

SIVB BOARD OF DIRECTORS MEETING (DRAFT)
Hyatt Regency, Riverfront, St Louis, MO
Friday, October 16 and Saturday, October 17 in the Ideation Room

Friday, October 16, 2009

1.0 INTRODUCTION: The meeting was called to order by Todd Jones at 7:02 PM. Board members participating were: Barbara Doonan, Dwight Tomes, John Finer, Mark Jordan, Paul Price, Michael Spencer, and Barbara Reed. Guests Marietta Ellis, Cindy Goodman and Michele Schultz also participated. Via phone: Bill Smith, Dan Brown and Liz Roemer.

1.1 Adoption of Agenda: T. Jones: Todd asked if any additional information should be included in the agenda. **Barbara Reed moved and Barbara Doonan seconded that the agenda be adopted. MOTION PASSED**

1.2 Adoption of Minutes: Minutes from the June 6, 2009 Board meeting were prepared by John Finer and distributed to the Board on June 6. Corrections were communicated by Paul Price to John Finer and the following changes still need to be incorporated into the final minutes. In section 3.2.1, the following nominees needed to be added/corrected as candidates for the following committees: for SIVB committees: Public Policy Chair: Michael Dame; Constitution and Bylaws: Guido Caputo, Education Chair: Scott Stewart; IVACS Committees, Vice Chair Membership: Jacqueline Jordan. Barbara Reed is misspelled a few times.

John asked if there were any additional changes. **John Finer moved and Paul Price seconded that the June minutes be adopted as amended. MOTION PASSED**

1.3 Outstanding Action Items from Meeting of June, 2009: J. Finer

1. John Finer needs to really push membership at IAPB meetings – table is set up but we need to come up with more of a plan. **Ongoing.**
2. Barbara Reed needs to come up with someone to take the lead on a special plant tissue culture protocols book. **Barbara Reed contacted 3 people that showed some initial interest and has not heard back from any of these individuals (ongoing).**
3. Peggy suggested that personnel that are associated with this NSF grant get together to go over items that need to be reported to NSF, Peggy and Todd will take the lead on this. **Done.**
4. Liz Roemer will continue to pursue FDA grant for following years. **Liz cannot continue with this responsibility; we need to find an alternate (ongoing). We will need to submit a letter of permission. Tom Flynn has assisted. Action Item: Liz will follow with an e-mail request for someone to take the lead on possible FDA funding.**
5. Marietta will make copies of the tentative program of the IAPB for distribution. **Done.**
6. Marietta needs feedback to decide when SIVB committee meetings will take place at 2010, to plan for 2011 meeting. **On agenda.**
7. Todd and Marietta will need to negotiate with Roger Beachy for a presidential suite for small committee meetings. **On agenda.**
8. Todd and Marietta need to start a list of items to be presented to IAPB for resolution; registration monies need to be specified as far as split. **On agenda.**

9. Marietta needs to present a list of members to Roger so that the split is clear. **Done.**
10. Todd Jones to form an *ad hoc* committee consisting of the representatives of the current education, student and student awards committees charged to come up with a plan and criteria for how student fellowships will be awarded for the 2010 meeting. **Done with Pam Weathers at the end of the previous board meeting in Charleston.**
11. Dwight Tomes needs to pursue dollars as IAPB will look for money to reimburse for student fellowships. **On agenda – Michael Spencer and Dwight Tomes will cover today.**
12. Marietta will have SIVB stickers or acknowledgment on member's badges at the IAPB meetings. **On agenda.**
13. Dwight will have extra issues of journal at the meeting. **Yes and on agenda.**
14. Todd will ask Mike Horn for access to IAPB information. **Ongoing, our list was given to Sandy Strother, meeting coordinator, but an exchange has not yet been made to permit recruitment into SIVB.**
15. Liz Roemer will go to the Constitution and Bylaws Committee to make sure that the idea of a stand-alone permanent student committee with a current Member-at-Large be appointed to serve as the advisor moves forward. **Bill Smith reported that this is in the hands of the Constitution and Bylaws Committee; Bylaw change will be on the next ballot (section 8).**
16. Liz Roemer will have the students come up with a plan for improving the website for students, with specific designed pages that can be easily loaded to the SIVB website. **Liz reports that she sat down with them at the last meeting and Richelle Monaghan is the new chair of the student committee. But there has been no further word on this.**

2.0 PUBLICATIONS UPDATE:

2.1 Publication Update:

Michele Schultz joins the meeting via phone

- 2.2 IVP matrix change for board action: Barbara Reed passed to Dwight Tomes. Dwight reported that he and Greg Phillips have worked on updating the matrix categories. They also want to change information for authors to include some other additional information. Also wants to include COPE standards with ethics standards. John Finer and Wayne Parrott have been involved in development of ethics standard. Every year, there are a few issues relating to publication ethics; either plagiarism or an author, who was unjustly either left off or put on as an author. **Dwight Tomes moved and Mark Jordan seconded that the new matrix categories be accepted. MOTION PASSED.**

Dwight Tomes moved and Barbara Doonan seconded that Instructions to Authors contain verbiage about ethics and COPE standards. MOTION PASSED. Action Item: Dwight Tomes will send draft verbiage about ethics and COPE standards for suggestions.

Michele Schultz reports that the IAPB issues of IVP had some timing problems, which should be resolved as our protocol for contributing SIVB plant papers is implemented. She also reports that the second royalty check has been received from the BioOne contract.

The Animal journal has published September and October issues for the first time in a few years and is trying for a 10-issue year.

2.3 Springer Contract

These are the yellow and white pages in the Board meeting packet. Dwight, Marietta, Michele and Barbara Reed went over the contract. Contract term is listed as 8 years, which may not be acceptable to IAPB, who does not have an 8-year contract term in their constitution. The 8-year contract may provide some stability to the journal and our revenues. We have been over the page limit and Springer has been very accommodating with their requirement. Dwight reports that they are very easy to work with. No complaints from IV-A. There is an option to renegotiate at the end of 4 years. We can vote but IAPB will need to change their constitution to allow an 8-year contract as it currently lists the contract as 4-6 years.

Barbara Reed also reports that in section 17A, the automatic renewal will not be automatic but will have to be negotiated.

Barbara Reed reports that Section 16B – money for issues from the back issues pre-1999 comes to SIVB as it was before the “merging” of the publication into IV-P. Barbara asked if there was anything else that needs to be changed. This is an early contract, which is still being negotiated.

Todd and Dwight suggested that we need a contract lawyer to read over the contract.

Todd reports that developing countries can get journals for free or at a reduced rate through AGORA and HINARI, which Springer is working on. **Action item: Barbara Reed will follow up with Springer to see how free/low cost journal access for developing countries can be established and advertized via AGORA and HINARI; a booth can be set up at the annual meeting to advertise this.**

Michele Schultz leaves meeting at 7:50

Pre-tomorrow meeting discussion before IAPB meeting - Discussion on the use of an additional room for a couple of additional sessions during the plenary/symposia. Recommendation to find space for student competition sessions but is not important for a contributed paper session.

Pam Weathers joints 8 PM

3.0 ADJOURNMENT FOR THE EVENING

SIVB BOARD OF DIRECTORS MEETING
Hyatt Regency, Riverfront, St Louis, MO

Saturday, October 17, 2009

The meeting was called to order by Todd Jones at 8:06 AM. Board members participating were: Barbara Doonan, Pam Weathers, Dwight Tomes, John Finan, Mark Jordan, Paul Price, Michael Spencer, Guy Smagghe and Barbara Reed. Guests Marietta Ellis and Cindy Goodman also participated. Via phone: Dan Brown, Liz Roemer

5.0 EXECUTIVE SESSION

4.0 FINANCIALS: Barbara Doonan referred to tab 3 in our booklet, which summarizes SIVB's financials. Barbara Doonan explained that we are still in the black and in good shape. Projected budget is on the last yellow page (page 4). Marietta reported that the projected budget was difficult to determine with the planning of the meeting going to IAPB. Student fellowships is a major part of the meeting and the allocation of grant funds is difficult to predict. There is a projected 50K deficit, with a need to increase membership, increase fundraising. Since the allocation of \$ from the 2010 has not been defined, the numbers of new membership needed is not currently known and cannot be predicted.

We are steady with publication royalties.

Bill Smith joins the meeting via phone at 9 AM

4.1 August 2009 Financial Statements: **Barbara Doonan moved and Dwight Tomes seconded to accept the budget that will need to be finalized, as more information becomes available.** After further discussion of our ability to vote on this motion, **Dwight Tomes moved and Pam Weathers seconded that the motion be tabled until later this afternoon. MOTION PASSED.**

4.2 Approval for modification of 2010 Budget for board action: Barbara Doonan

Marietta led discussion on fees from the Bank of America where we have our accounts. As there is transition to more electronic transfers for membership, etc, Marietta questioned the need for a lockbox, which costs \$300 per month. She suggested that we stop using the lockbox and try a remote deposit service. The board supported this idea. John Finan suggested that Marietta keep records on the use of this remote deposit system and share information with the board at a later board meeting.

4.3 Foundation Progress Report: Bill Smith reports that there is no foundation. The goal is to now set up an endowment fund in place of establishing a foundation. Bill investigated means of generating funds for the endowment. Membership had very few viable suggestions. Mike Horn suggested that it is possible to set up life insurance policies for membership. Bill requests suggestions from the board and overall membership via e-mail for specifics to how to create an endowment and keep it filled. Mail to either william.j.smith3@us.army.mil or preferably billjimmy@comcast.net. **Action Item: Pam**

Weathers and Barbara Reed will look into use of annuities to start/supplement the endowment and forward that information to Bill Smith. Action Item: Todd Jones will collect some information from the society of cereal chemists on their foundation.
Bill suggested that any ideas on how to grow an endowment would be appreciated. Possibly use of Funds for the Future to seed the endowment. **Action Item: Marietta will update the board on the amount of \$ that is in the Funds for the Future.**

Break at 10:00, back at 10:09

6.0 12TH IAPB WORLD CONGRESS

6.1 12TH IAPB WORLD CONGRESS update Kathleen Mackey (assistant to Roger Beachy) and Monica Schmidt (secretary and member of executive committee). With Roger Beachy's new role in the Obama administration, and to assist in the preparation of this meeting, the following 3 new members were appointed to the executive committee: all from the Danforth Center: Claude Fauquet, Elliot Herman and Tony Kutchan.

Todd suggested that we start by going over the questions;

Financials: Kathleen Mackey stated that the University of Missouri has a professional meeting planner who will take the lead on organizing the administrative aspects of the meeting. For "sponsorship" of sessions or the overall meeting full members will request funds from potential sponsors as Roger cannot officially fundraise with his current situation. Numbers of registrants is expected between 1500 and 2K.

There is a subcommittee, which is expected to look at sponsorship/grants and international grants but some deadlines were already missed. Todd requested the names of the fundraising subcommittee members to avoid duplication of grants requests. The members were Tony Kutchan, Elliot Herman and Sam Wang.

Liz Roemer asked if SIVB has representation on the executive committee. She suggested that SIVB have a voting member on the Executive Committee. Kathleen will check with Roger on this request.

For speaker reimbursement, only the speakers of the Plenaries were offered registration, airfare and hotel costs. Other speakers were not promised anything.

Discussion on what SIVB "needs" from the IAPB meeting to continue to function. Todd was asked to estimate the amount of \$ needed to keep society operating. Todd suggested \$50K as a net income from this meeting.

Kathleen estimated that the total budget for the IAPB meeting would be 1.3 million with ~200K raised through meeting sponsorship.

Guy Smagge asked about efforts/status of student registrations. Kathleen emphasized international students recruitment to this meeting but John Finer said that emphasis does

not need to be on international – they will come, regardless of fund availability. He suggested that there would be no shortage of interested international students.

Marietta asked about room/hotel reservations. Kathleen responded that there were many hotel possibilities in the area of the convention center; specific hotels were; Renaissance, Hampton, 2 different Drury Inns (with breakfast), Hilton (200 rooms reserved for meeting), and the Hyatt (400 rooms reserved for meeting).

Marietta asked about buses as the convention center is a distance from a few of the hotels – Kathleen is looking into them. Executive committee will meet to decide on bus use.

Meeting advertising: questions of SIVB “visibility” on meeting home page and literature. Emphasis appears to be on IAPB with SIVB listed as a co-sponsor, in a sidebar. This de-emphasis on SIVB is especially important for the animal people of SIVB. Cindy Goodman wanted to make certain that SIVB is prominently displayed in correspondence and on website to keep the animal people involved. Todd stated that we all need to have consistent message across all advertising.

Action item: Michael Spencer will contact sponsorship/grants subcommittee and follow up for grants with IAPB group

Action item: Todd will follow up with Roger to try to place Todd on the executive committee

Barbara Reed commented on the apparent lack of interest from IAPB in microprop sessions. Kathleen Mackey acknowledged the importance of these sessions, did not want to take over the microprop sessions and originally left full control to Barbara. Kathleen is willing to take the lead with the letters of invitation.

6.2 Scientific Program

Guy asked if there was any way to present more clearly the joint sessions. Plenary and Keynote speakers are listed on the website but not in the right place.

6.3 Logistics

Todd asked about a formal membership booth set up for SIVB (for no fee) Kathleen said no problem to set up a table next to registration. Springer is required to have a free booth but they need to submit an application. **Action item: Marietta will tell Springer to send in the vendor application form and they will receive their booth at no cost.**

Kathleen has a list of vendors to contact and Todd suggested a few more vendors to contact.

Marietta brought up that we do need an additional room or two for additional meetings/sessions.

Guy stressed the need to emphasize certain joint (cross cultural) sessions.

Break at 11:30

7.0 2010 IV Biology 2009 statistics

7.1 2010 Scientific Program update

Cindy Goodman passed out the IVACS session plan. The list contains suggestions for invited speakers. Brad Upham's session is not well defined. Paul Price's session is filled out. Bill Smith's session has 3 speakers, looking for a 4th speaker in the plant area (biological sensors). Guy's has 3 speakers and may have a 4th. He is looking for a co-convenor with Michael Spencer. Cynthia is working closely with Lucy Lee for the last IVACS session. All sessions are being finalized. All sessions outlined in the handout. Student workshop at the end – Marietta suggested that this go into the NSF grant.

Michael Spencer brought up workshops on Sun, Tues and Wed for student and post-doc competition. The idea is to take the submitted posters and have the students also present a short talk for competition.

7.3 Fundraising – Kan Wang contacted AFRI for student support and received positive response.

Action item: Cindy Goodman will contact specific membership to contact and encourage personnel from local universities to attend.

Lunch at 12:07

7.2 Meeting update

Marietta passed out an update sheet for student fellowships.

Marietta brought up the feasibility of renting additional rooms for SIVB sessions as part of the America Center or renting rooms at the Hyatt (with food).

8.0 Tour of the Hyatt Regency

9.0 Tour of America Center

Returned at 2:10 PM

Untable the motion from earlier in the day (Section 4.1)

**Barbara Doonan motioned and Pam Weathers seconded, to accept the budget with the understanding that more changes will be made as more information become available
MOTION PASSED.**

10.0 2011 Meeting

10.1 2011 Meeting location discussion

Marietta looked into Providence RI location and passed out information on the Westin in Providence, which is located next to the convention center. She reports that the Providence Biltmore is a nice hotel, but does not have enough hotel space for our meeting – also located next to the convention center but the Biltmore is not closely associated with the convention center. Other hotels were just inadequate. There has been no negotiation on any fine points. **Action item: Marietta will collect information on Raleigh for discussion at the next meeting.** She will take formal tour with Michelle Stevenson.

11.0 Membership retention and growth

11.1 Emeritus Ratification: John Finer reported that emeritus memberships were requested by Maigull Appelgren and Linda Jacobsen. Retirement has been validated. **Action Item: John Finer will work to assemble a questionnaire with input from Marietta and Todd to ask the emeritus how they could become more engaged with the society.**

Pam Weathers moved and Paul Price seconded to ratify the emeritus status of Maigull Appelgren and Linda Jacobsen. MOTION PASSED

Page 2 of yellow sheets contains membership information. Marietta is sending out as many membership renewal requests as possible – first mailing sent out a few weeks ago. Cryobiology, Tissue Engineering, Society for Invertebrate Biology. **Action Item: Paul Price will talk to Gordana of Columbia University for possible contact for establishing additional relationships with other societies.**

Action item: Barbara Reed will talk with Lia about contact for Cryobiology to build relationship within this society.

Mark Jordan and Michael Spencer depart at 3:00.

Todd reported that student and emeritus members are declining – rapidly. Marietta suggested more involvement of students in society committees. Member, get a member campaign. If a member recruits a certain number of members, there is a prize. **Action Item: Marietta will find out what IAPB offers for new membership.** With payment for new members for this year membership, offer next year at a reduced price with electronic journal. **Action item: Marietta assemble list of lost memberships and distribute names to the board.** We could divide up the list and call members that we have lost.

Sponsor a student – Marietta reports member will be able to sponsor students. Donation to the society for sponsorship for students, in general. Buddies get a badge and student registration is reduced as part of this donation

12.0 NOMINATING

12.1 ELECTION UPDATE: Paul Price reported the following election nominees, which have not changed much from the June meeting report.

SIVB

President: Mike Horn and David Songstad
Vice President: Michael Spencer and Greg Phillips
Secretary: John Finer and Kan Wang
Treasurer: Barbara Doonan
Publications: Barbara Reed
Member at large: Wayne Parrott, John Bushoven, Carol Stiff
Member at large: Michael Fay, Lucy Lee
Publications; Barbara Reed
Public Policy Chair: Pamela Weathers, Michael Dame
Constitution and By-Laws: Linda Jacobsen, Guido Caputo
Awards: Maud Hinchee, Amy Wright, Sylvia Mitchell
Education Chair: Scott Stewart, Margaret Young

Plant Biotechnology Section

Chair: John Bushoven, Fredy Altpeter
Vice Chair: Valerie Pence, Jeff Adelberg
Secretary: Sylvia Mitchell, Phil Kauth

IVACS

Chair: Michael Fay, Guy Smagghe
Vice Chair Membership: Jacqueline Jordan, Yvonne Reid
Vice Chair Meeting: Brad Upham
Secretary: Cynthia Goodman, Lia Campbell

Nominations need to be complete by September

Marietta reported that Zoomerang could be used as a online balloting form for nominations. We can also use the service for surveys. Cost is \$350 per year for non-profits. Marietta recommended that we evaluate Zoomerang. **Dwight Tomes moved and Barbara Doonan seconded, that we support the purchase Zoomerang Premium for election and surveys. MOTION PASSED**

13.0 AWARDS

Previously, we voted to limit the number of awardees. Current award information is outlined in the last blue sheets of the board booklet.

14.0 Committees. Todd Jones asked for reports/information from committees

Pam Weathers motioned and Dwight Tomes seconded, that we sign the letter supporting STEM. MOTION PASSED.

Next Feb board meeting – on a Saturday.

Review of Action Items: J. Finer

- 1) Liz will follow with an e-mail request for someone to take the lead on possible FDA funding.

- 2) Dwight Tomes will send draft verbiage about ethics and COPE standards for suggestions.
- 3) Barbara Reed will follow up with Springer to see how free/low cost journal access for developing countries can be established and advertized via AGORA and HINARI; a booth can be set up at the annual meeting to advertise this.
- 4) Pam Weathers and Barbara Reed will look into use of annuities to start/supplement the endowment and forward that information to Bill Smith.
- 5) Todd Jones will collect some information from the society of cereal chemists on their foundation.
- 6) Marietta will update the board on the amount of \$ that is in the Funds for the Future.
- 7) Michael Spencer will contact sponsorship/grants subcommittee and follow up for grants with IAPB group
- 8) Todd will follow up with Roger to try to place Todd on the executive committee
- 9) Marietta will tell Springer to send in the vendor application form and they will receive their booth at no cost.
- 10) Cindy Goodman will contact specific membership to contact and encourage personnel from local universities to attend.
- 11) Marietta will collect information on Raleigh for discussion at the next meeting
- 12) John Finer will work to assemble a questionnaire with input from Marietta and Todd to ask the emeritus how they could become more engaged with the society.
- 13) Paul Price will talk to Gordana of Columbia University for possible contact for establishing additional relationships with other societies.
- 14) Barbara Reed will talk with Lia about contact for Cryobiology to build relationship within this society.
- 15) Marietta will find out what IAPB offers for new membership
- 16) Marietta assemble list of lost memberships and distribute names to the board

10.0 ADJOURNMENT (Depending on Other Business Items that are added to the agenda). **Pam Weathers moved and Guy Smaghe seconded to adjourn the meeting. MOTION PASSED**

Adjourned at 4:15