

Draft Meeting Minutes
SIVB BOARD OF DIRECTORS MEETING
Telephone Conference Call
Saturday, February 26, 2011

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10:30 am 1.0 INTRODUCTION: W. Smith. The meeting called to order by Bill Smith at 10:35. Meeting participating were Bill Smith, Lucy Lee, Barbara Reed, Pam Weathers, Greg Phillips, Dave Songstad, Barbara Doonan, Cindy Goodman, Wayne Parrott, Liz Roemer, Todd Jones, and guests Marietta Wheaton Ellis and Michele Schultz. Mark Jordan will join the meeting later.

1.1 Adoption of Minutes J. Finer: John Finer apologized for not being to attend the last board meeting. Those meeting minutes were taken by Cindy and Marietta and Wayne Parrott took action items. Minutes were supplied on Feb 23, 2011 via e-mail. Bill Smith asked for any changes to the minutes. Dave commented that the section dealing with sustainability book is a little brief. Dave will provide additional information based on tape. It was decided to table the adoption of minutes and ask for electronic adoption at a later time. Cindy has a number of handwritten notes and will also check to see if there are any additional comments and will forward those comments to John. John will collate and redistribute. Receive within a couple of weeks. **Pam Weathers moved and Barbara Doonan seconded that we proceed with this plan, of John Finer modifying the minutes after input over the next 1-2 weeks and submitting the minutes for an electronic vote to the Board. MOTION PASSED.**

1.2 Adoption of Agenda W. Smith: Bill asked for any changes to the agenda. **Liz Roemer moved and Pam Weathers seconded that the agenda be adopted. MOTION PASSED**

1.3 Outstanding Action Items, John Finer

- 1) Dave Songstad and Greg Phillips will lead and Barbara Reed, John Finer, Todd Jones and Bill Smith will meet to get the endowment up and running.
Led by Dave Songstad, the subcommittee on the endowment needs to get to work and come up with a plan of attack and get that information back to the board. Dave Songstad, John Finer and Barbara Doonan had a phone meeting last week and decided to move forward. Marietta supplied John with information on endowment set up – **Action Item: this subcommittee on the endowment (Songstad, Finer and Doonan) will work to establish some guidelines for naming, collection and distribution of endowment funds.**
- 2) Marietta and Barbara Doonan will meet and will prepare an email to the board on temporary and restricted accounts - Barbara reported restricted means earmarked for specific purposes. Bill Smith reiterated the need to provide this information to the board. **Action Item: Barbara and Marietta will decide what information is needed for the board on temporary and restricted accounts and will follow-up.**
- 3) Bill Smith will contact Paul Price to come up with a plan for an award for Dr. Roland Nardone. Contact took place, but the lifetime achievement award for him is on hold, need to find someone other than Paul to shepherd this through. Bill did not pursue. Ongoing but Bill commented that this is not a continuing board action item.

- 4) Barbara Reed will work with the publications committee to come up with a plan to solicit an Editor in chief for IVP (Done).
- 5) Publications Committee needs to evaluate our current editorial structure, and give pros and cons for our current structure and for at least two alternatives. They will report within 2 months of their initial evaluation of the time frame needed for the evaluation. **Barbara will have a meeting next week to make decision on this.**
- 6) Barbara Reed will talk with Springer about the possibility of different price structures based on different numbers of subscribers and get the numbers back to the board. Ongoing – **need to get the contract finalized first.**
- 7) Barbara Reed will call Springer on Monday and visit with them about the current contract, and keeping it low key, explain we are trying to get back to the language of the original contract, and will communicate the results back to Bill and Marietta, who will get with the Executive Committee and once ready for action, will advise the BOD. Ongoing – **final stages**
- 8) Marietta will send survey questions to Barbara R for review, and then on to the Publications Committee.- meeting next week
- 9) Marietta will send out an electronic budget out to the BOD. Completed Oct 19
- 10) Marietta and Barbara Doonan will develop a current estimate of overhead expenses associated with publications and communicate it back to the BOD. Ongoing – work to complete before June
- 11) Dave Songstad will contact John Finer about the intended use of the Roberta Smith fund
- 12) Cindy Goodman will contact program chairs to get updates on fundraising; also, activities need to be communicated to Greg Philips in his capacity as VP. **Greg is receiving reports.** Marietta is providing information – Bill asked if we are up to date on fundraising,
- 13) Cindy Goodman will contact Richelle Monaghan, and ask her to strengthen the student FaceBook page. Contact Marietta for information to post. Business office created facebook page- will coordinate with the student facebook page. Richelle is no longer involved.

Mark Jordan joins the meeting at 11:00.

- 14) Marietta will post the committee meeting schedule (time and place) on the website for the 2011 annual meeting.(Done – up on website and in board packet).
- 15) Marietta will contact AIBS and Dave Songstad will contact CAST, for exploratory conversations to address loss of membership, and to identify resources and ways to address the issue. Marietta will have an analysis of this soon. Dave talked with John Bonner about this – cast has gone from BOD approach to include a board of trustees, board of representatives, which included companies. Companies contribute as members and are involved in the process – no individual membership dilemma. Pam asked about influence from companies and how to minimize this. Decided that it is OK to have company presence as they are so involved in the process. Pam followed with perception question and how to keep this group unbiased and untainted. Wayne commented that there needs to be a strong code of ethics and science driven. **(Item tabled until end of meeting)**
- 16) Bill Smith will talk to John Finer about future directions of the membership committee.
- 17) Marietta will contact our student/postdoc list and solicit volunteers to build upkeep the Society's profile on social networking venues- Facebook, Wikipedia, Twitter (working/done).

- 18) Marietta will send out the convener guidelines and the MOU between the two sections to the BOD. (done).
- 19) Marietta will remind the section chairs that award nomination deadlines are coming up. (done).
- 20) Greg Phillips will contact Jude Grosser to determine his interest in the editorship for In Vitro - Plant. Barbara Reed will do likewise with John Finer. Then they will reconnoiter and come back to the BOD with a course of action. (done)

11:00 am 2.0 2011 MEETING UPDATE

2.1 2011 In Vitro Biology Meeting Update. C. Goodman

Cindy reports that everything is going very smoothly. Conveners are working to fill holes, - IVACS workshop on imaging has not yet been finalized – Company sponsor should send speakers.

Margaret Young was supposed to come to visit hotel and look at property – little information is available on the student workshop – Burroughs Wellcome is supporting this. Margaret needs to decide what she wants to do relative to lab space and specific student activities. Have not heard from student section. **Action item – Cindy Goodman is to contact student committee to find out how they can contribute to the Burroughs Wellcome-sponsored student workshop.** Liz Roemer commented that there have always been a variety of programs and Margaret needs to identify who is target audience. Liz has recruited students to previous meetings. Timing issues are important – heavy duty recruiting of students. Need to have something to present to them. Should we recruit teachers or students – are there restrictions from support company on how funds should be used? Program needs to be developed. She needs contacts in the Raleigh area. Marietta wants to call her to get ideas from her on workshop. – what does she have planned – modules for districts? Teaching standards need to be presented but this differs depending on region and state. **Action Item Marietta will organize a phone call with Liz, Margaret, Cindy to discuss these issues and plan for this workshop.**

Program is set – some additional speakers are being invited. Bill asked to keep him informed

Liz asked to receive e-mail that Marietta is sending to students.

2.2 Meeting Statistics /Meeting Update. M. Ellis

Sent an update this AM – abstracts – student abstracts are coming in fast. 50 regular abstracts at \$50 and 25 student abstracts at \$25 are allocated on the budget. This includes all abstracts. We need more general abstract submissions. **Action item – Marietta, with the assistance of the local organizing committee, will go back to NC Biotech Center, universities, companies to solicit people to submit late abstracts and attend the meeting.**

Have 78 member registrations – need 150. We are on track compared to the 2009 meeting. Bill asked for updates with registrations information periodically. Dave Songstad asked if Marietta has contacted Gwyn Riddick at the NC Biotech Center – **Action item: Dave will contact Gwyn Riddick about the 2011 Meeting.**

OK with exhibits – Companies that are giving workshops and are paying to exhibit- this looks good.

Evening at Duke homestead – 11 registered – need 75 –
13 for NC State Mary Ann tour, need 75
Cotton Incorporated tour – 30 people – free -

Bill invited everyone on the board if any ideas exist for bringing in additional registrations

Convention Center – We are a little light with our room nights as there are lots of locals who will not stay in hotel. **Action item: Marietta will work with Barbara Doonan and will keep board informed of room night status.** Cindy asked if we can reduce room nights – Marietta can look into but there may be limited options.

Board meeting is on Friday June 3- 6-9 PM, Saturday, June 4, 8-3 Marietta asked everyone on the board to look at the meeting schedule to see if there are any conflicts in meeting schedules.

Liz commented that the announcements to the students should include some additional information on the program.

2.3 Fundraising, Greg Phillips

Greg reported that contribution on the white pages, 24,600 received, another 42,750 expected, included NSF student initiative grant. Burroughs Wellcome grant. Traditional fundraising has generated about 46,000. Target was 55,000 – so we appear to be above target. Vibha Srivastava was the main person responsible for the NSF grant.

Action item: Marietta will arrange a conference call with John Harbell, the IVACS Program Chair, and the PBS Fundraisers.

Dave Songstad suggested that we remind the invited speakers that industry speakers could cover their costs as a contribution in kind from their company. **Action Item: Cindy will contact program chairs to make sure that conveners relay this information (suggesting that invited speakers from industry should cover their costs as a contribution in kind) to the invited speakers. And that speakers that are members do not receive support to attend.**

Allen Wenck and Ray Shillito were suggested as contacts at Bayer for fundraising. Todd mentioned the company Intrexon (www.dna.com) as a potential organization to contact for funds.

Business office is applying for a grant for 10K for NC Biotech Center. Marietta is sending off this grant proposal next week. To cover costs of convention center space and speakers – general meeting expenses.

12:00 pm 3.0 AWARDS Bill Smith Break from 12:10 – 12:20

3.1 Lifetime Achievement Award Nominations Bill Smith
No lifetime achievement award nominations

3.2 Fellow Award Nominations Bill Smith

3 nominees need some additional information for them to complete packets. Awards committee will have a conference call and make a recommendation to the board and then the board will vote.

3.3 Young Scientist Award Nominations Bill Smith

No nominees for young scientist. Barbara suggested that a list be provided as the awardees this year are a little light.

Action item – Marietta will provide two lists to the Awards Committee at the June meeting. The first list will be of members who have been part of the Society for 10 years or more to be considered as potential Fellow nominees. The second list will be of members who have been with the Society for less than 10 years to be considered as potential Young Scientist nominees.

Student awards low number of applicants. Barbara Reed asked that the student check a button on the abstract submission website that the students should apply for the award. **Action Item: Marietta will provide suggestions to the Awards Committee on how we can get students who submit abstracts to also apply for student awards. This item will be placed on the agenda for the Awards Committee to discuss in June.**

Lucy Lee recommended nominating Niels Bols, but thought it was not correct protocol for her to do so. Cindy mentioned that Guy Smagghe had been interested in making the nomination and that IVACS would prepare a nomination packet for next year.

Action item: From now on, Marietta will submit approved minutes of the meetings to the BOD, sections chair, awards committee, and any committee chairs who are not on the board. Lots of discussion of the need to make this into a motion and the timing of the minute distribution.

12:30 pm 4.0 TREASURER'S REPORT. B. Doonan

4.1 Financials (December 2010) B. Doonan

2010 was expected to be a difficult year, due to the activities and support of the boards, committees, we have overcome a difficult situation. Numbers in the packet – Members decreased due to the lack of being able to offer membership and registration packet at last years' meeting. Royalties did well, revenue from the IAPB meetings generated additional funds. Marietta presented numbers to generate compilation report. Approx 15 individual restricted accounts – will work with Marietta to determine what information should be distributed to the BOD as outline in early action item.

Bill Smith commented that our position looks to be stronger than in Dec, 2009. Bill Smith acknowledged the strong positive efforts from Marietta and Barbara to keep the society in strong financial shape.

Wayne Parrott moved and Liz Roemer seconded that we accept the treasurers report – MOTION PASSED.

1:00 pm 5.0 2012 WORLD CONGRESS UPDATE M. Ellis

5.1 2012 Location Selection/Discussion, M. Ellis

Looking at Seattle, SF and SanDiego/Anaheim/LA.

5.2 2013 Location – Providence, RI, Contract pending, M. Ellis

Looking at getting the best room rate – Westin hotel and Biltmore. Biltmore has a little better rate but is not connected to the convention center. Consensus that we like free internet, which is offered by the Biltmore and not the Westin. Both hotels are nice. Westin is newer and the room rate is 10 more per night. BOD is leaning towards the

Biltmore. **Action Item: Marietta and Barbara Doonan will look into negotiating rates.**

Michele joins at 1:22

1:30 pm 6.0 PUBLICATIONS

6.1 Contract Updates

6.1.1 In Vitro Animal and Plant Journals, B. Reed
Springer contracts – Michele – close to completion -

6.1.2 Biofuels Book, B. Reed

Signed and finalized – book is close to being published – Dave Songstad commented that he did not think that there would be much revenue is generated from the book – Marietta will let the BOD know if any royalties will be generated for this book – Dave asked that royalty sources be broken out in any reports from Springer.

6.1.3 Food Sustainability Book, B. Reed

Springer sales staff stated concerns that duplicated content in both a book and the IVP journal may confuse customers – They decided to only go with the book. Dave and Barb commented that SIVB lost out on this.

Dave suggested that SIVB comes up with a policy for how to deal with publishing books and have manuscripts come out in our journal.

Bill suggested that we need a forward look on a document on how to deal with Book/Journal issues. **Action Item: Dave Songstad (and long range planning and Barbara Reed) will come together with a group of people ad hoc and present information to Publication Committee on how to deal with these issues of book/journal publications.**

6.2 Editor Updates, B. Reed

Denry Sato is transitioning into IVA.

John Finer is IV-P EIC.

6.3 Publications Update, B. Reed/M. Schultz

Special issue on biodiversity is on line. John brought up the idea of a special issue on regulatory issues.

Barbara asked if the IVA editor can be invited as a guest to the BOD meeting in Raleigh as it would be beneficial to have all EICs in attendance.

2:00 pm 7.0 COMMITTEES B. Smith

7.1 Long-Range Planning: SIVB Foundation Update, D. Songstad

Roberta Smith award is being developed as a beta test for an endowment, as far as how the endowment should be established and spent.

7.2 Membership: Emeritus Member Ratification, M. Ellis

Raziel (Ray) Hakim is an eligible candidate for emeritus member. Bill commented very strong support to be approved for the 2011 emeritus member status. **Liz Roemer moved, Cindy Goodman seconded to accept the emeritus member status. MOTION PASSED**

7.3 Nominating: 2012-2014 Election Process, T. Jones

Todd will convene the nominating committee – Todd and two section chairs – Fredy Altpeter and Michael Fay will start working on nominations for all open positions. Jerry Ranch has agreed to run for awards chair.

2:30 pm 8.0 OTHER BUSINESS (Depending on Other Business Items that are added to the agenda)

Todd commented that the board needs to appoint 2012 world congress chair.

A couple of names were brought up. **Action Item: Marietta needs to fast track the selection of the 2012 location.**

Bill Smith un-tabled discussion on Public policy discussion on code of ethics. We need statements/verbiage on our public policy page that the positions that we take are based on sound science. **Action Item: Public Policy (Pam Weathers) will draft an ethics statement or document that will be considered for adoption by the BOD.**

2:30 pm 9.0 ADJOURNMENT

Pam Weathers moved, Liz Roemer seconded that the meeting be adjourned – MOTION PASSED. Meeting adjourned at 2:32 PM

Action Items from Feb 26, 2011 Board Meeting

1. Action Item: this subcommittee on the endowment (Songstad, Finer and Doonan) will work to establish some guidelines for naming, collection and distribution of endowment funds.
2. Action Item: Barbara and Marietta will decide what information is needed for the board on temporary and restricted accounts and will follow-up.
3. Action item: Cindy Goodman is to contact student committee to find out how they can contribute to the Burroughs Wellcome-sponsored student workshop.
4. Action Item: Marietta will organize a phone call with Liz, Margaret, Cindy to discuss plans for this student workshop.
5. Action item: Marietta will go back to NC biotech center, universities, companies and ask for additional people. to attend/submit abstracts with the assistance of the local organizing committee.
6. Action item: Dave will provide contact information to Marietta for Gwen Reddick (NC Biotech Center).
7. Action item: Marietta will work with Barbara Doonan and will keep board informed of room night status.
8. Action item: Marietta will have a conference call with John Harbell and plant activities fundraisers and IVACS side.
9. Action Item: Cindy will contact program chairs to make sure that conveners relay this information (suggesting that invited speakers from industry should cover their costs as a contribution in kind) to the invited speakers. And that speakers that are members do not receive support to attend.

10. Action item – Marietta provide a list of eligible nominees for the various award to the awards committee, at the June meeting.

11. Action Item: Marietta will have placed on the agenda for the awards committee meeting, have awards committee come up with a more clear way for the students to apply for award – how to increase communication.

12. Action item: From now on, Marietta will submit approved minutes of the meetings to the BOD, sections chair, awards committee, and any committee chairs who are not on the board.

13. Action Item: Marietta and Barbara Doonan will look into negotiating rates for hotel in Providence.

14. Action Item: Dave Songstad (and long range planning and Barbara Reed) will come together with a group of people ad hoc and present information to Publication Committee on how to deal with these issues of book/journal publications.

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