

**Draft Meeting Minutes**  
**SIVB BOARD OF DIRECTORS MEETING**  
**Telephone Conference Call**  
**Saturday, February 18, 2012**

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10:30 am 1.0 INTRODUCTION: W. Smith. The meeting called to order by Bill Smith at 10:36. Meeting participating were Bill Smith, Fredy Altpeter, Lucy Lee, Barbara Reed, Pam Weathers, Greg Phillips, Dave Songstad, Barbara Doonan, Wayne Parrott, Liz Roemer, Todd Jones, and guests Marietta Wheaton Ellis and Michele Schultz.

Bill Smith's State of the society: We can be happy that membership numbers have increased, accompanied by a strong meeting in Raleigh and an increase in net assets. All are to be commended, but he especially thanked Barbara Doonan. Bill also acknowledged Fredy Altpeter for the work that he has done to get the next meeting going, and keeping an eye on the budget. It looks like we are on target for 2013. He has contacted Denry Sato to see if he would accept the chair of the 2013 meeting but is skeptical of his acceptance. If Denry does not accept the chair of 2013 meetings, he would like to possibly offer the meeting chair to Michael Fay. Bill also acknowledged the contributions from Wayne Parrott, who has emphasized the significance of GMOs to SIVB.

Bill also appreciated the communication among the board members. But, emphasized that we need to be a little more proactive in resolving meeting planning. We need to keep in mind that the economy has had a negative impact on our membership. Need to be available to our membership in hard economic times. We need to think more strategically about better prominence in certain areas.

1.1 Adoption of Minutes John reported that Fredy Altpeter and Liz Roemer had some editorial changes for the minutes from the meeting in October in Bellevue. Marietta Ellis commented that Liz's changes had already been incorporated into the minutes in the packet but that Fredy's changes had not been added. **Pam Weathers moved and Liz Roemer seconded that we accept the meeting minutes with the future editorial changes suggested by Fredy. MOTION PASSED.**

1.2 Adoption of Agenda W. Smith: Bill asked for any changes to the agenda. Pam Weathers asked that the policy statement be included in the minutes – under 8.3. **Liz Roemer moved and Barbara Doonan seconded that the agenda be adopted. MOTION PASSED**

1.3 Outstanding Action Items, John Finer reviewed action items; Items 1-6 were old actions items, remainder were new action items from the October Board meeting in Bellevue.

1. Marietta and Barbara Doonan will develop a current estimate of overhead expenses associated with publications and communicate it back to the BOD.  
**Ongoing** – Marietta will talk with Barbara next week about how to best provide information to the board – will have to BOD no later than May 1.

2. Bill will sit with Marietta about an after-meeting action report to make sure that the success from this year's meeting continues.  
**Done** – Bill commented that there are 2 pages in the packet that address this – pink sheet and blue sheet – with an “after meeting action report”. Raleigh was suggested as a regular rotation site as this meeting was so successful.
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 was addressed shortly before the board meeting for a response back by the end of February**  
**Ongoing** - Marietta asked members at large – response was requested by end of Feb – conference call. Wayne Parrott suggested that one of the Members at Large serve as the point person. Liz Roemer, Lucy Lee, Mark Jordan, and Wayne Parrott are the members at large. Everyone is very busy. **New Action Item: Bill suggested that Liz Roemer contact Mark Jordan to ask if he can serve as the contact person for this committee.**
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. **Done**
5. Public Policy (Pam Weathers) will draft an ethics statement or document that will be considered for adoption by the BOD. **(Being discussed today)**
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 **(completed – talk about during publications today)**.
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 **(ongoing)**.
9. Dave Songstad will get a hold of Michael and Sylvia to assign a social media point person into In Vitro Report. **(request will come out in In Vitro Report)**
10. Marietta will look at local versus out-of-state participants for the 2011 meetings and provide information to the BOD. **(done)**
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 **(done)**.
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 **(done)**.
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 **(ongoing)**.
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 **(Ongoing - Marietta is working towards this)**.
15. Marietta will collect information on these potential sites for the 2014 meeting and provide information to the BOD within a couple of months **(done)**.
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 (**done**).

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 (**done**). The e-mail should also contain an announcement with eligibility for the Young Scientist Award (**done**).
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 (**done**).
19. Dave Songstad will form an Ad hoc committee to serve on the Mike Horn endowment with Dave Songstad, John Finer, Jerry Ranch, Liz Roemer, John Harbell. Will decide on recognition, fund raising effort (**done**).

11:00 am      2.0      2012 MEETING UPDATE

2.1      2012 World Congress update. F Altpeter

Fredy referenced the white pages in the packet. For the world congress scientific program, Vibha Srivastava and Brad Upham have overcome some challenges and the program is almost complete. There are a few missing speakers but things are close to complete. 2 sessions with missing speakers for plant, 6 from animal section. It was difficult to find conveners, possibly due to the travel restrictions from reduced travel budgets. Student and post-doc contributions: 21 students have entered and 9 post-docs have submitted to the competition for the plant section. Session abstract from Dave Songstad is missing – **Action item – Dave Songstad will follow up to complete abstract submissions from the session that he is organizing at the world congress.** Fredy asked that this be completed as soon as possible and will follow up with e-mail. Marietta Ellis commented that we do have some of the titles from Dave.

2.2      Congress Statistics/Meeting Update. M. Ellis

Delene Oldenburg has sent notices to all universities in Washington and BC, Oregon businesses and other places and is trying to get additional exhibitors. Tours planned at the Institute of Systems Biology/Fred Hutchinson tours are filling up. Tours are on Thursday from 1:30-6. Delene has been working with Weyerhaeuser on tour of Bonzai and Rhododendron gardens. The information on these tours will go on the website. Fee for the Rhododendron gardens will be about \$5 per person and there is not a maximum limit for this tour. But there is a max of 30 for Fred Hutchinson and the Institute of Systems Biology tour. Delene will provide a short paragraph to Marietta on these different tours.

**Action Item: Delene will provide a short paragraph to Marietta on these different tours.**

Delene is looking into a tentative tour of the Seattle Aquarium – “behind the scenes” – consisting of 20-40 people for the Invertebrate Conference attendees and others who are interested. This tour requires a fee to enter the aquarium; as a group rate of about \$9 per person.

**Action Item: Marietta and Delene will include the “Interesting places to visit and see in Seattle” information on the website and in the packet.** Liz Roemer asked Delene if there is a local biotechnology calendar – Marietta commented that she has already

contacted them and they have included us already on their calendar. Bill thanked Delene for her work and contributions.

Meeting statistics. 143 abstracts for this year. Last year, we had 126. So we are way ahead of the game, 97 paid registrations – more are coming in; 213 total registrations including speaker and student, 59 students- we are on track to get more students than we have ever had before. We are in a fairly good spot with exhibitors but we are always looking for more.

Marietta Ellis commented that it has been a pleasure working with Lee Hood and his assistant, in getting information into the program.

There will be a Saturday evening BOD meeting which will start at 6:00 pm with the board meeting on Sunday from 8:00 am – 3:00 pm. This would be followed by Program Committee meeting at 3:30 pm and the Invertebrate Conference would run from 9:15 – 5:30 pm.

Invertebrate conference. – Lucy Lee asked Marietta if part of the registration fees for the Invertebrate and Fish Conference could be used to pay for their speakers. Marietta responded and Bill Smith supported the concept that the registration is to be used to run the meeting and should not be used for to pay for the speakers.

The hotel in Bellevue is nice but is somewhat expensive. Marietta is working to get closer to the minimum amount on food and beverage. There is a situation with availability of double rooms; Kings are available but cannot be shared. Marietta is working with the hotel to make sure that double rooms are available. Periodically, it seems that people registering for the meeting are only able to get king rooms. Suggestion was made to call the hotel if the website does not show one is available. If this does not work, Marietta asked to be contacted to make certain that a double is available.

Other off site events

Chateau Ste. Michelle - Wednesday evening, June 6 from 6:30 pm – 9:30 pm event at the winery – this will be a little more costly – 90 for this event. Will include buffet and wine tasting with upgraded wine list. This should be a nice tour.

### 2.3 Fundraising, Greg Phillips

Greg thanked the program committee and asked Fredy to address fundraising – Fredy Altpeter told everyone that we are ahead of schedule for contributions. Fredy sent letters prepared by Jim Thompson and Valerie Pence did the original follow up calls. Fredy did a second round of follow up calls to potential sponsors. Fredy hopes that we will get close to last year's record. Marietta reports that John Harbell is working on the contributions from the animal section as there were not animal contributions listed. Dave Songstad asked about the grant proposals. Zeng-Yu Wang has submitted the proposal to the USDA – Biotech Risk Assessment Program. He will also submit to NSF. Early to mid march is the NSF grant deadline. Marietta is concerned that, if we do not receive any of these funds, the society will need to come up with funds.

- 2.4 Registration fee for academic technicians, Fredy Altpeter  
Vibha Srivastava asked Fredy about a special academic technician registration fee. Bill suggested that, although it is an idea that should be considered but that this is unusual. Bill suggested a cost analysis to determine if it is worthwhile to consider or implement a program. **Action Item: Bill and Marietta will look into possible ways of gathering information to see if it is there is interest and if it is worthwhile to consider a discounted registration program for academic and federal technicians.**

12:15 – Break – Back on 12:26

12:00 pm 3.0 AWARDS

- 3.1 Lifetime Achievement Award Nominations Bill Smith  
2 potential awardees in the packet  
Wallace McKeehan and Niels Bols have been nominated for these awards.  
**Liz Roemer motion to accept nomination, Pam Weathers seconded, MOTION PASSED**
- 3.2 Fellow Award Nominations Bill Smith  
Peggy Ozias-Akins, Tetsuji Okamoto, Dannette Connor-Ward. Bill asked for discussion – general discussion that the awards committee did a good job with nominees. **Greg Phillips motioned to accept the recommendation of the Awards Committee. Todd Jones Seconded, MOTION PASSED**
- 3.3 Young Scientist Award Nominations Bill Smith  
Marietta sent out an e-mail requesting nominations for the young scientist award but there was no response
- 3.4 Junior/Senior Scientist Award F Altpeter

16 suggestions for the fellow award. So, this award is very selective and we have a lot of good senior people in the society. Can we have an award that is distinctive from the fellow award and the young scientist award.

Liz Roemer suggested a “featured scientist” for In Vitro Report and on the society website. Wayne Parrott followed that we can recognize these people at the meeting.

Fredy Altpeter asked if there was a cost associated with each award. Bill Smith responded that he would have to look into this. Marietta followed that the award consists of a certificate and a monetary honorarium provided by the sponsoring section..

We need to get better at recognizing our members for their professional accomplishments through awards or a featured scientist recognition.

**Action Item: Bill will get with Michael Fay and Sylvia Mitchell about a scientific profile for a “featured scientist” recognition in In Vitro Report.**

**Action Item: Bill will talk with the Awards committee action item to find out how we can we expand awards to more of our membership and how we will fund this.**

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

4.1 Financials (December 2011) B. Doonan

Barbara reported that it is very nice to be in a position to be a bearer of good news. Smith Barney has done well with our investments.

Membership numbers increased based on SIVB being able to once again hold our own meeting and offer a Combination Membership/Meeting Registration to attendees.

The royalties for the journals received for the 2010 subscription year increased for the IVA journal over last year and had a slight drop for the IVP journal. This revenue is provided is above the budgeted royalties received throughout the year. SIVB received additional royalties of \$61,326 for the Animal journal (increase of \$19,088 compared to last year) and \$16,905 for the Plant journal (slight decrease of \$1,603 compared to last year).

2011 Meeting Revenue increased based on the fact we were holding our own meeting and were able to keep all general fund, plant and animal section contributions.

We had a change in net assets of \$109,426 which was added to the 2011 year beginning total of \$125,293. This allowed us to end the year with a total unrestricted net assets of \$234,719.

Discussion of the last paragraph of the letter from DSC, our CPAs.

**Action item: Barbara Doonan or Marietta Ellis will ask that the last paragraph from the consulting letter include the word, "if", before the omission of disclosures sentence.**

1:00 pm 5.0 2013 and 2014 MEETING UPDATE M. Ellis

5.1 2013 Meeting update – Providence, RI, M. Ellis

Meeting will be held at the Westin Hotel and at the Convention Center

Local organizing chair should be in place. Marietta suggested that Pam Weathers lead the local organizing committee. Pam has agreed to serve as the chair of the LOC and Liz Roemer and Barbara Doonan agreed to assist on the committee.

Pam asked Marietta for a checklist of what is required of the LOC. **Action Item: Marietta to provide Pam with a checklist of what is required of the LOC**

5.2 2014 Meeting update

Potential joint meeting with the Society for Cryobiology – Marietta has been in contact with this group about the possible sites

Marietta went to the conventions and visitors bureau for the following potential 2014 sites:

5.1.1 Chicago

Sheraton is downtown – other properties are less expensive that are not downtown.

5.1.2 New Orleans

Hilton New Orleans Riverside has great space and dates to accommodate the group

5.1.3 San Antonio

Crown Plaza San Antonio River Walk – father’s day weekend is available

5.1.4 Savannah

Hyatt Regency has great space and dates to accommodate the group

Marietta needs a recommendation from the board for what next steps need to be taken.

Bill suggested that Marietta focus on New Orleans and Savannah. The BOD was in general agreement on these 2 sites as top priority.

**Action Item: Marietta said that she will come back to the board either in Bellevue or before the meeting in June, after site inspection and further negotiation on contracts for a final decision from the BOD.** If the sites provide additional incentives if we sign before June, Marietta will bring contracts to the board by email to lock in certain pricing or finalize plans.

1:30 pm          6.0      PUBLICATIONS

6.1      Publications Updates

Michele Schultz discussed the current production status of the journals. She informed the Board that the online tokens had been received and after some access issues, had been tested and were working properly. They will be disseminated shortly.

She updated the Committee on recent plagiarism issues and John suggested adding something on the Editorial Manager site that notes we are now using plagiarism detection software as a deterrent. **Action item: Barbara Reed will write something up for the publications committee for author check boxes for verification that the authors have not submitted this work to another journal and that the work has not be plagiarized or copied from previously published work.**

Michele updated the Board on the results of the research about the Biofuels book royalties.

She noted that the Publications Committee would begin discussing the Journal Access Survey prior to the June meeting.

6.1.1    IVP – Information for Authors, John Finer

John reported that the new Instructions for authors will come out in the next issue. The intent was to clarify guidelines for future submissions.

6.1.2    CTF change follow up, M Schultz

6.1.3      Website Updates, M. Ellis, M. Schultz

A “Linked In” link is now on the website. Looking into getting a “Donate Now” link on website.

She reviewed the new Google Analytics tracker system that we are utilizing from

our website and reviewed the browsers, mobile apps, and countries that are accessing the site. It was asked if there was a mobile version of the site, which there isn't; however, the new html version of the meeting pages were specifically designed to be mobile friendly and accessible.

6.1.3.1 Ad hoc website committee update, W. Parrott

On the committee, Michael Fay and his student, Mike Kane and one of his students, Sylvia Mitchell. The committee is ready to go. Wayne asked the BOD what the next steps should be. Marietta requested that the board provide the Committee with suggestions of: 1, what things they do not like from the current site; 2, what things they do like from the current site; and 3, other website looks and functionality that they like and why they like them. **Action Item, Members of the Board need to submit likes and dislikes of the SIVB website to Wayne and, provide information on features from other society websites that they like.**

2:00 pm 7.0 COMMITTEES B. Smith

7.1 Nominating Election results, W. Smith.

Todd Jones reported that the results are reported in the yellow sheets.

7.2 Membership: Emeritus Member Ratification, M. Ellis, J. Finer

Constantine Botez joined in 1999, PBS member who has participated in many years.

**Barbara Reed Moved and Pam Weathers seconded that emeritus status be granted to Constantine Botez. MOTION PASSED.**

Marietta reports that membership renewals are sent out each month – either a paper or e-mail campaign. 2011 membership as was 561 (96 Emeritus, 8 Honorary, 9 Life, 5 Post Doc, 48 Student and 395 Regular members). In comparison, 2010 membership was 521 (96 Emeritus, 9 Honorary, 9 Life, 7 Post Doc, 69 Student and 331 Regular members). This is an increase of 7.7% for all membership and an increase of 19.3% for Regular members. This jump is mostly due to SIVB being able to offer combination membership/registration to the 2011 In Vitro Biology Meeting.

2012 membership as of 12/31/11 is 242 (10 Emeritus, 1 Honorary, 2 Life, 75 Student and 154 Regular members). In comparison, 2011 membership as of 12/31/10 was 230 (32 Emeritus, 3 Honorary, 2 Life, 1 Post Doc, 41 Student and 151 Regular members). This is an increase of 5.2% for all membership, and a gain of 2% for Regular members.

LinkedIn – Todd reported that we have close to 700 members, new members are coming in every day.

JobTarget – Marietta explained that Job Target is an employment website for SIVB to post jobs and have members or others post resumes. SIVB members can post jobs for free and purchase resumes at a discount. We receive royalties. **Action item: Marietta put together a JobTarget information pamphlet for the meeting or provide e-mail to membership to make them aware of the program.**

7.3 Long range planning, SIVB Foundation update, D. Songstad

7.3.1 Michael Horn

Endowment is in place – Dave assembled a page that he wishes to be posted on the website and place in In Vitro. **Action Item: Marietta to post Michael Horn Foundation information for SIVB Website.**

Mike Horn wishes funds to be used for student and post-doc travel.

7.3.2 Roberta Smith – some funds are in place.

Questions were asked. Fredy asked if these funds could be used for support of the post-doc or student presentation awards.

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

8.1 ILSI database of photos of transgenic crops to SIVB website, W Parrott, **Pam Weathers Motion, Greg Phillips seconded that we move forward to develop a relationship with ILSI, so that SIVB become a vehicle for presenting GMO information to the community. MOTION PASSED**

8.2 Updated logo discussion, P. Weathers

Discussion was lead by Pam on the updated logo. Comments were made about the placement of the text above and beneath the logo. Marietta suggested that the Ad Hoc Committee, as they are reviewing the website for revisions or changes, will also look at suggestions for updating the logo. To keep SIVB’s identity consistent, the changes to the logo will not be major.

8.3 Pam Weathers passed on an ethics statement that Wayne Parrott wrote, to the public policy committee and no one suggested any changes. The statement is “Objective and credible research is the fundamental basis for advancing and communicating science. The members and officers of the Society for In Vitro Biology are expected to conduct and present research results objectively and transparently, regardless of outcome, with the highest standards of objectivity and integrity, such that results should be verifiable and reproducible. All communications with the larger scientific community, policymakers, regulators, and other public groups must be factual, evidence-based, and without bias. All funding sources will be disclosed; members will denote funding sources at all society presentations and publications, and all conflicts of interest will be disclosed.”

Bill suggested a modification or reconsideration of the verbiage in the last sentence, “Funding sources will be disclosed; members will denote funding sources at society presentations and publications, and conflicts of interest will be disclosed.” as this sentence may be too restrictive.

**Action Item: Marietta will summarize Ethics Statement and get out to the BOD for a vote.**

2:30 pm 9.0 ADJOURNMENT

**Pam Weathers moved, Liz Roemer seconded that the meeting be adjourned – MOTION PASSED.** Meeting adjourned at 2:53 PM

Review of Action Items: J. Finer will post to e-mail and will be distributed via minutes.

Previous Ongoing Action items:

- 1) Marietta and Barbara Doonan will develop a current estimate of overhead expenses associated with publications and communicate it back to the BOD.  
**Ongoing** – Marietta will talk with Barbara next week about how to best provide information to the board – will have to BOD no later than May 1.
- 2) 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 was addressed shortly before the board meeting for a response back by the end of February Ongoing** - Marietta asked members at large – response was requested by end of Feb – conference call. Wayne Parrott suggested that one of the Members at Large serve as the point person. Liz Roemer, Lucy Lee, Mark Jordan, and Wayne Parrott are the members at large. Everyone is very busy. **New Action Item: Bill suggested that Liz Roemer contact Mark Jordan to ask if he can serve as the contact person for this committee.**
- 3) 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 (**Ongoing- Referred to the ad hoc website committee**)
- 4) Bill suggested that the sections ask for this information on student abstract affiliation if needed. He will follow-up to have information collected. (**Ongoing**).

New from today:

- 5) Dave Songstad will follow up to complete abstract submissions from the session that he is organizing at the world congress.
- 6) Delene will provide a short paragraph to Marietta on these different tours.
- 7) Marietta and Delene will include “Interesting places to visit and see in Seattle” on the website and in the packet.
- 8) Bill Smith and Marietta will look into possible ways of gathering information to see if there is interest and if it is worthwhile to consider a discounted registration program for academic and federal technicians.
- 9) Bill Smith will contact Michael Fay and Sylvia Mitchell about a scientific profile for a new recognition program as a “featured scientist” in In Vitro Report.
- 10) Bill Smith will contact the Awards committee action item to find out how we can we expand awards to more of our membership and how we will could potentially fund this.
- 11) Barbara Doonan or Marietta Ellis will look into a request that the last paragraph from the accountant consulting letter include the word, “if”, before the omission of disclosures sentence.
- 12) Marietta to provide Pam with a checklist of what is required of the LOC
- 13) Marietta Ellis will come back to the board either in Bellevue or before the meeting in June, after negotiating possible contracts and prices to get a final decision from the BOD on the location for the 2014 meetings.

- 14) Barbara Reed will write something up for the publications committee for author check boxes for verification that the authors have not submitted this work to another journal and that the work has not be plagiarized or copied from their previously published work or another article.
- 15) Members of the Board will submit likes and dislikes of the SIVB website to Wayne and, provide information on features from other society websites that they like.
- 16) Marietta Ellis will put together a JobTarget information pamphlet for the meeting or provide e-mails to membership to make them aware of the program.
- 17) Marietta to post information for Michael Horn Foundation information for SIVB Website.
- 18) Marietta will summarize and get out Ethics Statement to the BOD for a vote