

SIVB BOARD OF DIRECTORS MEETING
Bellevue Hyatt Regency
Saturday, June 2, 2012 in Bellevue Boardroom
and Sunday, June 3, 2012 in the Governors Board Room

1.0 INTRODUCTION: D. Songstad. The meeting called to order by Dave Songstad at 7:00 PM, Dave asked everyone to introduce themselves around the table.

Meeting participating were Dave Songstad, Liz Roemer, Lucy Lee, Brad Upham, Todd Jones, John Finer, Fredy Altpeter, Bill Smith, Gene Elmore, Ted Klein, Dwight Tomes, Denry Sato, Barbara Doonan, and guest Marietta Wheaton Ellis.

Dave asked for modification to the agenda.

Barbara brought up that AAAS is asking for a representative from SIVB Put down under Other Business.

1.1 Review of Board Responsibilities, D. Songstad.

Marietta commented that the yellow sheets are from the bylaws – green sheets are from various sources – for new board members to spell out responsibilities – Marietta asks that any board members who have questions about their roles see her. Dave asked for questions.
None

1.2 Adoption of Minutes J. Finer: John Finer provided a draft of the February 18 Board meeting minutes to Marietta on Feb 20, 2012 – those are the minutes that are in the packet that was provided to the board this past week.

Correction to the minutes, “Fredy send letter prepared by Jim Thompson....”

John asked for any final corrections to be sent him. **Bill Smith moved and Lucy Lee seconded that the minutes be adopted with minimal changes, MOTION PASSED**

1.2 Adoption of Agenda D. Songstad : Dave asked for any changes to the agenda. AAAS change as noted **Lucy Lee moved and Barbara Doonan seconded that the agenda be adopted. MOTION PASSED**

1.3 Outstanding Action Items from last meeting J. Finer

- 1) Marietta and Barbara Doonan will develop a current estimate of overhead expenses associated with publications and communicate it back to the BOD.
(To be presented at this meeting)
- 2) Members-at-large 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. 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. Bill suggested that Liz Roemer contact Mark Jordan to ask if he can serve as the contact person for this committee. **(Ongoing - New members at large will continue to discuss)**
- 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 **(Done)**
- 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).**

Discussion: Bill said that Brad and Harold, as section heads may need to determine value of this affiliation. Fredy said that NSF for example may need to know the affiliation. Funding sources

may be interested in this information. Bill asked what it would take on the abstract forms to get this information. Marietta said that it would not be difficult to collect this information? **New Action Item: Marietta will include additional fields for student affiliation on the abstract form. If there are no current affiliations, they will be asked which section the abstract should be associated with.**

- 5) Dave Songstad will follow up to complete abstract submissions from the session that he is organizing at the world congress. **(Done)**
- 6) Delene will provide a short paragraph to Marietta on these different tours. **(Done)**
- 7) Marietta and Delene will include “Interesting places to visit and see in Seattle” on the website and in the packet. **(Done)**
- 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

Discussion: Broadcast e-mail from Marietta is on the pink sheet. Bill asked if a discount would be useful – is this a pure financial decision or just related to the number of meetings attended? Bill felt that this would not be productive. Fredy pointed out that a discount would be useful for academic scientists. Liz mentioned that many of the positions are in a gray area, between faculty and tech positions. **Bill Smith made a motion that Marietta put out a broadcast e-mail with verbiage along the lines of ... “How many technical support staff attend and would more attend if a reduced registration fee would be offered?” Seconded by Gene MOTION PASSED.**

- 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.

Discussion: editor cannot be given this responsibility – this should fall with the section chairs – **Ongoing** – Bill will follow up with Section Chairs.

- 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.

Discussion: Fredy suggested that a senior scientist or mentor award, **New Action item, Dave will put together an ad hoc committee (chaired by Fredy) that will work with the awards committee for a new award (or awards) – something like a distinguished scientist award.**

- 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. **(done)**
- 12) Marietta to provide Pam with a checklist of what is required of the LOC **(done)**
- 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. **(To be discussed during this meeting)**
- 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. **(Done: Included in packet and will be discussed at Publications Committee Meeting)**
- 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. **(Ongoing: Marietta will follow with Wayne)**
- 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. **(Done)**
- 17) Marietta to post information for Michael Horn Foundation information for SIVB Website. **(Ongoing, information is being handed out at meeting for on site contributions)**
- 18) Marietta will summarize and get out Ethics Statement to the BOD for a vote **(Done)**

2.1 2012 Meeting update: F. Altpeter.

Starting out on Sunday with invertebrate and fish conference. 4 plenaries, 21 symposia 12 plant 8 IVACS, 1 education. 6 interactive poster sessions. Brad and Vibha are the program chairs and have done a lot of work. With a limited amount of time, they did a good job – only one last minute cancellation, in next generation transformation session. Overall things are in good shape. Dave commented that this will be a good meeting with a good diversity of speakers. Brad asked about the Japanese registrants – Marietta and Denry commented that there are about a dozen Japanese registrants. Fredy commented that the new areas can be difficult to find suitable speakers. Maybe we should focus more on our core areas.

2.2 Congress Statistics/Meeting Update: M. Ellis

234 abstracts that were submitted – 229 for last meeting, 250 for the last world congress – right in the middle, 191 paid registration, 186 for last world congress, 143 this year student, 102 in 2011, 154 for world congress.

334 this year registrants, 366 in 2011, 340 in world congress. We are in the middle of previous years.

14 exhibits for this year

Sponsor a buddy – anyone who gives \$25 – 9 people contributed.

Winery tour 59 - can get up to 75. Other tours are also doing well

Marietta wanted to talk about things going on with the schedule. Since we are a day behind, Opening reception is Sunday and the meeting runs a day later on Thurs. Some of the attendees were not aware that things are a day behind and decided to leave on Wed – may miss Thurs sessions.

The logistics are being finalized for uploading donation information to our online database software for the Michael Horn Endowment Fund and will be completed after the 2012 World Congress. Flyers have been being included in all meeting attendees' registration bags with details on how to make a contribution and a broadcast email will be disseminated to membership once the information is available online. Also included are flyers for the Social Events and Tours. In addition, there are flyers in the bags to address ordering items at the SIVB store, Job Target information, and discounted registration rates to attend the 2013 Meeting. Marietta asked if there are any questions about the information in the packet.

Hotel – Free wireless is being provided to attendees, but the method for obtaining this was not clear. Fredy will make an announcement on how they can receive access. The room block was 728. The hotel pick up as of May 15, 2012 is 889. We can anticipate there will be some cancellations as we approach check in, but it is expect that we will have no issues meeting and exceeding the expected room block. Fredy asked about the share-a-room program. Marietta said that we assist attendees in exchanging information and they make their own reservations. Currently, the Food and Beverage is approximately \$40,000. Marietta and Michelle have worked tirelessly to reduce this amount, but have been unsuccessful due to the costs of the Hyatt's food and beverage menus. AV costs were also a little expensive. Original costs were priced at 14K but we had been able to reduce them to 7800. Marietta mentioned that we need to be aware of the costs associated with this meeting. Bill commented that Marietta and NBM has done a great job in getting the meeting set up, especially considering the circumstances. Gene followed up that Marietta has turned the society around in getting SIVB where we are today. He also publicly

appreciated her efforts.

2.3 Fundraising: The contributions list reflects \$99,820 in contributions. Those contributions include: \$40,000 for the Plant Activity Fund, \$2,000 for the Registration Bag, \$15,100 for the In Vitro Animal Cell Sciences Fund, \$17,500 for the Student Initiative (from USDA Biotech Risk Assessment Program), \$800 for the Student Travel Fund, \$11,000 for the Keynote Symposium, \$6,100 for the Lifetime Achievement Award for Dr. McKeehan, \$3,000 for the Lifetime Achievement Award to Dr. Bols and \$2,000 to support travel for Dannette Ward's Fellow Award participation. Fredy noted that 40K was from industry – a little lower than last year but comparable overall. Grant submission – ZengYu Wang –submitted NSF and USDA Biotech risk assessment. NSF was not successful but USDA was. However, we should not publicly announce until the check is received. The grant was for \$17,500 – to be used for speaker expenses and plant students. Valerie Pence will be the junior co-chair for PBS and will handle 2013's fundraising for the PBS section.

2.4 NSF grant

2.4.1 Discuss Feedback from NSF, F. Altpeter, M. Ellis

Dave commented that reviews suggest that funds from NSF may not have been used appropriately.

Fredy stated that in 2010 – Peggy Ozias-Akins submitted the NSF grant – Kan Wang (2010), Michael Spencer (2010) and Wayne (in 2009 with Peggy) also submitted NSF grants. The grant was submitted again in 2011 by Vibha Srivastava and it was funded. Unusual that it was funded a third year. Fourth year was not successful.– NSF only wished to fund certain students and we may have funded outside of these guidelines. Fredy commented that we need to pay closer attention to the grant guidelines, when submitting. Fredy suggested that the chance for funding from the plant genome may not be high this year and suggested that IVACS consider a submission.

Final report to NSF needs to be appropriately presented.

Action item: Dave Songstad will form an ad hoc committee consisting of Barbara Doonan, Dave Songstad, Fredy Altpeter and submitters of grant proposals to identify any potential problem with grant support, and come up with a plan for how to submit and report on grants.

2.4.2 Discuss how to improve for 2013 grant application, F. Altpeter, M. Ellis

Dave asked for additional comments, Liz Roemer motioned and Dwight Tomes seconded to adjourn, MOTION PASSED. Meeting adjourned for the evening at 9:02 PM.

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Sunday June 3rd

INTRODUCTION: D. Songstad. The meeting called to order by Dave Songstad at 8:00 AM, Dave asked everyone to introduce themselves around the table.

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2.0 2012 WORLD CONGRESS UPDATE (*con't*)

2012 program reception for the Japanese and the lifetime achievement award recipients will be 5:30-7:00 PM at David Songstad's suite (2412 Cascade Tower)—Sunday June 3rd, Host: Bill Smith

3.0 2013/2014 MEETING UPDATES

3.1 2013 Meeting Update (Providence, RI)

Hotel room rate is \$144 per night. Convention center connected to Westin in an arrangement similar to the location in Raleigh with a mall also connected to the space.

3.1.1 Local Organizing Committee Update

Pam Weathers is the local organizing chair and has a working committee—she has identified some things to do at off site locations for the banquet, possible a harbor trip and a trip into Newport (1 hr away). She is checking into some potential science trips also, like a visit to Genzyme. She mentioned using Mass Bio as a means to advertise about the meeting. June 15 through 19th are the meeting dates.

Potential for student attendance free registration and opportunity to attract PI's to attend the meeting

3.2 2014 Meeting Update

At the last board meeting, potential cities for the 2014 In Vitro Biology Meeting were reduced to Savannah, GA and New Orleans, LA. Room rates for both at \$169. Marietta and Michelle Stevenson visited hotels that had dates and space availability for our organization in both cities. While there, the requirements for additional meeting space and room nights if we end up holding a joint meeting with the Society for Cryobiology Meeting were discussed with the venues. Both venues discussed below have enough space for both the SIVB and Society of Cryobiology meetings. The pricing for New Orleans food, expo hall, staff room rates, and F&B are higher than Savannah. Additional benefits with the Savannah Hyatt include: 1. We would be the only event in the meeting space and would not have to share with other events, which provides better security and ease for our members to find rooms at the venue; 2. Hotel is right on the water with the exhibit hall facing a view of the water front; and 3. The hotel is in the center of shopping and restaurants all within walking distance. Savannah dates are May 31-June 4). Board preferences is for Savannah. **Dave Songstad motioned and Eugene Elmore seconded**

to approve the location and dates for the 2014 meeting in Savannah, GA. MOTION PASSED.

4.0 TREASURER'S REPORT

Overall finances are good and so are investments. The relationship with Springer is working well. Barbara thinks we should at least break even for the 2012 meeting. Temporarily restricted funds refer to money that will be used for meetings. Now that our finances are healthier how can we use these funds to improve the society? A little financial flexibility would be nice for the program chairs to use as needed.

Action item: The long range planning committee and the finance committees need to do a risk analysis about what to do with future meetings and how much risk do we want to undertake. Can the program chair have some money work with? Better funding utilization for the meeting and the society.

5.0 PUBLICATION REPORT- Michele Schultz

5.1 Publications update

Springer does not charge for pages, which is good, particularly for the animal journal. IAPB has been on time this year, but needed articles to fill out its pages. Three articles from plant SIVB were moved to the IAPB publication. Protocol for contributing education papers will be discussed in Publications Committee. In Vitro Report is doing fine but need more submissions. Maybe send out guidelines about what would be acceptable to publish in the report.

5.2 Springer update

SIVB will receive two more years of revenue from BioOne which ends in 2014. Royalties are good and stronger this year. Impact factors will be out in July. Review the survey to determine how the journal is being used-hard copy vs electronic-may need to ask more questions. TOC alerts available to user at their request- could make it a mandatory option.

In a previous action item, Barbara Doonan and Marietta were asked to develop a current estimate of overhead expenses associated with the journals and communicate it back to the Board. Information was presented showing the per subscription cost for online and print subscriptions with 2011's final membership numbers. The chart also provided the change in rates if SIVB were to add 450 JTCA members receiving online access. Currently, the total cost per hard copy is \$91.24 and for electronic cost is \$68.04. Should SIVB add an additional 450 online only subscriptions, the cost would reduce to \$45.52 per online subscription and \$68.04 per print subscription. JCTA participation with the SIVB would likely increase journal submissions. An unresolved question is how many of the JTCA are SIVB members. A discussion followed whether there should be a minimum number of JCTA members that apply before this is done.

Action item: Review cost changes related to members moving to only electronic access. This should be investigated by the Publications Committee in concert with the Finance Committee and Business Office.

SIVB needs a point person or US representative in the IAPB.

Action item: John Finer will follow up with IAPB so that we have a point of contact. Can ask Mike to appoint a proxy while he cannot do it.

6.0 COMMITTEE REPORTS

6.1 Membership Committee

Emeritus member nomination: Alexander Milne

Lia moved and Liz Roemer seconded that Alexander Milne be given Emeritus status. MOTION PASSED. There are 96 Emeritus members that are given gratis membership and the journal of their choice. They are asked to make a \$50 donation to the Fund for the Future. Members-at-large and section chairs should attend membership committee meeting to help with membership.

6.2 Long Range Planning Committee
Suggestion to plan meetings farther than 2 years in advance to avoid competing with other meetings. David Songstad talked about the Michael Horn Endowment Fund. Donations have already been received and flyer is in bag for the attendees. This is to be used for students and post docs. Eugene Elmore wants to set up educational training programs for cell culture as a service and provide some sort of certification when completed.

6.3 Student Awards
25 applicants for student awards this year and not enough funds to assist all that requested financial assistance.

7.0 SECTION UPDATES

7.1 In Vitro Animal Cell Sciences
Covered 2010 meeting expenses. Concerned about low number of students participating and would like to see this number increase. Maybe focus on bioengineering students. Lifetime achievement and Fellow awards were presented this year.

7.2 Plant Biotechnology
Plant section in good shape financially, 100K in their account. Harold Trick is the new chair. Michael Spencer has been doing the fundraising and Valerie Pence will be the incoming chair and is knowledgeable about fund raising. Zeng Yu Wang will be the program chair. Building a strong program will be important.

LUNCH

8.0 OTHER BUSINESS

8.1 Annual Report-**Barbara moved and Liz seconded that the annual report be approved. MOTION PASSED.**

8.2 SIVB Business Meeting Agenda-**Pam moved and Nancy seconded that the business meeting agenda be approved. MOTION PASSED.**

8.3 AAAS representative-President usually files a report with them to update officer list but no formal contact. Need to determine what role the representative plays.

Action item: Marietta needs to find out what the responsibilities of the representative are for the AAAS and the AIBS and share this with the board, then President will decide who will take on this role.

Action item: Long Range Planning Committee can check on competing meetings and compile a list of competing organizations so that SIVB can avoid overlapping with their meetings.

Fall board meeting will be held in Providence in Sept or Oct. Please advise Marietta about dates you are available.

Liz moved and Pam seconded to adjourn, MOTION PASSED. Meeting adjourned for the evening at 2:38 PM.

Previous ongoing Action Items

- 1) Members-at-large 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. **(Ongoing - New members at large will continue to discuss)**
- 2) Bill Smith will follow up with Section Chairs about a scientific profile for a new recognition program as a “featured scientist” in In Vitro Report. **Ongoing**
- 3) 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. **Ongoing** – Marietta will follow with Wayne.
- 4) Marietta to post information for Michael Horn Endowment Fund information on the SIVB Website. **Ongoing**
- 5) Bill Smith and Marietta was to 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. **Ongoing:** Marietta put out a broadcast e-mail with verbiage along the lines of ... “How many technical support staff attend and would more attend if a reduced registration fee would be offered?”
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- 11) The long range planning committee and the finance committees need to do a risk analysis about what to do with future meetings and how much risk do we want to undertake.
- 12) Publications Committee, Finance Committee and Business Office are to review cost changes related to members moving to only electronic access.
- 13) John Finer will follow up with IAPB so that we have a point of contact in the USA. To ask Mike to appoint a proxy while he cannot do manage the IAPB USA Chapter.
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