that the ARPAS dues structure be as follows: 1) Associate and Professional Member with electronic access to the Professional Animal Scientist = $55/year; 2) Associate and Professional Member with electronic access and paper copy of the Professional Animal Scientist = $75/year; 3) Emeritus Member with electronic access to the Professional Animal Scientist = $35/year; 4) Emeritus Member with electronic access and paper copy of the Professional Animal Scientist = $55/year; 5) Graduate Student Member with electronic access to the Professional Animal Scientist = $25/year; 6) Subscription to the Professional Animal Scientist for a Non-ARPAS Member of an affiliated FASS Society = $55/year; 7) Institutional Subscription to the Professional Animal Scientist = $110/year.

Motion seconded by Shell.

Motion amended by Shell to read “Subscription to Professional Animal Scientist for a Non-ARPAS Member of an affiliated FASS Society and Institutional Subscription to the Professional Animal Scientist = $120/year.”

Amendment to motion seconded by Hinders.

Amendment passed unanimously.

MOTION – Rogers moved to table the motion on dues until the budget could be discussed in more detail.

Motion seconded by Weichenthal.

Motion to table passed unanimously.

Discussion followed on possible expense items that could be decreased or eliminated and possible revenue items that could be enhanced.
13. New Business

a) **FASS Affiliation Report** – Roger Natzke (FASS Board Member) joined the Governing Council meeting to discuss the possibility of a formal association of ARPAS with FASS. Bill Baumgardt provided Governing Council members with a handout (see attachment) regarding issues related to such an affiliation. Chuck Sapp noted that one problem with affiliation is that ARPAS has a C-6 exemption status with the Internal Revenue Service. As such, ARPAS cannot accept money that would be considered tax deductible for the donor. He suggested that one possible solution to this problem would be for part of ARPAS to become a C-3 exemption status organization by Internal Revenue Service standards, with another part of ARPAS (the certification part) retaining C-6 exemption status. Roger Natkze stated that FASS wants very much for ARPAS to fit in the overall FASS structure by meeting the need for certification and by providing a sound applied science journal. Considerable discussion followed among Governing Council members regarding the possibility of a direct association with FASS and how this could be best accomplished.

**MOTION** – Gary Lane moved that the President of ARPAS appoint two Governing Council members and the Executive Vice President to a study group to evaluate potential formal relationships between ARPAS and FASS.

*Motion seconded by Shell.*

*Motion passed unanimously.*

President Ames appointed Keith Lusby and Gary Lane to work with EVP Baumgardt as a study group to evaluate affiliation of ARPAS with FASS.

b) **Financial Support for the Executive Vice President and Editor** – Bill Baumgardt and Lowell Wilson left the meeting to facilitate discussion of financial issues related to their positions. President Ames stated the EVP Baumgardt was doing a great job. Considerable discussion followed regarding whether the current stipend for the EVP position was adequate for the time that EVP Baumgardt was devoting to the position. The discussion concluded with President Ames indicating that he would discuss a salary incentive plan based on attainment of corporate sponsorship goals with EVP Baumgardt.

President Ames indicated the Editor Wilson had requested a stipend of $4,300 per year to pay expenses associated with the Editor’s position. Discussion that followed focused on the idea of increasing page charges for the *Professional Animal Scientist* by $20 per page, which would generate approximately $4,000 per year that could be used to provide a stipend for the Editor.

**THE GOVERNING MEETING WAS TEMPORARILY ADJOURNED TO ALLOW FOR THE ARPAS ANNUAL BUSINESS MEETING TO BE CONDUCTED. THE GOVERNING COUNCIL MEETING RESUMED AFTER THE ANNUAL BUSINESS MEETING WAS ADJOURNED.**

c) **Standing Committee Appointments** – President Ames made the following appointments for Standing Committee Chairs: Ethics Committee – Lesa Griffiths;
Examination Committee – Bob Rogers; and Membership Committee – Ray Hinders. President Ames will name a chair for the Publications Committee at a later date.

d) **Budget for 2000** – Chuck Sapp provided a revised budget estimate (see attachment) that was based on changes suggested previously during the meeting. This projection indicated that even with the changes in revenues and expenses that had been discussed previously, a deficit of $14,160 would be expected. Lee Shell noted that one means of alleviating the budget deficit was to redouble efforts to seek corporate sponsorship of ARPAS. President Ames indicated that, in his opinion, the Governing Council needed to ensure that we had a balanced budget proposal completed before the Governing Council meeting adjourned.

Mike Galyean withdrew the amended motion on changes in ARPAS membership dues that had been tabled previously.

**MOTION** – Lane moved that the ARPAS dues structure be as follows: 1) Associate and Professional Member with electronic access to the *Professional Animal Scientist* = $65/year; 2) Associate and Professional Member with electronic access and paper copy of the *Professional Animal Scientist* = $85/year; 3) Emeritus Member with electronic access to the *Professional Animal Scientist* = $45/year; 4) Emeritus Member with electronic access and paper copy of the *Professional Animal Scientist* = $65/year; 5) Graduate Student Member with electronic access to the *Professional Animal Scientist* = $25/year; 6) Subscription to the *Professional Animal Scientist* for a Non-ARPAS Member of an affiliated FASS Society = $120/year; 7) Institutional Subscription to the *Professional Animal Scientist* = $120/year.

*Motion seconded by Coleman.*

*Motion passed unanimously.*

**MOTION** – Wade Roby moved that the page charges for the *Professional Animal Scientist* be increased from the current rate of $55 per page to $75 per page.

*Motion seconded by Rogers.*

*Motion passed unanimously.*

**MOTION** – Ray Hinders moved that the proposed budget for 2000, with the changes in expected revenue resulting from increased membership dues and page charges, be approved.

*Motion seconded by Rogers.*

*Motion passed unanimously.*

- e) **Ethics Committee Report** – Discussion focused on the need to finalize actions related to the Ethics Committee Report.

**MOTION** – Bob Rogers moved to accept the report of the Ethics Committee and to take steps toward implementation of the proposed ethics policy by changing the ARPAS Bylaws.
Motion seconded by Wettemann.

Motion passed unanimously.

f) Corporate Sponsorship – EVP Baumgardt distributed copies of handouts (see attachments) to the Governing Council. These handouts detailed proposals for the benefits of corporate sponsorship and a list of corporate contacts to which a letters could be sent. The associated discussion reflected general agreement with the guidelines suggested on the handout. The suggestion was made, and generally agreed to, that only Platinum and Gold Sponsors should receive the benefit of hot links on the ARPAS web site to their corporate web sites. EVP Baumgardt was encouraged to continue to use the handout on sponsorship as a guideline. Governing Council members were encouraged to provide additional names and addresses of corporate contacts to EVP Baumgardt.

EVP Baumgardt asked whether he should pursue a possible arrangement with Feedstuffs magazine to offer a subscription to Feedstuffs to ARPAS members at a reduced rate.

MOTION – Bob Coleman moved to authorize EVP Bill Baumgardt to work with Feedstuffs magazine to implement an arrangement whereby ARPAS members could receive a reduced rate for a subscription to the magazine.

Motion seconded by Lane.

Motion passed unanimously.

g) Other Business – Ray Hinders noted that the Governing Council needed to make a concerted effort to let the College Boards know exactly how College dues are disbursed. President Ames responded that he would get a clear description of the disbursements of College funds from the FASS office and send a letter to the College presidents.

14. Adjournment – Lee Shell moved for adjournment, with the motion seconded by Mike Galyean. Motion passed unanimously. The meeting was adjourned at approximately 6:30 p.m.

Submitted by:

Michael Galyean, Secretary