Meeting called to order by Kathy Milar, Executive Officer

OLD BUSINESS
Motion to approve the business meeting minutes from last year.
Michael Sokal moved to approve; Ian Lubek seconded the motion. Agreement from members was unanimous.

REPORT FROM PROGRAM CHAIRS, BARBARA LUSK & LARRY STERN
Overall there were:
  33 papers submitted
  5 posters
  1 movie night
  1 keynote: Mary Jo Deegan
  2 symposia (3 presenters + discussant; 4 presenters + discussant)
  9 paper sessions
  2 papers withdrawn
  1 paper rejected (not counted in total)
The program consisted of no parallel sessions

Motion to thank Barbara and Larry for their work as Program Chairs.
Michael Sokal moved to approve; Christopher Green seconded the motion. Agreement from members was unanimous.

REPORT FROM LOCAL ARRANGEMENTS CHAIR, BOB KUGELMANN
There were 57 registered attendees at the conference this year; 10 graduate students.

Bob reported that at last check the conference was running a deficit but that this would likely even out. He hypothesized that the lower attendance numbers this year were related to the competition with APA being in Honolulu this year + the fact that we have been running dual meetings the past few years.

Ian Lubek raised the point that the smaller meeting felt more intimate and that the lack of parallel sessions permitted a chance for attendees to see every paper.

Motion made to thank Bob for his work as Local Host.
Ian Lubek moved to approve; Michael Sokal seconded the motion. Agreement from the members was unanimous.

TREASURER'S REPORT, DAVE DEVONIS
Dave reported that we are a 501(c)3 Public Charity, and enjoy all the privileges that appertain there to. We are current with our required yearly IRS reports (Form 990-N – E-postcard). We are NOT engaged in political activity.

Reported finances dated as of 14 June 2013; amended 16 June 2013

**Assets** (all amounts in US $):

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Amount</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$86,854</td>
<td>(2007-2008 $63,646)</td>
</tr>
<tr>
<td>CD #1</td>
<td>$24,068 (0.55%)</td>
<td>matures 10/20/2013</td>
</tr>
<tr>
<td>CD #2</td>
<td>$17,673 (0.70%)</td>
<td>matures 2/10/2015</td>
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<tr>
<td>Cash – Checking</td>
<td>$43,195</td>
<td></td>
</tr>
<tr>
<td>Elizabeth Scarborough fund</td>
<td>$1,918</td>
<td></td>
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</tbody>
</table>

*Reported a higher number last year than was accurate*

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**Summary of activity, 2012-2013** (through 14 June 2013)

**Income**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$2985</td>
</tr>
<tr>
<td>Al Smith</td>
<td>$1435*</td>
</tr>
<tr>
<td>Interest</td>
<td>$185</td>
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<tr>
<td>CHP contribution</td>
<td>$735</td>
</tr>
<tr>
<td>Scarborough fund</td>
<td>$320</td>
</tr>
<tr>
<td>Over from conference</td>
<td>$900**</td>
</tr>
<tr>
<td>Total</td>
<td>$6560*</td>
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</table>

*includes $525 from Cheiron book auction

**Expenses**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grad stipends (12)</td>
<td>$1700</td>
</tr>
<tr>
<td>CHP</td>
<td>$1040</td>
</tr>
<tr>
<td>Book prize</td>
<td>$500</td>
</tr>
<tr>
<td>Speakers</td>
<td>$1000</td>
</tr>
<tr>
<td>Post-conference expense</td>
<td>$2652</td>
</tr>
<tr>
<td>Total</td>
<td>$6892</td>
</tr>
</tbody>
</table>

**Deficit**

Fees from wire transfers in Montreal ($45 per 4) and PayPal payments this year ($209 dollars so far this year)

David Robinson suggests we bring the PayPal charge to the attention of all registrants. Checks are preferred, especially from those with US bank accounts. *PayPal should only be used if necessary. This information should be reflected in the registration materials put out next year.*

With check coming from Calgary we should show a surplus of $2000 from last year; looks like we'll break even this year for the conference
2013-2014 Projected

**Income**

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dues</td>
<td>$2600</td>
</tr>
<tr>
<td>Al Smith</td>
<td>$1000</td>
</tr>
<tr>
<td>Interest</td>
<td>$200</td>
</tr>
<tr>
<td>Scarborough Fund</td>
<td>$300</td>
</tr>
<tr>
<td>CHP</td>
<td>$800</td>
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<tr>
<td><strong>Total</strong></td>
<td>$4900</td>
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</table>

**Expenses**

<table>
<thead>
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<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stipends</td>
<td>$2200</td>
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<tr>
<td>CHP</td>
<td>$1235 ($500 plus whatever comes in)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$3235</td>
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</tbody>
</table>

*Missing speakers expense, honorarium, book award - still will be under budget*

**Membership 2012-2013**

- 248 members (80 paid up through 2013)
- 2 new members
- 45 exempt
- 9 lifetime members
- 0 new exempt
- 2 new lifetime members
- 3 retired
- 2 deceased

**Members in arrears**

- 19 -- 1 year
- 60 -- 2 years

**Membership 2010** (in database)

- 254 members (103 paid up through 2009)
- 17 new members (4 regular + 13 grad students)
- 45 exempt
- 3 reinstated

David added to his report that the Local Hosts were great in helping us stay on budget.

*Motion to approve the Budget.*

Michael Sokal moved to approve; Kathy Milar seconded the motion. Agreement from the members was unanimous.

*Motion to thank David for his work as Treasurer.*

Christopher Green moved to approve; Michael Sokal seconded the motion. Agreement from the members was unanimous.
ELECTRONIC COMMUNICATIONS REPORT, CATHY FAYE
Cathy reported that the website and listserv are both running smoothly. She emphasized that if the membership would to see something added to the website, to please contact her directly. She gets a lot of inquiries about Cheiron through the website. The membership data is, however, out of date – members should copy their old data currently on the site into an email along with the corrections and send to Cathy so she can update this material.

Cathy reported that she has begun tracking the traffic to the website this year. Report to come next year.

David Devonis stated that he will reiterate in the dues notice for members to send Cathy an email re: corrections to their contact details on the website.

David Robinson pointed out that there was no email list for attendees this year – Bob Kugelmann replied that he will be putting this together.

Katalin Dzinas asked if there was something we could have on the site to let us know that the dues statements have gone out; or could we notify everyone via the listserv so that the membership will be aware if they do not receive their notice.

Adrian Brock asked if everyone is on the listserv – Kathy Milar replied that we are

Alexandra Rutherford added that when dues reminders are sent out for Division 26, they include a note to the effect that a lack of response will result in the member being dropped from the listserv

Motion to thank Cathy for her work
Christopher Green moved to approve; Gerry Sullivan seconded the motion. Agreement from the membership was unanimous.

REPORT FROM EXECUTIVE OFFICER, KATHY MILAR
Kathy reported that the 2014 meeting of Cheiron will be held, June 19-22, in Frederick, Maryland at Hood College with Ingrid Farreras as the Local Host and Cathy Faye as Program Chair. Ingrid sent details from Spain re: Hood College – it is 45 miles from DC; 45 miles from Baltimore; in the heart of Civil War country; and surrounded by archives.

Wade Pickren added that there is a train from National airport that would be convenient.

Kathy reported that plans are still being worked out re: the 2015 meeting. The 2016 meeting will be held in conjunction with ESHHS in Barcelona – dates have not yet been set.

Questions from the floor:
Thomas Heinzen: how do we know if we are members? What if we can register as members at same time that we register for the conference?
Kathy Milar: grad students get free membership for 3 years when they present but otherwise we can do this

Thomas Heinzen: can we build a Dropbox site for the conference beforehand so that people can share their materials?
Jennifer Bazar: are there copyright concerns here for people using archival material?
Cathy Faye: it would have to be up to each author to take out copyrighted slides before uploading to the website
David Robinson: it's an online world that we live in
Kathy Milar: program is online but it doesn't currently include the abstracts
Cathy Faye: easy to include the abstracts if someone sends the file it to her
Bob Kugelmann: agreed to send the file to Cathy
Kathy Milar: our programs used to have the entire paper in it, but historians didn't want it in there
Thomas Heinzen: leave it to decision of individual
Ian Lubek: could put warning to not cite without permission
Kathy Milar: is Dropbox best idea?
Cathy Faye: could look into options
Chris Green: Cheiron app!!
Ian Lubek: photos are large, can't always attach to email - but we could all upload them to Dropbox
Kathy Milar: Cheiron would have to pay for big account
Harry Whitaker: the more people who share the account the more space you get
Mike Sokal: defer this to review committee
Kathy Milar: ok

YOUNG SCHOLARS
Kathy Milar reports that this is the first year that the new procedures are active. Those who qualify must be no more than 5 years post-PhD; single author; submit paper you presented (allowed to tweak slightly, clean up); send to Kathy Milar by 13 July.
Program Committee and Review Committee will review papers and make the decision

Cathy Faye asked why single author was required
Ian Lubek: similar problems at CPA - sometimes student needs to include other authors from their lab
Cathy Faye: or sometimes you just add 2nd author to acknowledge their support
Wade Pickren: custom in other countries is to include supervisor as second author
Sergio Dias Cirino: this is the case in Brazil
Christopher Green: specify sole or first author?
David Robinson: a way to get around this is if they include a note specifying that the student wrote the paper
Kathy Milar: or have the second author specify that it is the work of the student
David Robinson: an affidavit explanation to declare that it is single author despite how it appears in the program
Christopher Green: every situation is slightly different
Kathy Milar: will need names of all young scholars so at we can inform them of their eligibility. Sole or first author

Motion to change the wording to the Young Scholars Award to “sole or first author”
Ian Lubek moved to approve; Christopher Green seconded. One opposed; motion carries. Change in wording will be reflected in 2014 call for papers

NEW BUSINESS
Christopher Green would like to propose to add an international fellowship to help support travel costs of members coming from countries experiencing financial difficulties to assist with their travel costs
  David Devonis: suggested name International Fellowship
  Adrian Brock: meeting in Dublin jointly appointed policy that we gave amount to low income counties, retired people, students
  Michael Sokal: urges review committee to come up with formal procedure/phrasing to have membership to vote upon, with input from treasurer
  Wade Pickren: would like option to be able to donate to this fund as well
  Kathy Milar: consensus that we would like to do this, we will need to work out a way/wording to do that
  Ian Lubek: criteria could be decided on an annual basis - maybe do as an experiment for next time
  Kathy Milar: we will put it to the review committee and then bring it to the membership to vote via email
  Adrian Brock: International Congress has done this in the past, perhaps look to their procedures so we’re not reinventing the wheel

David Devonis would like to add another $20,000 to our existing CD - this is 50% of our account
  Tony: can one CD mature each year?
  David Devonis: we can keep one on one year rotation and others on 2 year rotation
  Kathy Milar: last time we had big deficit was Windsor?
  David Devonis: we have enough in our account

Motion to approve addition of $20,000 to our existing CD
Michael Sokal moved to approve; Christopher Green seconded. One opposed; motion carries.

Review Committee is nominating David Robinson to position of Executive Officer
  Michael Sokal: Point of clarification: length of term?
  Kathy Milar: 3 years with optional renewal of 3 years
  Christopher Green: when does this begin?
  Kathy Milar: essentially when this meeting ends but she and David would overlap somewhat

Motion to approve appointment of David Robinson to Executive Chair, by acclamation
Christoher Green moved to approve; Jerry Sullivan seconded. Agreement from the membership was unanimous.
David by acclamation

*Motion to thank Kathy for 5 wonderful years of service*
Michael Sokal moved to approve; Christopher Green seconded. Agreement from the membership was unanimous.

**ELECTION OF NEW MEMBERS TO REVIEW COMMITTEE**
CONTINUING: Ed Morris, Jennifer Bazar, Geoff Blowers, Nathalie Chernoff
NOMINEES: Katalin Dzinas, Larry Stern, Gerry Sullivan, Jacy Young
Vinny Hevern and Jim Capshew are rotating off
Larry Stern and Jacy Young elected

*Motion to approve the Officers*
David Robinson, Executive Officer
David Devonis, Treasurer
Review Committee: Ed Morris, Jennifer Bazar, Geoff Blowers, Nathalie Chernoff, Larry Stern, and Jacy Young
Michael Sokal moved to approve; Ian Lubek seconded. Agreement from the membership was unanimous.

**BOOK PRIZE COMMITTEE**
Book Prize is given every other year - 2014 is next year in the rotation
Review Committee has some names for the committee but is also taking suggestions and volunteers

*Motion to Adjourn*
Christopher Green moved to approve; David Devonis seconded. Agreement from membership was unanimous.

2013 Meeting Minutes recorded by Jennifer Bazar