

Meeting minutes, AOCABFE Executive Board

The Board meeting was conducted through conference calls, which were arranged by Roger Ruan through University of Minnesota.

The meeting started at 2 pm, Central time, on August 22, 2001.

Naiqian Zhang chaired the meeting. The following Board members participated:

Rongsheng Ruan <ruanx001@tc.umn.edu>,
Yang Tao <ytao@wam.umd.edu>,
K.C. Ting <ting.14@osu.edu>,
Maohua Wang <mhw@public.bta.net.cn>,
Ning Wang <>wangn@ksu.edu>,
Hongwei Xin <hxin@iastate.edu>,
Jiannong Xin <xin@mail.IFAS.UFL.EDU>,
Guoqiang Zhang <GuoQiang.Zhang@agrsci.dk>,
Naiqian Zhang <zhangn@ksu.edu>
Qiang Zhang <zhang@ms.umanitoba.ca>,
Ruihong Zhang <rhzhang@ucdavis.edu>,

1. Cooperative Agreement with ASAE.

Melissa, Moore, the Executive Vice President of ASAE, has informed Dr. Ting that the clause “AOCABFE of ASAE” will not need to be added to the Constitution of AOCABFE if AOCABFE will not seek the tax-exempt status under the umbrella of ASAE. Under this condition, the Board member unanimously agreed to pursue a Cooperative Agreement with ASAE. The Constitution and Nomination Committee will examine the current version of the Constitution, Bylaws, and Rules of AOCABFE, revise articles related to this issue, and send the revision to the Board members for discussion before resuming the discussion with ASAE. These actions need to be taken immediately.

2. Non-profit organization/tax exempt status.

Naiqian reported that, in order to obtain the tax-exempt status as a non-profit organization, AOCABFE will need to file the IRS form 1024 – “Application for Recognition of Exemption under Section 501(a)”, together with form 8718 – “User Fee for Exempt Organization Determination Letter Request”. The fee will be \$150. The Board unanimously decided to file these forms immediately.

3. Responsibilities and Chairs of Committees

The Board decided to establish the following Committees. Chairs of the Committees were appointed.

A. Constitution and Nomination Committee – Zhang Qiang

- ❑ Revision of the Constitution, By-laws, and Rules
- ❑ Cooperative Agreement with ASAE
- ❑ Vision statement of AOCABFE for next five years
- ❑ Nomination for 2002 AOCABFE Executive Board
- ❑ Others

B. Membership Development Committee – Zhang Ruihong

- ❑ Member registration
- ❑ Distribution of membership forms
- ❑ Making flyers to be distributed at various Conferences
- ❑ Distribution of AOCABFE inauguration CDs
- ❑ Others

C. Meeting and Conference Committee – Xin Hongwei

- ❑ Meetings and activities at 2002 ASAE/CIGR Annual Meeting
- ❑ 2002 AAAE Shanghai meeting
- ❑ 2004 CIGR Beijing meeting
- ❑ Others

D. Communication and Networking Committee – Xin Jiannong

- ❑ AOCABFE quarterly newsletter
- ❑ AOCABFE Web site development
- ❑ Web links to member pages
- ❑ Web links to other organizations
- ❑ List server: news, meetings, jobs and other needs and opportunities, awards, promotions, vacation and family funs
- ❑ Other means for public relations

E. Student Activity Committee – Wang Ning

- ❑ Co-chaired by graduate students
- ❑ Student networking
- ❑ Student membership development
- ❑ Student activities during ASAE meetings
- ❑ Extension of logo-competition
- ❑ Others

F. China-relation Committee – Yang Xiusheng

- ❑ Relations with various organizations in China
- ❑ English editions of Transactions of CSAE
- ❑ 2002/2003 delegation to China (Zhang Senwen)

- ❑ Cooperative research projects
- ❑ Regional hosting sites/families database (for exchange visits and gathering)
- ❑ Others

G. Professional Development and Awards Committee – K.C. Ting

- ❑ AOCABFE Web Expertise database
- ❑ AOCABFE Awards: Life-time achievement Award, Scientist Award, Faculty of the Year, Graduate Student of the Year
- ❑ Fellowship and Scholarship for students
- ❑ Members help each other to win existing Awards
- ❑ Others

H. Fundraising Committee – Tao Yang

- ❑ Private financial support
- ❑ Fee-based services
- ❑ Others

I. Regional Committees – membership development and regional activities

- ❑ North and South America Regional Committee – Roger Ruan
- ❑ Europe and Africa Regional Committee – Zhang Guoqiang
- ❑ Asia and Pacific Regional Committee – Wang Maohua with a designated Vice Chairman
- ❑ China Regional Committee – Zhang Senwen

J. Liaisons with other professional societies

- ❑ ASAE – K.C. Ting
- ❑ CSAE (Canada) – Zhang Qiang
- ❑ CIGR – Zhang Naiqian
- ❑ AAAE – Zhang Naiqian
- ❑ JAICAE – K.C. Ting
- ❑ CSAE/CSAM (China) – Roger Ruan
- ❑ CIAM (Taiwan) – Ta Te Lin
- ❑ Euro-AGEN – Zhang Guoqiang

The Board asked Naiqian to write a brief statement of expectation for each Committee. The Board fully authorized the Committee Chairs to recruit their Committee members.

4. Activities for the ASAE/CIGR 2001 Annual meeting

A technical (or Rap) session on "China Exchange" was already submitted to ASAE for the 2002 ASAE/CIGR meeting in Chicago. The session will be cosponsored by AOCABFE, ASAE INTL-612 (Meetings and Conferences) Committee, on which Xin Jiannong served as

the Chair, and CIGR. A panel of invited speakers will be formed for the session. Additional speakers will be solicited through ASAE call-of-papers.

An evening AOCABFE Social during the 2002 ASAE/CIGR meeting and a dinner/Karaoke of AOCABFE members were suggested. A career symposium and a bulletin board were also suggested. These activities will be planned and coordinated by the Meeting and Conference Committee led by Xin Hongwei.

5. AOCA as the short name of AOCABFE

The Board discussed a suggestion of a potential member on using “AOCA” as the short name for AOCABFE. The Board appreciates the suggestion. However, the consensus of the Board is to maintain “AOC” as the short name for AOCABFE for use at informal circumstances, as suggested by Xin Hongwei.

6. Regular Board meeting

The Board decided to hold regular Board meetings from 3 pm to 4 pm (Central time) on the last Friday of each month. The meetings may be changed to bi-monthly after normal activities of the Board and the Committees are carried out satisfactorily. Committee Chairs will report to the Board at each Board meeting.

7. Email list

It was suggested that, after member registration is completed, emails will only be sent to registered members.

The meeting adjured at 3:10 pm.

Respectfully submitted

Xin Jiannong, AOCABFE Secretary
Wang Ning, AOCABFE Treasurer

August 26, 2001