Executive Summary/Accomplishments

1. SAC member participation in APS Task Forces
2. Jointly Developed APS Fundraising Guidelines with APS Development Office
3. Developed SOP for APS Nomination Process (see action item 1)
4. Implemented Standing Monthly Conference Calls
5. Organized SAC Onboarding Workshop (held at 2018 Experimental Biology)
   a. Overview of APS Organization
   b. Contact List of APS Staff/Responsibilities
   c. APS Connect Tutorial (Kevin Kaneshige and Christine Zhou)
   d. APS Fundraising Guidelines and Best Practices
   e. Finances – Matching Funds Program, Section Accounts
Goals for 2018-2019

- Convert SAC onboarding workshop to reference handbook
- Assist JPC to establish best practice SOP for programming
- Establish best practice SOP for section awards
- SAC assessment of trainee programming
- SAC assessment of section finances (Matching Funds, Endowments, etc)

Summary of SAC Meetings and Annual Section Reports

A) SAC Membership and Oversight – See Table on Page 1.

B) SAC/Council Communication

- SAC and Council held two joint meetings: November Fall Council Meeting in Baltimore and Spring Council Meeting at Experimental Biology in April. The Spring SAC/Council Meeting occurred during the joint SAC/Council Dinner.

- The discussion at the Fall and Spring SAC/Council Meeting largely focused on the recommendations of the APS Task Forces. The majority of task forces had SAC representation. The task force reports and minutes from these discussions are summarized by the Council Meeting minutes.

- Section chairs continue to emphasize the importance of these meetings to serve as 2-way conversations and brainstorm sessions between Council and Section Chairs – the latter represent APS membership.

C) Communication Via APS Connect

- A major issue for sections and section chairs has been communication. APS Connect was implemented to serve as a platform. Section chairs had experienced numerous problems, formed a working group (Frank, Kuebler, McCole, Lazartigues, Jackson, Kohan, Browning), and identified solutions with APS IT (Kaneshige and Zhou).

- Kevin Kaneshige and Christine Zhou provided 2 x 45-min workshops (APS Fall Council and SAC Onboarding Session) regarding the improved functionality of APS Connect and Informz platforms. APS has requested additional information from Section Chairs regarding Informz templates that can be used to track responses from APS membership. These steps have been strongly welcomed by APS Section Chairs.
D) Programming at Experimental Biology

- Over the past 2-3 years, SAC and JPC has worked together to identify solutions to increase the scientific visibility of the Experimental Biology Meeting. The SAC/JPC working group was replaced by the Experimental Biology Task Force that included representation from the SAC/JPC working group (see Experimental Biology Task Force and JPC Report).

- Although we have no concrete data, several section chairs have received positive feedback regarding the changes in poster programming (10AM – noon).

- SAC is also tasked to develop metrics to assess session allocation for the Experimental Biology Meeting. The number of sessions allocated to sections/interest groups is usually assessed every 3 years and originally scheduled for 2015. However, the assessment of session allocations has been deliberately delayed due to proposed changes to Experimental Biology. SAC will work together with JPC over the next 1-2 years to develop new metrics and assess session allocation.

E) Engaging members in Section Operations

- Sections interact with membership through Newsletters and APS Connect. As noted above, section has various communication issues in previous years using APS Connect. This barrier appears to be resolved due to increase functionality.

- All sections have established a trainee representation on the Steering Committee as well as a Trainee Committee within the section. Majority of sections support activities to increase interaction with trainees, distinguished scientists (ie, Distinguished Lecturers), and opportunities for trainees to present research. These activities vary from section to section but are reflected by additional trainee award sessions, poster sessions, and dinners.

F) Interactions with Other Sections and APS Journals

- Section chairs have repeatedly asked for Council to promote interaction across sections. Part of the barrier to cross-sectional interaction was session allocations (abstract numbers). SAC has not formulated new metrics to address session allocation.

- Sections continue to interact with various APS Journal Editor-In-Chief and commonly have the respective EIC on the Steering Committee.
G) Section Finances and APS Matching Funds

- All sections reported a stable financial outlook. The amount of money within a section general funds account varies. A few sections (CNS, Endo) have endowments separate from Matching Funds or General Funds.

- Sections are clearly interested in fundraising and coordinating efforts with the Development Office per new guidelines.

- Fundraising efforts would largely support Matching Funds / Trainee Endowment Accounts although not exclusively (some actions receive annual gifts or multiple year contracts to support awards). Below is a general summary to date of Matching Funds Accounts (as reported in annual section reports):

<table>
<thead>
<tr>
<th>Section</th>
<th>Matching Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>CV</td>
<td>$30,000</td>
</tr>
<tr>
<td>CNS</td>
<td>$65,000</td>
</tr>
<tr>
<td>CEP</td>
<td>?</td>
</tr>
<tr>
<td>CaMPS</td>
<td>$21,000</td>
</tr>
<tr>
<td>EEP</td>
<td>n/a (plans to develop in 2018-19)</td>
</tr>
<tr>
<td>Endo</td>
<td>?</td>
</tr>
<tr>
<td>GI</td>
<td>?</td>
</tr>
<tr>
<td>NCAR</td>
<td>$11,000</td>
</tr>
<tr>
<td>Renal</td>
<td>$72,000</td>
</tr>
<tr>
<td>Respiration</td>
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</tr>
<tr>
<td>Teaching</td>
<td>$23,000</td>
</tr>
<tr>
<td>WEH</td>
<td>$33,000</td>
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</tbody>
</table>

- At least 3 sections are approaching the Matching Funds Account Limit (50K donations: 50K APS Matched). In 2016, APS Council decided to expand the matching funds program from 25K:25K to 50K:50K. What advice do we provide to these sections regarding the matching funds program?

H) How can SAC and APS better serve your section? section chair responses:

- Monthly SAC Conference call are extremely beneficial
- Nomination SOP should help tremendously
- Assistance in fund-raising and coordination with development office
- Increase communication/interaction between SAC and Council
- Use “brainstorm” or “work group” sessions at SAC/Council Meetings. These meetings have too many people in the room to be effective. However, these meetings are necessary to maintain communication between SAC and Council.