

SIVB BOARD OF DIRECTORS MEETING
Saturday, February 23, 2013

1.0 INTRODUCTION

Participants: David Songstad, Eugene Elmore, Ted Klein, Lia Campbell, Barbara Doonan, Lucy Lee, Wayne Parrot, Dwight Tomes, Barbara Reed, Denry Sato, Bill Smith, Marietta Wheaton Ellis, Pam Weathers, Amy Wang, Michele Schultz

Called to order at 11:02

1.1 Adoption of Minutes (October 5-6, 2012)

Lia moved and Denry seconded for the adoption of the minutes. MOTION PASSED

1.2 Adoption of Agenda

David asked to add a brief discussion about CAST under Other Business.

Gene moved and Barbara Doonan seconded to adopt the agenda-MOTION PASSED

1.3 Outstanding 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. Student from Plant needs to be invited to be a part of the membership committee, but rest of committee is organized and the Membership Committee will start to work on items now. **Completed.**

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.**

Action item: Marietta and Wayne to hold conference call to discuss development with Website Committee.

4) Marietta to post information for Michael Horn Endowment Fund information on the SIVB Website. Allow for a donation at registration to the endowment fund. **Completed**

5) Bill Smith and Marietta were 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. 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?”

Broadcast email to be sent by Marietta-give her additions/changes by the end of the meeting

David suggests posting the letter on the website. **Completed**

It was recommended that a decreased registration fee for technicians be set up for this year’s meeting. At first the board considered using the same rate as for post docs but then it was decided to offer technicians a 50% discount off the regular registration fee starting with the 2013 meeting. It was suggested that an email would be sent out to participants of the survey to help drive more registration for this year.

Motion: Lucy moved and Barbara Reed seconded to offer technicians a 50% discount off of regular registration at meetings starting in 2013-MOTION PASSED

Action Item: Marietta will add the research technician registration rate at a 50% off the regular rate for the 2013 meeting to the website.

7) 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. Fredy and committee have put together criteria but there are still questions about who this award would really target.

Action item: Dave will contact Fredy about sending the criteria to the awards committee for further input on the distinguished scientist award in relation to our present awards and see how it fits and distinguish it from other awards. Ongoing

9) 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 been plagiarized or copied from their previously published work or another article. **Barbara Reed moved and Denry seconded that the revised check list be put on website –MOTION PASSED. Completed**

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. **Ongoing.** (to be done by June)

12) Publications Committee, Finance Committee and Business Office are to review cost changes related to members moving to only electronic access. **Ongoing**

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 manage the IAPB USA Chapter. John tried to contact Mike but couldn't. We are not sure where we stand at this time. **Action item: Marietta was going to send an email to Dave for review to IAPB about how to handle it-send publications to those who are members of both. Ongoing**

14) 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. Still need representative for AIBS. **Wayne motioned and Nancy seconded to cancel our AAAS membership- MOTION PASSED. Completed**

15) The publications committee needs to develop a list of professional writers for use by the editors of both journals. **Completed**

16) Marietta was requested to place text on the website that states there is limited space for free student registrants at the meeting. **Completed**

17) Marietta will prepare and provide materials for Ted Klein and David Songstad who will produce a flyer and power point presentation to present to sponsors. **Ongoing.** Information has been provided but no trips have been made because of the weather and lack of contacts. The Biotech organizations have been enthusiastic, but have not provided any tangible contacts. Pam is planning on doing some calling based on information to be provided from Ted.

Action Item: David will prepare powerpoint for Savannah in advance of the June 2013 meeting.

Wayne needs a one page flyer to give to potential sponsors and organizations for the 2014 meeting.

Action Item: Dave and Marietta will develop a one-page flyer that includes demographics, core disciplines, key accomplishments and education/outreach for the Board.

18) Dave needs to contact Jerry to organize Michael Horn tribute at 2013 meeting. **Completed**
Jerry has agreed and is organizing tribute.

19) Gene and the Long Range Planning Committee will have a draft of the strategic plan by 2013 meeting. **Ongoing.** Gene forwarded a rough draft for the board's review and would like input from them.

Action Item: Board is requested to review the previously sent Strategic Plan and provide feedback to Gene.

20) Marietta will check with Michael Spencer about being the program chair. **Completed**
Michael Spencer has agreed to be the program chair.

21) A request will be sent to the Awards Committee to review the possibility of raising the Lifetime Achievement Award minimum from \$3,000 to \$5,000 to cover higher travel costs and to allow the option of covering the spouse's travel. Recommendation from Awards Committee will be requested for Board decision. **Ongoing**

22) Marietta will ask Springer how much can we reduce our member subscription rate based on an increase in the number of our subscriptions. She will also ask JTCA how much it costs to produce their journal. **Ongoing**

2.0 2013 MEETING UPDATE

2.1 2013 In Vitro Biology Meeting Update

Pam Weathers joined the call to discuss the 2013 Meeting. The meeting preparations are on schedule. The program is set and the Advanced Tissue Culture Workshop is moving forward and on the program schedule. Things are looking good.

2.2 Meeting Statistics/Meeting Update

Program is looking very good and we have tours on Saturday and Wednesday as well as the Advanced Tissue Culture Workshop on Saturday. Both general abstract numbers and registrations are down a little from last year at this time. Overall registration is slightly up, but we still need more general abstracts for that number to increase. Registration is just slightly better overall compared to this time last year. Exhibits are also down somewhat but we are expecting good numbers. We need to reach out to IVACS members to get the word out in the area to attract more animal participants. The LOC said they have talked to the local biotech organizations and the companies said they would promote the meeting, but not much has been seen. Pam suggested that Dave and Ted push them to do so.

Action Item: Dave, Ted and Pam will contact RITC and NEBA again and push for their help.

Marietta also noted that it would be important to promote the Advanced Tissue Culture Workshop as well. Instead of TBD, Marietta has been requested to include the name of instructor and a short syllabus of what is going to be covered. All tours and events seem to be coming together well. Hotel has changed ownership from Westin to Omni. The contract is the same as are our sales person/Food and Beverage people. We don't anticipate any changes.

We have given marketing information to NEBA and RITC which they have our meeting put on their calendars and Barbara Doonan has worked sharing information with NYAS.

2.3 Fundraising

ATCC will help sponsor the workshop and Gene is checking on Corning as well. Smaller company contributions have not started coming in. Contributions from plant companies are doing ok, but there is not much for IVACS. Marietta noted that the IVACS Officers and Program Committee members will be holding a conference call next week to discuss getting more funding. It was requested to include Dave and Ted in the call as well. Sukhpreet Sandhu is working on the USDA and other grants for funding. We find out around the time of the meeting whether we get the funds. We have focused on smaller biotech companies for support. Perhaps we can contact supply companies that exhibit. The Society needs to develop new contacts and networks with fundraisers for the future. It would help to set up a guide for fund raising with due dates and list of updated contacts. Send letters and do follow up calls to figure out who we need to talk to for funding or to get more people involved. Cold calls don't get far. Perhaps offer free registration based on a certain contribution amount.

Action Item: Marietta to send 2012 contributions list to Development Committee Members.

2.4 Michael Horn Tribute Update

Michael's wife, Patricia, would like to come to the meeting. Michael's dad also passed away. David has gotten commitments to cover her expenses. Jerry Ranch is putting together a program. Marietta has found some of Michael's artwork from the In Vitro Report for the tribute.

3.0 AWARDS:

Amy Wang joined the call to present the Awards Committee's recommendations for 2013.

3.1 Lifetime Achievement Award Nominations(*for board action*)

Received one complete nomination for Paul Price.

3.2 Fellow Award Nominations(*for board action*)

Received one nomination from PBS section for Lisa Lee.

3.2 Young Scientist Award Nominations(*for board action*)

Committee can only nominate one applicant per year for each section. There were two candidates for IVACS and one for PBS. It was determined that the second IVACS candidate could be nominated next year as well, but Addy will not be eligible in the future. Monetary portion of the awards comes from sections.

Board vote to present Paul Price with this award- PASSED

Board vote to present Lisa Lee with this award-PASSED

Board vote to present Addy Alt-Holland for IVACS and Sadanand Dhekney for PBS with Young Scientist Award-PASSED

Action Item: Awards Committee to be informed of the results of the nominations. Winners/Nominators to be informed of the results.

Student awards update- Marietta will be contacting Pam about student awards procedure via email. There are currently 19 applications for student awards.

4.0 TREASURER'S REPORT

4.1 Financials (December 2012)

Barbara Doonan reviewed the financials with the Board. She noted there will be some additional journal entries to be expected. She noted that there was a slight decrease in royalties in 2012 and

that when we no longer receive royalties from BioOne in 2015, our numbers could be effected. The meeting venue in 2012 was more expensive than normal. We did have a positive change in net assets for the year.

Barbara Doonan and Marietta met with Morgan Stanley Smith Barney. Investments have done well. There is a lot of fluctuation going on. We are in the process of making changes and moving funds to keep us fairly stable but add some interest for the coming year. Because finances are looking good, we are going to be able to add a little to our investment portfolio.

4.1.1 Amended 2013 Budget (*For Information Only*)

5.0 2014 AND 2015 MEETING UPDATE

5.1 2014 Meeting Update – Savannah, GA

5.1.1 Joint Meeting with Society for Cryobiology

The Society for Cryobiology will hold a joint meeting from May 29 to June 4 in Savannah, GA with SIVB. Since last board meeting, additional items have been included in the MOU prior to signature. Abstract submission fee will be included in registration fee. Additional abstracts will be charged a fee. A budget for the meeting that provides a forecast for revenues and expenses will be approved by both the SIVB and SfC at least 12 months prior to the start of the meeting and any changes in expenses that would result in a +/- 10% difference in the forecasted budget must be approved in writing by the Program Committee and communicated in writing to both the SIVB and SfC. Both groups agreed to work together to raise funds for the meeting to support items such as the Keynote Symposium, Welcome Reception, Opening Ceremony Reception, Coffee Breaks, etc. They will also do separate fund raising to support their seasons. We also have to determine how to publish abstracts. We will be starting to work on the meeting as soon as May with Michael Spencer.

Wayne met with Georgia's BioBusiness group. They are excited to work with us on the meeting as it is not in Atlanta and they like the content and educational focus of the meeting. He needs the on-page flyer to present to them. He will meet again with them early this summer.

5.1.2 Hotel Update/Addendum

After the MOU was signed, SIVB finalized an addendum for the hotel contract for rooms and for food and beverage. The contract now has 1034 room nights. Food and Beverage has been increased to \$40,000. Marietta, Michelle and Barbara Doonan are comfortable with these changes. The addendum has been signed and the contract is in place.

5.2 2015 Meeting Location Discussion

Lia mentioned that she had been contacted by the Visitors Bureau from Greenville, SC about doing our meeting there. The email will be forwarded to Marietta and may be under consideration for future meetings.

5.2.1 Nashville, TN.

SIVB was not presented with proposals in the city proper of Nashville. Some cities look for larger events that fill multiple hotels, which Nashville likes. The only interest we got was in an airport property which doesn't have the space we need.

5.2.2 Memphis, TN

The dates of June 4 – 11 are available. They rate without negotiation was \$189 single/double. Current Food and Beverage is \$73,000, which has to be negotiated. This is at the Peabody Hotel.

5.2.3 Albuquerque, NM

2 hotels that could house our meeting. SIVB would use the convention center with the hotels. The Hyatt is looking to be the main hotel with the other property being an overflow where the Doubletree could house everyone together. They are charging a rental fee for the Exhibit space.

In addition, the SIVB has to Tucson and they have been very a very willing partner and wanted us to come back after the 2008 Congress. They are offering some fantastic concessions in terms of complimentary wireless/hardwire connection in breakout rooms and sleeping rooms. They are also offering a \$10,000 Food and Beverage enhancement. While they were not on the official list, Marietta has included their information.

Bill asked about the importance of wireless. Marietta said she is working at getting in-room wireless in all contracts they are trying to negotiate for the sleeping rooms and the meeting space.

For 2016, the board previously noted that SIVB be looking at San Diego and Sacramento.

Action item: Marietta is requested to conduct site visits in Tucson, AZ and in Albuquerque, NM to see facilities and negotiate terms for 2015 Meeting.

6.0 PUBLICATIONS

6.1 Publications Update

6.1.1 IVP Paper Flow Status

Barbara Reed reported that plant articles were backed up, but John Finer now has three people helping him with editing and things are moving much faster. He is also implementing a Fast Track option for any Associate Editors as not many of our members publish in our journal. Wayne noted that without PubMed, our work is lost to the larger community. Michele joined the conversation and noted that we had been sent an application from Springer for us to review to assist us in preparing our materials for PubMed. This had already been forwarded to John Finer.

In Vitro - Animal doing well publishing issues on time. We are still working on getting to 80 pages per issue, but are getting closer.

In Vitro – Plant IAPB issues are doing well, but SIVB paper flow is slow. The protocol of moving papers from one issue to another was implemented so the SIVB issue could publish on time. Barbara Reed noted that things will be moving forward faster. Springer has a new website for journal access. This year’s Plant journal tokens had access problems and the Business Office is working with Springer to have these fixed as members cannot access new content without them. Animal journal access fine and those tokens were disseminated.

The author’s checklist that was approved at the last board meeting is now online. The “Donate Now” button is now placed throughout the website. We are adding a Twitter feed for SIVB. Michele reviewed the current activity on the website.

6.1.2 Journal Survey Results

The Publications Committee is currently scheduling a conference call to discuss the results of the journal access survey and will provide a recommendation to the Board.

Results from the survey show that more members are now picking up their hard copy journal and as a member it becomes a tactile reminder of their membership. David noted that we are an aging society looking at the demographic information. Michele noted that our student membership only receive electronic access. The Publications Committee will have a recommendation for the board soon.

Action Item: The Publications Committee will hold a conference call to discuss the results of the journal access survey and provide a recommendation to the Board.

Gene asked if we can find out about access through institutions. Searching topically for specific research will be done online.

Action Item: The Business Office is to ask Springer to provide information on Intuitional Access statistics at the June Meeting

Action Item: Barbara Reed and Business Office to follow up with Tetsuji Okamoto on the JTCA's publication and journal costs

6.1.3 Professional Science Writers List

The Publications Committee also created a list of scientific writers as per the board's request and Michele asked if any board members know of any additional writers/editors they could recommend to please forward them to the office.

Action Item: If Board members know of any writers/editors they could recommend, they should forward those names/contacts to the Business Office to include on the list for the Editors.

6.2 Ad Hoc Website Committee Update

Marietta reiterated that the Business Office would be in contact with Wayne to discuss the Website Committee's current questions.

7.0 COMMITTEES

7.1 Nominating: 2014-2016 Election Process

Bill reported that in October 2013, the Nominating Committee will be presenting to the board a final slate of candidates. The Nominating Committee will include the Chair, the Section Chairs, and 2 members-at-large. Bill has requested that Wayne and Lucy assist the Committee. Bill will contact Lucy to see if she is able to participate. The positions up for election are in the board packet. An initial list of candidates for officer positions will be provided at the Providence meeting in June.

7.2 Membership:

7.2.1 Follow up on Membership Poster

Membership Committee put together a one-page flyer for a broadcast email in the Fall to help boost new membership and encourage current members to renew their membership. Committee is planning to meet again to discuss additional issues. David noted he received a request from a retired scientist and wanted to know if there was a discounted registration rate. Marietta noted that Emeritus registration is for SIVB Emeritus members though occasionally there are requests from outside Emeritus status scientists and each request is addressed on a case-by-case basis.

7.2.2 Emeritus Ratification/Deceased Members (*for board action*)

Lia motioned and Denry seconded that Antonio Ballester, Paul Price, and Mary Herman be given emeritus status-MOTION PASSED

Marietta reviewed the Membership Update. Where we hold the annual meeting does dictate our membership numbers. Southeast cities tend to draw in more meeting participants and more membership. David noted that we have around 1,000 LinkedIn members and not that many SIVB members. Marietta noted that on Linked In we are relying on Todd Jones to do some of those announcements since we are not an admin on the page. Facebook does post about meetings and event details.

7.3 Long-Range Planning

7.3.1 Michael Horn Endowment Fund Update

Some noted that they donated to the fund online, but don't see it on the chart provided in the packet. We are up to \$15,000 recorded. SIVB will need at least \$50K to be able to start utilizing the fund.

Action Item: The Business Office will review the online donations for the Michael Horn Fund.

7.3.2 Strategic Plan Update

8.0 OTHER BUSINESS (*Depending on Other Business Items that are added to the agenda*)

8.1 Certification Program

Gene has been working on establishing a certification program where SIVB could offer programs annual and certify participants as having been trained for either plant or animal tissue culture. Each year we could offer a different aspect. Gene requests the board's input. There would be a specific person determined to continue the program. David noted that if we can find the right partner to continue this in future years and make it sustainable, this would be good for the organization.

Gene noted that ATCC and Corning have supported us in the past. David recommended looking at organizations where outreach is key such as Future Farmers of America for the plant side. David noted that Dannette Ward would be a good resource.

Action item- David, Gene and Dannette will hold a conference call to discuss funding support from Plant program for certification programs.

Gene noted that this year we have organized regular educational credit for University of Rhode Island. Gene has looked at University of California, but it doesn't include SIVB's type of work, so he is working with Albert Kausch to do this again in the future. This is useful for both non student participants and students since most universities are not offering tissue culture on the university level. We need to determine a Committee to discuss this. Bill recommended a sub-committee from the Education Committee work with Gene and they can report a number of options that the board can then vote on.

Action Item - Gene will form an Ad Hoc committee to work on setting up the certification/education program. A report will be given at the June meeting.

8.2 CAST-Council for Agricultural Science and Technology. Dave Songstad is the CAST representative of SIVB. He has been nominated to run for President of CAST. The term would not overlap with his SIVB Presidential term.

9.0 ADJOURNMENT

Ted motioned and Denry seconded that the meeting is adjourned-MOTION PASSED

Previous Action Items from October 2012:

- 1) 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**
- 2) 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. Action Item: Marietta and Wayne to hold conference call to discuss development with Website Committee**
- 3) 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. Fredy and committee have put together criteria but there are still questions about who this award would really target. **Action item: Dave will contact Fredy about sending the criteria to the awards committee for further input on the distinguished scientist award in relation to our present awards and see how it fits and distinguish it from other awards. Ongoing**
- 4) 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. **Ongoing.** (to be done by June)
- 5) Publications Committee, Finance Committee and Business Office are to review cost changes related to members moving to only electronic access. **Ongoing**
- 6) 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 manage the IAPB USA Chapter. John tried to contact Mike but couldn't. We are not sure where we stand at this time. **Action item: Marietta was going to send an email to Dave for review to IAPB about how to handle it-send publications to those who are members of both. Ongoing**

7) Marietta will prepare and provide materials for Ted Klein and David Songstad who will produce a flyer and power point presentation to present to sponsors. **Ongoing**

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Action Item: Board is requested to review the previously sent Strategic Plan and provide feedback to Gene.

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10) Marietta will ask Springer how much can we reduce our member subscription rate based on an increase in the number of our subscriptions. She will also ask JTCA how much it costs to produce their journal. **Ongoing**

New Action items from February Conference Call

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12) Action Item: David will prepare Powerpoint for Savannah in advance of the June 2013 meeting.

13) Dave and Marietta will develop a one-page flyer that includes demographics, core disciplines, key accomplishments and education/outreach for the Board.

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15) Marietta to send 2012 contributions list to Development Committee Members.

16) Awards Committee to be informed of the results of the nominations. Winners/Nominators to be informed of the results.

17) Marietta is requested to conduct site visits in Tucson, AZ and in Albuquerque, NM to see facilities and negotiate terms for 2015 Meeting.

18) The Publications Committee will hold a conference call to discuss the results of the journal access survey and provide a recommendation to the Board.

19) The Business Office is to ask Springer to provide information on Intuitional Access statistics at the June Meeting

20) Barbara Reed and Business Office to follow up with Tetsuji Okamoto on the JTCA's publication and journal costs.

21) If Board members know of any writers/editors they could recommend, they should forward those names/contacts to the Business Office to include on the list for the Editors.

22) The Business Office will review the online donations for the Michael Horn Fund.

23) David, Gene and Dannette will hold a conference call to discuss funding support from Plant program for certification programs.

24) Gene will form an Ad Hoc committee to work on setting up the certification/education program. A report will be given at the June meeting.

New motions passed at February Board meeting:

Motion: Lucy moved and Barbara Reed seconded to offer technicians a 50% discount off of regular registration at meetings starting in 2013-MOTION PASSED

Lia motioned and Denry seconded that Antonio Ballester, Paul Price, and Mary Herman be given emeritus status-MOTION PASSED