

**SIVB BOARD OF DIRECTORS MEETING – DRAFT MINUTES**  
**Hyatt Regency Bellevue on Seattle’s Eastside– Bellevue, Washington**  
*Sponsored by the Hyatt Regency Bellevue*  
**Friday October 7 and Saturday, October 8, 2011**

**Friday, October 7**

- 1.0 INTRODUCTION: D. Songstad. The meeting was called to order by Dave Songstad at 7:00 PM.

Meeting participating were David Songstad, Barbara Reed, Greg Phillips, Barbara Doonan, Todd Jones, Lucy Lee, and guests Marietta Wheaton Ellis and Delene Oldenberg

Meeting participants joining by phone were Elizabeth Roemer and Michele Schultz

- 1.1 Adoption of Agenda: Dave Songstad asked for any changes to the agenda. Lucy Lee asked that the 13<sup>th</sup> Invertebrate Conference be added to the agenda under item 7.0, 2012 World Congress. David Songstad stated he would like to discuss an award to Michael Horn under Other Business, item 14.0. **Barbara Reed moved and Greg Phillips seconded that the agenda be adopted. MOTION PASSED**
- 1.2 Adoption of Minutes: John Finer recently provided the minutes from the June 3-4 Board Meeting to Marietta and those were provided to the board in an e-mail on Sept 23 and in the packet that was delivered. David asked for any corrections or modifications to the minutes. **Lucy Lee moved and Todd Jones seconded that the June, 2011 meeting minutes be adopted. MOTION PASSED**

- 1.3 Action Items from Meeting of June, 2011

Items 1-3 were old action items that were listed as ongoing. Items 4-8 were new action items, identified at the June, 2011 meeting

1. 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 February.
2. Cindy Goodman is to contact student committee to find out how they can contribute to the Burroughs Wellcome-sponsored student workshop. **Lucy Lee will contact Cindy Goodman about this item.**
3. Public Policy (Pam Weathers) will draft an ethics statement or document that will be considered for adoption by the BOD. **Ongoing**
4. Bill suggested that the sections ask for information on whether student abstracts were plant or animal focused, if needed. He will follow-up to have information collected.

5. Bill will sit with Marietta about an after-meeting action report to make sure that the success from this year's meeting continues. **To be completed October 20.**
6. Marietta will present a short list of potential hotels to BOD within 2 weeks. **(done)**
7. Marietta will send an e-mail to members-at-large with a cc to the president-elect, to come to the board with a recommendation on how to structure the membership committee. Members at large will recommend a number of courses of action.
8. Pam Weathers has agreed to be the board representative to work with Marietta to look into the possibility of changing our logo and provide some options.

## 2.0 Publications

### 2.1 Publications Updates: B. Reed

John Finer and Michele Schultz joined the meeting at 7:30.

Michele Schultz noted that the IVA journal was currently publishing on time and that the IVP issue for IAPB would publish late; however, the SIVB issue has sufficient papers ready and will publish on time and put the journal back on schedule. Michele noted that the IVA journal is looking at fast-tracking papers of appropriate quality, however this has not been activated yet. She also updated the Board on the status of the authors who had been caught manipulating data in IVA.

Michele noted that the Publications Committee had been forwarded the previous questions for the IVA/IVP Usage survey, but had not made any changes. This will be revisited after the election so that the ballots and the survey will not be confused to the members.

She also noted that the Education Committee was to work with the In Vitro Report Editors and Barbara Reed to look into how to set up peer reviewed protocol articles to be published in the newsletter, as the journals' scopes did not allow for that content. Barbara noted that there has been progress in this issue.

Michele said that a number of changes would be coming soon to the website including a revamp of the meetings section of the site, adding LinkedIn similarly to the Facebook link on the home page, adding trackers to the IVR and new meetings sites and including a "Donate now" button on the website. There are currently 88 friends on Facebook, Todd says that there are over 400 on the LinkedIn website.

### 2.2 Copyright Transfer Form (CTF) Acceptance: B. Reed/M. Schultz

Up to this point, we were only able to accept faxed and hard copy CTF. Michele polled other journals and found that others will accept a scanned, hand-signed pdf. This is not the case for an electronic signature. Publication Committee unanimously approved that we accept scanned pdfs of signed documents (not electronically signed). **Greg Phillips moved, Liz Roemer seconded that we accept the recommendation of the Publications Committee and accept the CTF be accepted as a pdf. MOTION PASSED**

Barbara Reed mentioned that we need to start over with Amna's replacement to work out an arrangement with the Japanese Tissue Culture Association to allow them access to the journals.

John Finan gave an update of his transition into the journal. Commented that he is almost caught up with the backlog of IV-P manuscripts and will pursue specialty issues as journal editorial responsibilities come more under control. He reported that the transition from Nigel Taylor to John Forster for the IAPB portion is complete and John is now handling all submissions. Nigel has passed on a few last submissions to John Finan and the upcoming IAPB issue will contain articles that were handled by Nigel Taylor and John Forster.

**Barbara Doonan motioned to adjourn, Todd Jones seconded, MOTION PASSED**

### 3.0 ADJOURNMENT FOR EVENING

#### **Saturday, October 8**

Meeting participating were David Songstad, Barbara Reed, John Finan, Greg Phillips, Barbara Doonan, Todd Jones, Lucy Lee, and guests Delene Oldenberg (LOC) and Marietta Wheaton Ellis.

Phone participants included: Wayne Parrott, Liz Roemer, Mark Jordan, Fredy Altpeter

Meeting was called to order by David Songstad at 8:00

### 4.0 Financials

#### 4.1 August 2011 Financial Statements: B. Doonan

Barbara said that we are in quite good shape and we need to continue moving in a positive direction. We should not become complacent. August financials were made available – not the final but this is a good indication of our status. Barbara asked if anyone had comments about the financial statement – there were none. We are holding our own. Barbara is happy to work with the Smith Barney agency – doing well in these tough economic times

#### 4.2 Approval or Modification of 2012 Budget for board action: B. Doonan Yellow sheets in tab 3, page 1, under number 2

There is a possibility of a small deficit but that will probably not occur. Barbara anticipates that the JTCA will increase meeting participants and we will not have problems with a deficit.

Marietta commented that the Hyatt is a premiere hotel and the food and beverage costs will be quite high. Marietta is still negotiating on this.

Barbara asked for any comments on the proposed budget

Dave was curious as to how much we received from Springer for the Biofuels book.

**Action item: Marietta will look into the royalties from the biofuels book to determine the status of the first check and look into the amount of royalties generated. Information will be reported to the BOD.**

**Liz Roemer moved to approve the budget, Todd Jones seconded, MOTION PASSED**

4.3 Long Range Planning

4.3.1 SIVB Endowment Fund Update: D. Songstad

Little progress to report. John Finer will have more time to look into the endowment in mid December.

5.0 Executive Session for Board Action: Dave Songstad

Dave commented that we need a little more time to look at the contract.

Trying to look into areas that NBM can more formally assist with membership in the society. Student-buddy is another membership innovation. Member would sponsor a member by paying for their abstract. NBM has also been very involved in distributing membership renewal notices, which goes beyond their contract.

Web site: some discussion on how we can improve the society website.

**Action Item: Wayne will look into forming an ad hoc committee for members and students who can work with web designers to improve the society website. He will also look into providing a list of society websites who are more presentable to use as potential models.** Students can be 1/3 to 1/2 of the committee.

Discussion of a small stipend for student or retiree to be a point person for our Facebook. Wayne commented that we can link to other discussions/pages such as “biofortified”, which is run by graduate students, who are not members of our society. **Action Item: Dave Songstad will get a hold of Michael and Sylvia to assign a social media point person into In Vitro Report.**

To executive session, Back from Executive session at 9:52. Dave summarized discussion. Have a signed contract by December – e-mail vote by the first week in November. Finalized by Thanksgiving. Areas for modification to contract: SOP for site selection with timelines. Website committee and website manager and greater transparency with website design. IV journals, clarification on what NBM does. Shift in emphasis.

10:00 BREAK

Reconvene at 10:22

6.0 2011 In Vitro Biology Meeting

6.1 2011 Meeting Update

M. Ellis

Marietta said that the meeting in Raleigh was a huge success, both for (Tab 5) camaraderie and financially. Student numbers for the 2011 Meeting were 70 student abstracts and 95 student registrations. Registration 254 paid registrations in 2011 (2010 229 registrations). Membership numbers were way up. Exhibit activity was also good. Animal side did a lot of workshops that were put on by companies. Some of these companies also exhibited. Area and partners in NC

were happy to have us there.

Location is incredibly important – local university, industry, and general biotech organization. **Action item: Marietta will look at local versus out-of-state participants for the 2011 meetings and provide information to the BOD.**

Fredy asked about how many free student registrations we received. Marietta remembered that we had 65-75 NSF fellowships but we did have over 90 students. Should we ask for more \$ and fellowships from NSF? Fredy commented that he needs to meet with the junior chair to decide how to pursue additional NSF support.

## 7.0 2012 World Congress

### 7.1 2012 Scientific Program Update: F. Altpeter

We have all the conveners in place and have started to put abstracts in place. Should have all information on the sessions on the website soon. We will have 4 plenary symposia, 9 PBS symposia, 1 PBS workshop, 7 IVACS symposia, 1 IVACS workshop and 4 education symposia of which one additional symposium on teaching concepts on transgenic crops was just added to the program. Running a little behind with the keynote lecture – Leroy Hood has been invited but has not yet responded. Backup is to have a high ranking officer from Gates Foundation. We could consider multiple Keynote speakers.

Fundraising: all letters have been put together – sent out on October 1. Follow up calls in January. Issues – Dave Songstad has left Monsanto which may influence funding from Monsanto – Fredy has sent funding request letter to Mike Spencer. Should also consider contacting Eric Sacks and possibly Chuck Armstrong. Seattle Biotech website that Todd found may contain contacts for local support. Local companies include Targeted Growth (Delene knows someone there). Weyerhaeuser (Paul Gattis – is the local contact. Cellfor, Plamen Denchev is the local contact.

### 7.2 Meeting Update: M. Ellis

JTCA has agreed to co-sponsor the world congress.

Lucy has organized a meeting where participants (40-50) will have a small meeting and attend the SIVB meetings. 13<sup>th</sup> International congress on invertebrate and fish cell culture conference with Lucy and Guy organizing.

**Action Item: Lucy Lee will provide a general abstract/some additional information on the 13<sup>th</sup> International congress on invertebrate and fish cell culture conference so that this information can be placed by SIVB on the website and in the meeting literature.**

Looked at local off site venues for the event. Wineries are currently on the list. Todd suggested EMP – close to the space needle. With potential dinner at the EMP or at the needle.

Glass museum

### 7.3 Local Organizing Committee Update: M. Ellis

Delene Oldenberg with the University of Washington, can provide contact

information for local universities. Major universities and 2 year community colleges.

**Action Item: Marietta will follow up with Delene and Barbara Reed to get name and contact people from local institutes for additional meeting invitations, etc for the 2012 meetings.** Institute for Systems Biology – may be

good to also talk with Amgen and Fred Hutchinson, possibly Weyerhaeuser.

Todd asked if we could have Steve Hennekov could join the local organizing committee. Delene suggested Luca Komai.

7.4 Fundraising: G. Phillips

Greg appreciated the effort that Fredy has placed into this.

8.0 2013/2014 In Vitro Biology Meetings

8.1 2013 Selection of Program Chair: D. Songstad

Current vice chair is usually selected as the program chair for this meeting.

Barbara suggested Brad.

**Action item: For selection of the 2013 program chair, Bill Smith should first contact Denry to see if he is willing to serve and then go to Brad. If Brad is not willing, he should go to Michael Fay, Michael Spencer should be invited to be the vice-chair.**

Pam Weathers has been asked to serve as the local organizing committee chair.

8.2 2014 Discussion of Meeting Site Selection: Ellis

Barbara brought up that we could have a co-mingled International Cryobiology meeting. **Action Item: Barbara Reed will follow up with Marietta to see if there is a logical meeting place of our 2014 potential meeting sites with the Cryobiology people.**

Middle of the country San Antonio, New Orleans, Chicago, Savannah are our top sites but we need to collect information.

**Action Item: Marietta will collect information on these potential sites for the 2014 meeting and provide information to the BOD within a couple of months.**

Break at 12:01

LUNCH

9.0 Tour of Hyatt Regency Bellevue: M Ellis & M. Stevenson

Back at 1:30, meeting restarted

10.0 Membership Retention and Growth: J. Finer/M. Ellis

10.1 Emeritus Members' Ratification for Board Action: J. Finer  
no applications

10.2 Membership Update for Board Action: Finer/M. Ellis

Membership directory will be sent out to the membership for 2011, soon.

Membership has increased by 5.8% - probably due to our own running of the 2011 meetings and the good meeting in Raleigh.

New membership: Last green sheet shows that 12 new animal, 59 new plant memberships. Marietta said that she will start to target IAPB membership for recruitment to SIVB.

Sponsor-a-Student-Buddy program is new.

Seattle should be good place to recruit for new members for the animal group.

## 11.0 Nominating

### 11.1 Election Slate:

Bios and platform statements will come out soon. Ballots will go out in a few weeks. Election will be held via Zoomerang. Response rates are about 45-50% with Zoomerang and this is improved over a typical 25% response that we get from paper ballots.

Election slate is on the section 7, yellow sheets:

President elect: Eugene Elmore, Michael Fay

Vice president: Ted Klein, John Harbell

secretary: Mike Kane, Lia Campbell

Treasurer: Mark Jordan, Barbara Doonan

Member at large PBS: (replacing Mark Jordan) Dwight Tomes, Suhkpreet Sandhu

Member at large IVACS (replacing Liz Roemer): Liz Roemer, Thomas Flynn

Publications: Barbara Reed, Guy Smagghe

Public Policy: Nancy Reichert, Keerti Rathmore

Constitution and Bylaws: Linda Jacobsen, Jyoti Rout

Awards: Jerry Ranch, Amy Wang

Education: Margaret Young, Sylvia Mitchell

#### IVACS:

Chair: Brad Upham

Vice chair membership: Michael Dame

Vice Chair Meeting: Addy Alt-Holland

Secretary: Magnolia Ariza

#### PBS section

Chair: Harold Trick, Allan Wenck, Kan Wang

Vice chair: Mike Spencer, Sylvia Mitchell

Secretary: Valerie Pence, Hong Luo

### 11.2 2012-2014 Election Ballot Voting Process for Board Action: M. Ellis

## 12.0 Awards: T. Jones

**Action Item: To aid in the selection of awardees, Marietta needs to come up with a card that will be placed in the meeting program packets. This card will contain brief eligibility guidelines for each award, and will poll the membership to nominate someone for each award, including a place for the nominator's name.**

### 12.1 Lifetime Achievement Award Update (deadline is Feb 1, 2012)

Wally McKeehan

12.2 Fellow Award Update (deadline is Feb 1, 2012)

**Action Item: Marietta should provide the section chairs through e-mail with a list of eligible candidates in their sections for the Fellow award and suggest that eligible names be shared with their membership ASAP for nominations. The e-mail should also contain an announcement with eligibility for the Young Scientist Award.**

**Action Item: Marietta should check bylaws for fellow eligibility – for the proper verbiage for either “consecutive” or “at least 10 years” (which does not specify consecutive) and work for clarification of this requirement.**

12.3 Young Scientist Award (deadline is Feb 1, 2012)

12.4 Student Awards (deadline is January 31, 2012)

13.0 Committees: D. Songstad  
Nothing new.

14.0 Other Business: D. Songstad  
Recognition for Mike Horn. Special recognition and endowment in Mike’s name.  
**Action Item: Dave Songstad will form an Ad hoc committee to serve on the Mike Horn endowment with Dave Songstad, John Finer, Jerry Ranch, Liz , John Harbell. Will decide on recognition, fund raising effort.**

15.0 Review of action items

Items 1-6 are previous action items that have not yet been completed. The remaining action items are new from this October, 2011 meeting.

1. 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 February.**
2. Bill will sit with Marietta about an after-meeting action report to make sure that the success from this year’s meeting continues.  
**This will be completed before the February meeting.**
3. Marietta will send an e-mail to members-at-large with a cc to the president-elect, to come to the board with a recommendation on how to structure the membership committee. Members at large will recommend a number of courses of action.  
**This will be addressed shortly before the board meeting.**
4. Pam Weathers has agreed to be the board representative to work with Marietta to look into the possibility of changing our logo and provide some options.  
**Marietta will be in contact with Pam shortly after the board meeting**
5. Public Policy (Pam Weathers) will draft an ethics statement or document that will be considered for adoption by the BOD. **Ongoing**
6. Bill suggested that the sections ask for this information on student abstract affiliation if needed. He will follow-up to have information collected. **Ongoing.**



7. Marietta will look into the royalties from the biofuels book to determine the status of the first check and look into the amount of royalties generated. Information will be reported to the BOD.
8. Wayne will look into forming an ad hoc committee for members and students who can work with web designers to improve the society website. He will also look into providing a list of society websites who are more presentable to use as potential models.
9. Dave Songstad will get a hold of Michael and Sylvia to assign a social media point person into In Vitro Report.
10. Marietta will look at local versus out-of-state participants for the 2011 meetings and provide information to the BOD.
11. Lucy Lee will provide a general abstract/some additional information on the 13<sup>th</sup> International congress on invertebrate and fish cell culture conference so that this information can be placed by SIVB on the website and in the meeting literature.
12. Marietta will follow up with Delene and Barbara Reed to get name and contact people from local institutes for additional meeting invitations, etc for the 2012 meetings.
13. For selection of the 2013 program chair, Bill Smith should first contact Denry to see if he is willing to serve and then go to Brad. If Brad is not willing, he should go to Michael Fay, Michael Spencer should be invited to be the vice-chair.
14. Barbara Reed will follow up with Marietta to see if there is a logical meeting place of our 2014 potential meeting sites with the Cryobiology people.
15. Marietta will collect information on these potential sites for the 2014 meeting and provide information to the BOD within a couple of months.
16. To aid in the selection of awardees, Marietta needs to come up with a card that will be placed in the meeting program packets. This card will contain brief eligibility guidelines for each award, and will poll the membership to nominate someone for each award, including a place for the nominator's name.
17. Marietta should provide the section chairs through e-mail with a list of eligible candidates in their sections for the Fellow award and suggest that eligible names be shared with their membership ASAP for nominations. Thee-mail should also contain an announcement with eligibility for the Young Scientist Award.
18. Marietta should check bylaws for fellow eligibility – for the proper verbiage for either “consecutive” or “at least 10 years” (which does not specify consecutive) and work for clarification of this requirement.
19. Dave Songstad will form an Ad hoc committee to serve on the Mike Horn endowment with Dave Songstad, John Finer, Jerry Ranch, Liz , John Harbell. Will decide on recognition, fund raising effort.

## 16.0 ADJOURNMENT

**Motion to adjourn was made by Barbara Doonan, seconded by Lucy Lee, MOTION PASSED**

Meeting was adjourned at 2:51 PM.