

Executive Director's Report

by James D. Froula, P.E., *Tennessee Alpha '67*

Secretary's Report

OVERALL, THE YEAR 2003-04 was good in most respects, and the investments in trust showed improved valuations. Strong support by alumni through their volunteer efforts, contributions, and bequests was impressive, while corporate financial support of the Convention and THE BENT remained high. Continuous improvements were made to the internal and external websites and to the automated membership-reporting system.

CHAPTERS

The 2003 Convention granted charters to Idaho State University, formally established as the Idaho Beta Chapter on January 17, 2004, and to Grand Valley State University, established as the Michigan Lambda Chapter on March 27, 2004. Accounts of the installations were published in THE BENT. An inspection team visited the local engineering honor society at the University of California, Riverside, and a petition from the school will be considered by the 2004 Convention. A petition for a new chapter was received from Rowan University in Glassboro, NJ, and an inspection committee will visit in September 2004.

Tau Beta Pi has chartered 59 alumnus chapters. Seventeen units are active, and their activities are reported in THE BENT.

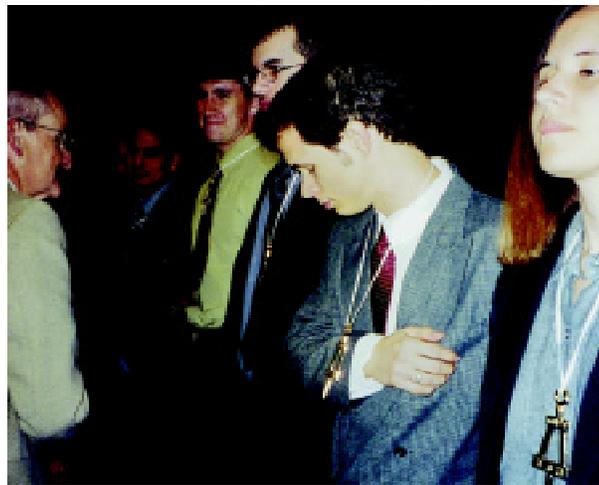
The Annual Chapter Survey was conducted in the spring. A total of 196 chapters (up 42% from 138) completed surveys, and 89 chapters reported 1,175 projects. A report on the contents of the survey was published in the September 2004 issue of THE BULLETIN. A special anniversary celebration was held by Michigan Theta (25th).

MEMBERSHIP

The chapters initiated 8,348 members in 2003-04, up one percent and the highest total since 1995-96. This included 7,890 undergraduates, 335 graduate students, 66 alumni, and 57 eminent engineers. Tau Beta Pi's initiated membership on July 31, 2004, was 469,739, and an estimated 48,000 are deceased.

During the year, about 29,524 engineer-

ing students in the 228 Tau Beta Pi chapter schools were scholastically eligible for membership in the top one-fifth of their senior or the top eighth of their junior classes. About 42.5% of these were members of Tau Beta Pi at the close of the year, up slightly from 41.6% the previous year. About 3.8% were not initiated, chiefly because of their chapters' failure to hold spring ceremonies. The remaining 53.7% indicated a lack of interest in membership,



A few of Florida Alpha's proud new Tau Bates from last December's ceremony, which included the initiation of two eminent engineers and 55 electees.

up from 51.7% last year.

Tau Beta Pi chapter schools graduate about 92% of all B.S. engineers at 343 schools with ABET-accredited programs and eight other schools.

Thirty-nine chapters held only one election and initiation of new members; all others held two or more. Nine chapters held unapproved initiations, and one chapter was removed from probation. No member resigned during the year, and none was expelled.

CONVENTION

The 98th Convention of Tau Beta Pi was held in October 2003 in Lubbock with Texas Beta as host. The meeting was fully reported in THE BENT and THE BULLETIN. The 2004 Convention will be held in Orlando with Florida Alpha/Delta as co-hosts, and the 2005 meeting will be co-hosted by Utah Alpha/Beta/Gamma in Salt

Lake City. The 2003 Convention approved three amendments to the Constitution and Bylaws of the Association, two of which were ratified by Executive Council vote for invalid and non-voting chapters: to define *Councillor* and to re-define Officers and Directors; and to add the duties of the Scholarship Program to those of the Director of Fellowships. The proposed amendment to establish a standing Convention Committee on Chapter Advisors

was unresolved by chapter vote and failed. The Bylaws were amended to allow a chapter to revoke the election of a candidate for good cause. The 2003 Convention decided to use the standard reimbursement schedule for the 2004 Convention; accepted an invitation from Colorado Beta to host the 2005 Convention in Denver (which acceptance was later approved by the Executive Council); raised the Convention assessment from \$3 to \$5 and the initiation fee from \$27 to \$32, effective August 1, 2004; made recommendations to improve the initiation-kit-assessment form and video; and directed the Executive Council to continue the Chapter Performance Program for Secretary's

Commendations until the 2004 Convention, which will review the program.

OFFICIALS

The Executive Council of Tau Beta Pi, elected for the 2002-06 term, comprises President M.W. Ohland, Ph.D., Vice President E.D. Styles, and Councillors A.L. Hu, R.W. Pierce, and Dr. D.J. Tyner. Council meetings were held on Aug. 16, Oct. 22, and Dec. 6, 2003, and March 20 and June 18, 2004.

Tau Beta Pi has three appointed Directors with responsibilities in major areas of its interest: D.S. Pierre Jr., P.E., serves as Director of Fellowships, E.J. D'Avignon as Director of Rituals, and Dr. A.M. Brenner as Director of Engineering Futures. A.R. Hirsch resigned as Director of Rituals in October. Members of the Fellowship Board include L.J. Hollander, P.E., Dr. S.L. Holl, and Dr. V.A. Marsocci, P.E. The Trust Advisory Committee, which directs the investment activities of the corporate trustee, includes R.F. Smith (chair), M.A. Di Flora, and J.W. Johnson Jr.

The District Directors on July 31, 2004, were:

- District 1 Nila D. Bhakuni
Keith S. Wilberg
- District 2 Selden J. Houghton
Thomas A. Pinkham IV
Andrea J. Pinkus
Jason Rogan
- District 3 Dr. Edward P. Gorzkowski
Michael D. Malmstrom
- District 4 Luke A. Martin
Lisa C. Pawlak
Russell L. Werneth
- District 5 Jeremy N. Comardelle
Francisco E. Moreno
Dr. Elizabeth A. Stephan
- District 6 Joseph J. Hanby
Richard P. King
Bethany R. Lancaster
- District 7 Abdou A. Ayoub
Barry L. Frost III
Curtis D. Gomulinski
Robert C. Rogers, P.E.
- District 8 Michael J. Cunningham
Stacey L. Forkner
Joseph G. Macro
- District 9 Dr. Charles W. Caldwell
Dr. Eddie R. Fowler
Brenda A. Kramer
- District 10 Brian W. Crenshaw
Daniel A. Kamat
- District 11 Dr. James C. Hill
Sherry D. Jennings-King
- District 12 Wade A. Hull
Tricia E. Schwaller
Dr. Larry A. Simonson
- District 13 Jeffrey G. Dabbling
Dr. Richard W. Mead
- District 14 Ellie R. Armstrong
Edward L. Tezak
- District 15 Scott E. Fable
- District 16 Scott V. Eckersall
Dr. Allen Klinger
Dr. Farrokh Najmabadi

The national Headquarters staff, which is located on the Knoxville campus of the University of Tennessee, includes Executive Director J.D. Froula, P.E., Assistant Secretary-Treasurer R.E. Hawks, Director of Communications & Development P.B. McDaniel, and seven additional employees.

DISTRICT PROGRAM

Each District held a conference last year and conducted meetings during the 2003 Convention, and Directors visited many chapters during the year. The Directors and the Council met in Colorado Springs,



Mission

To mark in a fitting manner those who have conferred honor upon their *A Im a Mater* by distinguished scholarship and exemplary character as students in engineering, or by their attainments as alumni in the field of engineering.

Vision

Tau Beta Pi will be universally recognized as the premier honor society.

CO, in June 2004 and discussed means for improving regional activities and communications and for helping the collegiate chapters.

ENGINEERING FUTURES

A total of 168 training sessions in developing the leadership skills of student members was presented by 50 volunteer facilitators during 2003-04. This program helps to prepare engineering students for their careers by enhancing their overall personal effectiveness through interpersonal-skills and teamwork-development seminars.

FELLOWSHIPS

The website carried reports by Tau Beta Pi's 70th fellowship group of 35 students, 16 with stipend, who were selected in the spring of 2003. The 71st group, comprising 34 students—15 with stipend, will do graduate work in 2004-05 and was announced in the Summer 2004 BENT. Fellows with stipends are paid cash grants of \$10,000 each. Eight James Fife Fellowships, sponsored by an irrevocable trust bequeathed by William Fife, C/A A '21, were given.

AWARDS

Tau Beta Pi's top chapter prize, the R.C. Matthews Outstanding Chapter Award, was given to Ohio Iota for the excellence of its total program in 2002-03. Honorable mentions were awarded by the Convention committee to Maryland Beta and New Mexico Gamma. The R.H. Nagel Most Improved Chapter Award went to Kansas Beta, with honorable mentions to California Iota, Utah Alpha, and Utah Beta.

The Council made one Chapter Project Grant under the Greater Interest in Government Program. The Headquarters staff gave 50 Secretary's Commendations to chapters for the perfection of their reports to the Headquarters office in 2002-03 and 37 Chapter Project Awards for ingenuity and creativity in activities.

The Distinguished Alumnus Award, established by the 1993 Convention for a trial period and renamed in 1999, will be presented at the 2004 Convention to Jill S. Tietjen, P.E., VA A '76.

The National Outstanding Advisor Award will be presented to the 11th winner, who was selected in June 2004 by a national selection committee of engineering deans: Drs. D.P. Giddens (chair), P.P. Khargonekar, and C.E. Rathmann. The recipient of a \$1,000 cash award and an equal sum to be presented to his dean's discretionary fund is Dr. Richard J. Smith, IA A '69, Iowa Alpha Advisor.

During the year, the Executive Council gave 11 Resolutions of Appreciation, four Distinguished Service Awards, three Exemplary Service Awards, and six Superior Service Awards to collegiate chapter advisors and national officials for long and outstanding service.

LAUREATES

A selection committee of three District Directors chose one Laureate from 12 nominees. [See page 25.]

SCHOLARSHIPS/GRANTS

The sixth group of 40 Tau Beta Pi Scholars, who will complete their undergraduate engineering studies in 2004-05, was announced in the Summer BENT. Each Scholar receives a cash grant of \$2,000. The inaugural Irwin M. Jacobs, "Mentor," Daniel D. Reneau, Thomas J. Scott, and A. Clayton Scribner Scholarships were awarded.

In the Tau Beta Pi Chapter Performance Scholarship Program, 32 scholarships of \$500 each were presented to students in 26 chapters.

Six \$1,000 grants for the first year of college study in 2004-05 for incoming freshman engineering students were provided by the Society (for a seven-year total of 42) through the national program conducted by the Society of Automotive Engineers. No Special Assistance Grant was made.



Sarah E. Gross
San Antonio, TX



Benjamin J. Lee
Hudson, OH



Rebecca Legett
Jacksonville Beach, FL



Katherine A. Romer
Oakland, CA



Jonathan Tsao
Oshkosh, WI



Chuan Zhang
Lexington, KY

Six students are national winners of the 2004 Tau Beta Pi-SAE Engineering Scholarships—\$1,000 grants for their first year of college. Sarah, Benjamin, and Jonathan are studying at Harvard University, Rebecca is

attending Princeton University, and Katherine and Chuan are enrolled at Massachusetts Institute of Technology. They were selected from more than 3,000 applicants nationwide.

CONTRIBUTIONS FROM ALUMNI

Tau Beta Pi's 2003 Annual Giving Campaign brought gifts of \$744,235 (up 4%) from 14,603 donors (n/c), including 868 new donors (up 65%). Their names were published in the Winter and Spring 2004 issues of THE BENT. Included in the total are gifts of \$20,672 allocated to the Fellowship Program from 182 companies that match gifts from employees. The 2004 Giving Program was begun in March, and the response by July 31 reached \$501,230 from 9,856 loyal members.

The Society uses minimal professional assistance in the conduct of this extremely efficient program; the national officers are deeply grateful to the generous alumni whose gifts fund important programs that help our chapters and student members.

OTHER ACTIVITIES

Tau Beta Pi has maintained its affiliations with the American Association for the Advancement of Science, the Association of College Honor Societies, and the American Association of Engineering Societies and its association membership in the American Society for Engineering Education. The Executive Director is Tau Beta Pi's official representative to these organizations, although other officers of the Association occasionally attend their meetings. Tau Beta Pi is also an affiliate of the Junior Engineering Technical Society, which works with high-school students across the U.S.A.

The Society was included as an eligible organization on the 2004 Combined Federal Campaign national list. Tau Beta Pi established its own web-based job board—The Best People—and continued formal agreements with MonsterTrak and with JobTarget to provide on-line job listings to members. The AlumNet Program, an electronic mentoring service to encourage student-alumnus interactions, was established after the third of a three-year trial period. The Association was a contributing society to National Engineers Week 2004.

Tau Beta Pi has maintained its classification under Section 501(c)(3) of the U.S.

Internal Revenue Code as a tax-exempt, charitable and educational, non-private organization and is exempt from sales tax in 13 states. Collegiate chapters are separately classified under Section 501(c)(7) of the code.

Treasurer's Report

THE FINANCIAL CONDITION of Tau Beta Pi at the close of the fiscal year was improved. Trust market gains were recorded despite a year of extremely low dividends. Excess of revenue over expense was \$1,118,000. Assets increased in 2003-04 by \$1,106,000 to a total of \$14,113,000.

FINANCIAL POSITION STATEMENT

The several named trust funds are commingled and invested under the jurisdiction of the Tau Beta Pi Trust Advisory Committee. The trustee is the trust department of the National City Bank in Toledo, OH. The trustee performed satisfactorily during the year, and the status of the trust at the end of the year was improved, despite low dividends and capital gains. Investment earnings of the funds, less trustee fees and excluding capital gains resulting from security transactions, are used for the purposes indicated by the fund titles: paying fellowship and scholarship stipends, paying for BENT magazines delivered to life subscribers, paying project grants to winners in the Greater Interest in Government Program, helping to support the Convention, and financing many useful activities of the collegiate chapters. Overall net earnings of the trust funds, including security sales, were 14%; the previous year's figure is 6.6%. Net earnings were \$1,690,000.

Securities held by the trustee on July 31, 2004, are carried at market value of \$13,225,000, an increase of 12.5% above the previous year, and comprise holdings in 11 non-overlapping, no-load mutual funds. Eq-

uity securities constituted 85% of the total trust funds.

The current liability in fellowships and scholarships is for those stipends committed in 2003-04 for payment to student winners in 2004-05. The 2004 Convention liability includes the assessments paid by new initiates during the year and \$15,500 in gifts from corporate and university sponsors. The deferred BENT subscription liability is for both annual subscriptions and the four-year subscriptions for new members included in the national initiation fee. The liability for delivering future magazines under four-year subscriptions is entered on the books at the time of initiation.

The increase in BENT life subscription liability resulted from the 500 new life subscribers. Life subscription fees are recorded as a liability because of the commitment against the annual earnings of those fees to pay for copies of THE BENT to be delivered. This liability represents the total value of all life subscriptions in force on July 31, 2004, at their enrollment-fee prices. Upon the deaths of life subscribers, their paid fees are transferred on the books to the Fellowship Fund and then are reported as revenue.

The net assets of the Association increased by \$1,118,000 because of trust market gains, generous contributions from alumni, and four bequests totaling \$61,000. Earnings on securities in the trust fell by \$23,000. A subsidiary report details the changes during the year in individual funds, most of which increased after a gain in market value of securities of \$1,513,000. The BENT Life Subscription Fund balance increased by \$176,000, the L.E. Record Scholarship Fund grew by \$440,000, the Convention Fund rose by \$130,000, the Fellowship Fund grew by \$115,000, and the Engineering Futures Fund increased by \$16,000, but the Program Development Fund fell by \$60,000 to pay District Program expenses.

STATEMENT OF ACTIVITIES

Chapter and initiation fees (shown less THE BENT subscription portion) rose by \$1,000.

THE TAU BETA PI ASSOCIATION

STATEMENT OF FINANCIAL POSITION

On July 31, 2003 and 2004

ASSETS

	2004	2003
<i>Current Assets</i>		
Cash	\$ 245,423	\$ 283,433
Receivables:		
Contributions	0	0
Chapters	17,888	15,155
Student loans	41,521	49,465
BENT life subscription installments	20,536	24,419
Other	1,323	426
<i>Total Receivables</i>	81,268	89,465
Inventory	20,149	15,885
Split-interest agreements, current portion	44,320	38,771
Prepaid expenses	12,160	13,578
<i>Total Current Assets</i>	403,320	441,132
Depreciable:		
Furniture and equipment	227,851	224,640
Less accumulated depreciation	-180,247	-156,287
<i>Total Depreciable</i>	47,604	68,353
Investments	13,225,013	12,113,536
Split-interest agreement net of cur. portion	438,633	384,076
TOTAL ASSETS	\$14,113,570	\$13,007,097

LIABILITIES AND NET ASSETS

	2004	2003
<i>Current Liabilities</i>		
Accounts payable:		
Chapters	\$ 6,131	\$ 6,131
Laureate awards	2,500	5,000
Fellowships/Scholarships	230,000	254,000
Other	12,428	20,938
Accrued expenses	23,020	22,295
Deferred Convention revenue	41,449	40,876
Deferred BENT revenue	57,241	54,558
<i>Total Current Liabilities</i>	372,769	403,798
Deferred BENT subscription revenue	71,458	68,504
BENT life subscriptions	2,411,336	2,394,580
TOTAL LIABILITIES	2,855,563	2,866,882
<i>Net Assets</i>		
Unrestricted:		
Undesignated	656,167	544,012
Designated	5,217,340	4,830,964
Temporarily restricted	4,293,064	3,732,909
Permanently restricted	1,092,436	1,032,330
TOTAL NET ASSETS	11,259,007	10,140,215
TOTAL LIABILITIES & NET ASSETS	\$14,113,570	\$13,007,097

Convention revenue consists of assessments for the 2003 Convention, \$30,710 in industrial gifts, and \$59,022 from 97 alternate delegates and visitors.

Overall contributions and bequests increased by \$53,000. Total gifts from alumni and matching corporations in the two annual giving programs in 2003-04 amounted to a record \$747,161 (up 1% from 2002-03). The Association is deeply grateful to the 14,280 members who contributed during the year.

BENT publication revenue fell by \$14,000 despite the fifth-highest total of recruitment advertising; expenses decreased slightly by \$1,000. Normally, publication is a "profitable" activity when Life Subscription Fund earnings are included. Earnings, without capital gains, on the invested Life Subscription Fund were the lowest in 28 years. In 2003-04, the fund earned (before the trustee-fee deduction) only \$0.18 per life copy delivered, compared with the previous year's \$0.22. Earnings exceeded cost per life copy by a record \$1.03, versus last years' \$1.02.

The total of interest and dividends in 2003-04 rose by \$17,000. The net gain on investments was \$1,534,000; changes in market value are reported as either gains or losses in investments.

The 10 major chapter programs (the first ten under Expenses) usually show an operating loss. Convention expenses rose by \$6,000 and include the cost of attendance

by one student delegate from each collegiate chapter; alternate delegates, alumnus delegates, chapter advisors, and visitors—but not by national officers.

Expenses for fellowships and scholarships fell by \$18,000 because fewer fellowship stipends were needed. (Revenue for fellowships includes all matching gifts from corporations and certain alumnus contributions, including those specifically earmarked by donors.) Since the Fellowship Program was inaugurated in 1929, Tau Beta Pi has given and committed \$4,065,395 in stipends to a total of 820 young members. It is the major philanthropic program of the Society and is made possible by gifts from alumni and cooperating industrial firms.

INITIATION FEES

Tau Beta Pi's low national initiation fee covers the cost of the official badge, membership certificate, copies of the Constitution and Bylaws and Information booklets, a subscription for student members to THE BULLETIN, and a four-year subscription to THE BENT. The national fee, formerly \$27 during 1994-2004, became \$32 on August 1, 2004. In addition, new members are charged an assessment of \$5, effective August 1, 2004, up from \$3, for partial support of the annual Convention.

STUDENT LOANS

One new student loan was made to a member in 2003-04 for a total of \$1,500. None

was for the amount of Tau Beta Pi's initiation fee. Seven loans were repaid, and none was written off during the year, leaving 20 outstanding on July 31, 2004, with a principal balance of \$28,925. Since inauguration in 1932 of the loan program, 1,752 loans have been made to student members for a total of nearly \$794,000.

Editor's Report

THE BENT

During 2003-04, the four issues contained a total of 224 pages, and 379,608 copies of the magazine were available for paid subscribers. This is a 1.3% increase in paid copies above the previous year's circulation total. Engineering and graduate-school recruitment advertising for the year totaled 16.75 pages, a 6.5% decrease from the previous year. Total production cost of the magazine per paid copy was \$1.21, down from \$1.24 the preceding year.

New BENT life subscribers added during the year numbered 500 (down 5%) bringing total life subscriptions to 76,150. Of all the life subscribers enrolled since 1929, when the plan was instituted, 7,394 are deceased, and their fees totaling \$211,093 have been transferred to the Fellowship Fund in accord with the Constitutional requirement.

An average of 285 copies per issue in

THE TAU BETA PI ASSOCIATION

STATEMENT OF ACTIVITIES

For the years ended July 31, 2003 and 2004
(With summarized financial information for the year ended July 31, 2003)

REVENUE	<i>Unrestricted</i>	<i>Temporarily Restricted</i>	<i>Permanently Restricted</i>	<i>2003-04</i>	<i>2002-03</i>
Initiation and chapter fees and fines	\$ 157,313			157,313	156,145
Chapter and individual sales	85,844			85,844	79,328
Contributions and bequests	845,513	23,477		868,990	815,975
Convention	114,177			114,177	115,392
BENT publication	219,808			219,808	226,574
Life subscription fee transfers	12,067			12,067	12,868
Student loan interest	1,992			1,992	6,011
Miscellaneous & loss on disposal of equip.	525			525	72
Interest and dividends	105,685	139,055		244,740	227,550
Net gain (loss) on investments	984,509	550,128		1,534,637	614,751
Change in value of split-interest agreements	0	0	60,106	60,106	16,332
Satisfaction of program restrictions	<u>152,505</u>	<u>(152,505)</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	2,679,938	560,155	60,106	3,300,199	2,270,998
EXPENSE					
Program services:					
Chapter and initiate supplies	245,145			245,145	258,933
Cost of chapter and individual sales	79,095			79,095	77,085
Convention	346,357			346,357	340,117
District Program	210,519			210,519	201,791
Engineering Futures Program	117,966			117,966	153,130
Greater Interest in Government Program	3,428			3,428	6,999
BULLETIN publication	29,615			29,615	29,039
Student Assistance Program	1,392			1,392	1,353
Laureate Program	8,481			8,481	11,616
Advisor Award Program	5,759			5,759	5,303
BENT publication	462,915			462,915	463,890
Fellowship/Scholarship Program	292,749			292,749	310,432
Alumnus Program	9,848			9,848	13,058
Student Loan Program	<u>5,984</u>			<u>5,984</u>	<u>5,674</u>
	1,819,253			1,819,253	1,878,420
General and administrative	132,681			132,681	147,426
Alumnus Giving Program	<u>229,473</u>	<u>0</u>	<u>0</u>	<u>229,473</u>	<u>242,774</u>
TOTAL EXPENSE	2,181,407	0	0	2,181,407	2,268,620
CHANGE IN NET ASSETS	498,531	560,155	60,106	1,118,792	2,378
Net assets, beginning of year	<u>5,374,976</u>	<u>3,732,909</u>	<u>1,032,330</u>	<u>10,140,215</u>	<u>10,137,837</u>
Net assets, end of year	\$5,873,507	4,293,064	1,092,436	11,259,007	10,140,215

Financial statements have been audited.

2003-04 was delivered to annual renewal subscribers, 30,612 copies to original four-year subscribers, and 64,005 copies to life subscribers, for a total of 94,902 paid copies per issue. The total number of paid copies for the Summer 2004 magazine was 95,458.

THE BENT carries articles on general professional topics in engineering, news about Tau Beta Pi and its members and chapters, and regular departments. The Association is indebted to the alumni who serve as judges and writers of the Brain Ticklers column: H.G. McIlvried III (chair), D.A. Dechman, J.L. Bradshaw, and F.J. Tydeman. Judge R.W. Rowland retired after 20 years of service; Editorial Assistant J.N. Stewart retired after 26 years of ser-

vice. Publication of THE BENT is a major activity of the national Headquarters staff. By Bylaw provision, the Secretary-Treasurer of the Association serves as editor.

THE BULLETIN

During 2003-04, the three issues contained a total of 22 pages, and 31,700 copies were printed. All issues are also available on the website. This newsletter is published chiefly for the information of the student members and advisors of the collegiate chapters and is a valuable means of exchanging project ideas and distributing information and instructions on the operations of the student groups. The Executive Director serves as editor of THE BULLETIN.

OTHER PUBLICATIONS & WEBSITE

New editions of the "Constitution and Bylaws and Eligibility Code" and the "Information Book 2004" were published in August and September, respectively. The "Advisor's Book 2004" was updated and reprinted in July, and the "President's Book 2004" was updated in October.

The other Tau Beta Pi descriptive brochures, posters, and promotional materials were updated and reprinted during the year for chapter use. The Tau Beta Pi website received numerous improvements throughout the year and at least 138,000 hits. It contains much interesting material at www.tbp.org.

—James D. Froula, PE
Executive Director
Secretary-Treasurer and Editor