

SIVB BOARD OF DIRECTORS MEETING
Rhode Island Convention Center, One Sabin Street, Rhode Island
Sunday, June 14 and Saturday, June 15, 2013 in the Room 554A/B

Friday, June 14

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, Brad Upham, T. Michael Spencer

1.1 Adoption of Minutes (February 23, 2013)

Barbara Reed moved and Nancy seconded for the adoption of the minutes. MOTION PASSED

1.2 Adoption of Agenda

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

1.3 Outstanding Action Items

- 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. New Action Item: Awards Committee to review Distinguished Scientists award and provide recommendation to board**
- 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. **This has been completed.**
- 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. No response has been received. Marietta will attempt to contact them once more prior to their 2014 Meeting.**
- 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. **This has been completed.**
- 8) Gene and the Long Range Planning Committee will have a draft of the strategic plan by 2013 meeting. **Completed.** 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. Completed**
- 9) 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. Information was sent to Awards Committee, pending their reply.**
- 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. **This has been completed.**
- 11) Marietta will add the research technician registration rate at a 50% off the regular rate for the 2013 meeting to the website. **This is completed.**
- 12) Action Item: David will prepare Powerpoint for Savannah in advance of the June 2013 meeting. **This is completed.**
- 13) Dave and Marietta will develop a one-page flyer that includes demographics, core disciplines, key accomplishments and education/outreach for the Board. **This is completed.**
- 14) Dave, Ted and Pam will contact RITC and NEBA again and push for their help. **This is completed.**
- 15) Marietta to send 2012 contributions list to Development Committee Members. **This is completed.**
- 16) Awards Committee to be informed of the results of the nominations. Winners/Nominators to be informed of the results. **This is completed.**
- 17) Marietta is requested to conduct site visits in Tucson, AZ and in Albuquerque, NM to see facilities and negotiate terms for 2015 Meeting. **This is completed.**

- 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. **This is completed.**
- 19) The Business Office is to ask Springer to provide information on Intuitional Access statistics at the June Meeting. **This is completed.**
- 20) Barbara Reed and Business Office to follow up with Tetsuji Okamoto on the JTCA's publication and journal costs. **This is completed.**
- 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. **This is completed.**
- 22) The Business Office will review the online donations for the Michael Horn Fund. **This is completed.**
- 23) David, Gene and Dannette will hold a conference call to discuss funding support from Plant program for certification programs. **This is completed.**
- 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. **Ongoing**

2.0 2013 MEETING UPDATE

2.1 2013 Meeting Update

The program is completed. While some speakers had to cancel, replacements have been found. On Saturday morning, June 15, SIVB will be offering an Advanced Tissue Culture Workshop. The aim of this course, Best Practices in Plant and Animal Cell Culture, is to acquaint participants with best practices in plant and animal cell culture techniques. Speakers will cover the basics in cell culture. Part 1, the lecture component is offered from 8:00 am – 12:15 pm comprises eight (8) 30 min. lectures following a brief fifteen minute introduction and overview. The lecture component will be led and facilitated by Albert Kausch and Yvonne Reid.

Plans for the tours have been completed. A tour of the new MA Biomanufacturing Education Center in Worcester, MA, at Worcester Polytechnic Institute (WPI) will be held on Saturday, June 15 from 1:00 pm – 5:30 pm. Currently, we have 14 registered for this event with a capacity of 40 people.

A fun and casual authentic evening clambake outside at Squantum Association will be held on Tuesday, June 18 from 5:45 – 9:00 pm. Currently, we have 53 registered for this event.

A scientific tour of the Woods Hole Oceanographic Institution and Marine Biology Lab in Woods Hole, MA will be held on Wednesday afternoon, June 19 from 1:00 pm – 6:00 pm. Currently, we have 26 registered for this event. The event is full.

2.2 Meeting Statistics/Meeting Update

Latest Statistics from Business Office include: 247 abstracts (more student abstracts than regular abstracts) the following registration numbers: 125 Members; 34 Nonmembers; 13 Post Doctoral; 5 Research Technicians; 4 Emeritus; 1 one-day registration; 54 Speakers; 87 Students; 13 Volunteers; 4 guests, and 3 Staff Members, totaling 343 registrants. There are some late registrants from the region and a couple of local universities. It was asked whether we can we track students who have been here before. Discussion has held about giving recognition to exhibitors that always come to our meetings. Perhaps invite them to the social and recognize them at the opening ceremony. We have met the room block. It is important that participants to stay in the hotel which keeps down our costs. There are at total of 7 floor displays and 4 tabletop displays scheduled for the Exhibition.

Action item. Dave and Marietta will get together and determine which exhibitors have been regulars so we can recognize them in the In Vitro Report and get with their public relations to distribute the In Vitro Report internally to their organization

Providence is a union city and SIVB has recently been informed that we will be required to pay operational costs in the amount of \$6,105 for the following labor of the RICC Staff: security, custodial staff, electricians and final trash removal as well as fees for electrical, phone and Internet set ups. These fees are on top of the meeting room rental fees and had not been previously disclosed to SIVB. The Business Office was able to negotiate and reduce the fee to \$5,052.50.

2.2.1 Michael Horn Tribute

During the social on June 17, SIVB will be honoring Michael F. Horn, PhD, who passed away last year from ALS. There will be a presentation on Michael's lifetime of accomplishments both in and outside of SIVB and he will be posthumously presented with the SIVB President's Award which will be presented to Michael's wife Tricia.

2.2.2 Michael Horn Endowment Fund Update

To date, the fund has raised \$16,250. Specific contributors are included in the board packet; Dave will make a statement recognizing the contributors without naming specific names.

2.3 Fundraising

2.3.1 Discuss how best to broaden donor base

2.3.2 Establish firm timeline for fundraising with clear benchmarks

2.3.3. Review IVACS SOP for fundraising and develop this for SIVB in general.

PBS section reached their fundraising goal; however, the IVACS side was not as successful. The Business Office prepared a draft SOP for the IVACS section to assist them in fundraising. Brad doesn't feel the IVACS section has done as complete a job as they could do and is falling short on activities. Brad will form a committee to help promote fundraising, but needs some guidance on how go about getting funding. It was noted that maintaining contacts very important. The PBS rotates people in to do the fundraising which brings new ideas and places to look for funding. Brad noted he will seek help and advice from John Harbell. It was suggested to use the attendance list to develop contacts for funding, leverage keynote speakers for opportunities for funding, and tap into veterinary based companies.

Action item: Ted Klein will establish a firm timeline for fundraising with clear benchmarks. He will be the lead for the IVACS and plant section fundraising and help find sources of funding.

Action item: Marietta will find out who the fundraising lead and co lead for both sections are and give this information to Ted Klein.

Action item: Ted Klein will establish an SOP for fundraising for the society and each section.

2.3.4 Fund Raising Power Point Presentation

Dave provided a power point presentation to help raise funds for the 2014 meeting. The emphasis of the presentation is on students and history of the society. Suggestions to revise the document were: change graph of student participation; show how SIVB impacts other areas of research; show our influence for plant and animal; opportunities for women good; and pictures of SIVB people. This should be adjusted to use for next year's meeting.

Action item: Redo the student graph-Dave will send student number info to the board for re-graphing; include numbers from 2013.

Action item: Marietta will check on various demographics within the society: male/female, underrepresented groups, number of fellows male/female, retired members who are still active.

3.0 2014/2015 MEETING UPDATES

3.1 2014 World Forum on Biology Update (Savannah, GA)

The 2014 In Vitro Biology Meeting will be held jointly with the Society for Cryobiology (SfC) at the Hyatt Regency Savannah in Savannah, Georgia from May 29 to June 4, 2014. At this time, the Program Committee Chairs from the SIVB and Officers of the SfC will be holding a joint meeting to discuss the program during the 2014 Program Committee Meeting on Tuesday afternoon, June 18th at 12:30pm. Marietta forwarded a current program of the 2013 Cryobiology Meeting for review and they have our program for this year. SIVB is looking to incorporate their topics into our meeting and need to determine how to do it. We will work with them to set registration and exhibitor fees.

Marietta and Michelle Stevenson worked with the hotel to create an addendum to SIVB's contract to accommodate the additional attendees. The Hyatt Savannah's room rate will stay the same; however, we have expanded our room block and food and beverage budget. Based on the MOU, the two groups will work together to raise funds to cover the meeting's expenses.

Action item: Ted Klein will organize the joint fundraising effort for the 2014 meeting with SfC and SIVB.

3.2 2015 Meeting Update

Since the last Board Meeting, Michelle Stevenson and Marietta Ellis have visited both Tucson, AZ and Albuquerque, NM to review their potential as sites for the 2015 In Vitro Biology Meeting.

3.2.1 Albuquerque, NM

Potential venues include the Convention Center in Albuquerque for the sessions and the Hyatt, Doubletree, and Andaluz (for overflow only). The Doubletree is connected to the Convention Center but is a bit of a walk to the

venue as is the Hyatt. The Hyatt could possibly hold the entire SIVB meeting so we wouldn't go to the Convention Center, but this has not yet been determined. Downtown area is not attractive. Everything is spread far out and attendees would need a cab to get around to anything.

3.2.2 Tucson, AZ

After reviewing the cities and venues, it is recommended that the Board strongly consider the Hilton El Conquistador Golf and Tennis Resort in Tucson, Arizona for the meeting. This venue has housed SIVB before in 2009 and is very interested in having us back. They have offered a significant package of concessions for the meeting if we move forward now, including: complimentary Presidential Suite for 5 days; 5 King Jr. Suites at the standard meeting rate for 5 days; 6 complimentary VIP welcome amenities; a \$5,000 banquet F&B enhancement; one (1) wireless internet connection for one (1) speaker each per breakout room & in general session; the Resort Charge included in room rate (a \$20 savings per night per room); a pre-planning meeting, held in September or October, with 15 complimentary rooms nights for two (2) nights; and a complimentary BOD Reception, meeting Cont. Breakfast, beverage break & lunch for 25 people at the Board of Directors Planning Meeting.

The Daily Resort Charge they are providing us in the room rate includes: HSIA access (wired or wireless) in guest rooms and public areas for up to 2 devices; any local and 1-800 access guest room calls; two complimentary bottles of water upon arrival; 15% of massage treatments at Elements Spa; daily use of fitness facilities and fitness classes; 1 hour use of putting green per day; 1 hour use of driving range per room per day; 1 hour of tennis court usage per room per day; 2 hours of mountain bike usage (1 bike) per room per day and expanded shuttle service to Oro Valley Marketplace shopping and dining district as well as their Country Club facilities.

They are also arranging discounted rates with a local car rental company for those who want to travel into town to visit the city as well as provide a shuttle for members who don't wish to rent a car, but do wish to visit downtown.

Barbara Reed moved and Barbara Doonan seconded that we choose Tucson, AZ as the site for the 2015 meeting. MOTION PASSED.

3.0 ADJOURNMENT

Gene moved and Dwight seconded that the meeting be adjourned. MOTION PASSED.

Saturday, June 15

4.0 TREASURER'S REPORT

Year End Finances

4.1 April Financial Statements

Marietta included the 2012 year-end financial statements and the April financial statements as of April 30, 2013. SIVB continues to have a positive balance as we go into the meeting as reflected by the April 30, 2013 financials. Investments have made \$50K and we expect to continue investing in this manner. SIVB thanks all those who have helped us by working so hard towards helping us stay in the black. We are able to maintain an increase in value each year. We will keep doing what we are doing.

In preparation for the 2013 Meeting, the hotel has changed from a Westin to an Omni property. Overall, this change has not presented any financial challenges, but we had to re-establish credit with them and there has been significant staff turnover. The room rebate program will have to be calculated after the meeting and the SIVB has to pay the convention center the estimated space rental and Food and beverage before this event takes place, approximating \$50,000. We expect that we will still cover all our expenses and make a slight profit as we did in Bellevue last year.

4.2 IVACS Financial Statements

4.3 PBS Financial Statements

Marietta provided the unaudited IVACS and PBS Section financial statement reflecting the activities during the 2012 calendar year and contributions up to December 31, 2012. These included individual speaker expense reimbursement fees for the 2012 World Congress on In Vitro Biology. The balance in the IVACS Activity Fund as of December 31, 2012 was \$38,600.99. The balance in the Plant Activity Fund as of December 31, 2012 was \$101,070.96.

Action item: Barbara will distribute the names of funds we are invested in to the Board.

5.0 PUBLICATIONS UPDATE

5.1 Publications Update

Journals are doing well. The Animal journal's submissions continue to improve. The IVA journal stayed on schedule, increased its rejection rate, and slowly is publishing thicker issues which are closer to the budgeted 80 pages per issue. The number of accepted SIVB papers in IVP has improved since the February Board meeting with the most recent issue publishing 143 pages, which met the per issue page budget of 140 pages. The assistance of the Associate Editors in processing papers has made a tremendous difference and is greatly appreciated. However, we currently, have only 49 pages ready for the July/August issue. There is a high rejection rate. This is necessary as some papers present poor science or are not publishable in their current form.

Dr. Okamoto wants to revise the current Matrix Categories for the journal by including the category of "Stem Cells." The Publications Committee will need to confirm this update before inclusion in the journal and on Editorial Manager.

Barbara Doonan was approached by Springer about doing a book about the marine biology session. It was agreed that we urge speakers to submit to the journal and suggested that conveners from particularly good symposia be approached to help organize the submission of papers from their session for publication.

5.2 Springer Update

5.2.1 Springer Report/Meeting

The journals have been having issues with SPI's copy editors changing content and not making the corrections requested. The issues of the quality of work and how to confirm edits are made correctly before publication will be addressed in the SIVB/IAPB/Springer meeting on Sunday; however, the SIVB Office has recently been informed that the manager who handled our account at SPI has been replaced. It is hoped that with this change in staff these issues can be more easily addressed.

5.2.2 IVP Access on SpringerLink

Since the last board meeting, the Business Office has been working with Springer to fix the IVP member access in the newly launched SpringerLink site. They were contacted by Springer and informed that this new system will no longer allow the IVP online journal to separate access for SIVB and IAPB issues within a volume, because access can only be granted by whole volume, not specific issue. This means that IAPB and SIVB members are all getting all the online content from 1999 on. To address this, Springer has offered to provide SIVB Plant members with access to PCTOC online at no additional cost. Currently, we offer our members the ability to purchase the hard copy of the journal at a discounted rate, but not the online version. The Publications Committee has recommended accepting Springer's suggestion of offering to provide PCTOC online to SIVB members receiving IV-Plant to compensate for the IAPB members receiving all of SIVB's content from Volume 35 and above. Concerns were voiced that SIVB could lose plant members if someone can access IVP by being an IAPB member. It was also noted that improved access could improve citation rates. More reviews and special issues should be encouraged as they can improve our impact factor.

Barbara Reed moved and Gene seconded that the board should accept the Springer offer of allowing plant members free online access to PCTOC. MOTION PASSED.

5.3 JTCA Online Only Subscription to IVA

Beginning in June 2010, Barbara Reed along with members of the Executive Committee and the SIVB Office had been in discussions with the JTCA about joint publication of the journal. JTCA had desired to have an e-Journal only publication and receive the entirety of the *In Vitro – Animal* journal rather than have separated issues. In early June, Dr. Okamoto informed Barbara and Marietta that the JTCA is no longer interested in having a joint IVA publication with SIVB.

5.4 Website Update

The Ad Hoc Website Committee, composed of Sylvia Mitchell, Mike Fay, Jeff Kwak, J. J. Sadler and Wayne Parrott, Chair, have determined the direction in which they would like to see the SIVB website transition. Since the February board meeting, Wayne Parrott met with Marietta and her staff to discuss the redesign of the website. A draft design was presented for the Website Committee's review and feedback prior to the new look being presented to the board for implementation. Some of the issues being addressed are: Revamping of the SIVB home page to remove the white space and actively provide access to content in a more user-friendly manner; Modernizing the look (transforming scrolling text to set text on page, etc) to match other recommended websites; More linking from home page to rest of website content; and Items that automatically update based on current available deadlines and information. This design will be discussed by the Ad Hoc Website Committee during the 2013 Meeting; however, suggestions are still welcome.

COMMITTEE REPORTS

6.1 Membership

Marietta presented the current membership statistics to the board. It was asked how many students who received the free membership convert into regular members and how can we retain the ones that have not? Certification may help draw in more participants and members. It was suggested that we ask students to network with former students who have been with SIVB members. We can use the already existing social media to connect and ask the students what they want from the Society. We need to look at adding student voice on the board.

Action item: Constitution and Bylaws committee needs to come up with a proposal for putting 2 student representatives (IVACS & Plant) on the board with voting power.

Action item: Marietta- starting in 2003, check to see which students are now members of SIVB and how many?

6.2 Long Range Planning/Strategic Plan

A draft of the strategic plan is in the board packet for the board's review. If accepted, then we will need discussion on how to implement it. It was suggested to have committee chairs discuss implementation with committees and talk about it at section meetings and the business meeting. We will need to include a comment period along with nominations for officers. Members could vote on the plan when they vote for officers. There could be an increased emphasis on education.

Action item: Have comments made by membership and returned to the business office via email about the long ranging planning draft. Section chairs will talk about the strategic plan and tell them about comment period which will end by July 31st.

Barbara Reed moved and Barbara Doonan seconded to accept the draft strategic plan. MOTION PASSED.

6.3 Nominating: 2014-2016 Election Process

The Nominating Committee for the 2014 – 2016 SIVB Election consists of William Smith, Chair; Plant Biotechnology Section representatives Harold Trick, Section Chair and Wayne Parrott PBS Member-at-Large to the BoD; IVACS representatives Brad Upham, Section Chair and Lucy Lee, IVACS Member-at-Large to the BOD. Each Section prepared an initial draft slate for their Section-specific and Society-wide nominees. The Chair compiled these lists into one draft slate for submission to the Executive Committee of the BoD for comment, suggestions and criticism. While it had been hoped to have this in the hands of the Executive Committee by 13 June, that plan had to change when it came to the Committee's attention that a key nominee asked to not be nominated at this time. The Section responsible for that nominee is reworking their slate. The Committee's plan is to get Executive Committee review by the end of June and then prepare a final draft slate. The Chair will then personally contact each nominee to obtain assent to their nomination. After contacts are completed, the final slate of nominees will need to be prepared for ratification by the fall board meeting.

6.4 Public Policy

Public policy alerts are sent to inform members of policy issues only. The question was asked whether we should have a review by the board before sending alerts. Perhaps include executive board members for feedback prior to sending out an alert. The executive committee would need to approve it prior to dissemination.

7.0 SECTION UPDATES

7.1 In Vitro Animal Cell Sciences Section Update (*for your information*)

The program is set and looks good. The section needs to work on funding. Perhaps add a vice chair for funding and someone to oversee programs for certification. It was suggested to get an IVACS and PBS member together with the Publications Committee to talk about special issue edition for the journals.

Action item: Brad find an IVACS person to work with Dwight and Ted on a gene editing special issue publication.

Action item: Gene needs to contact Paul Price, Dwight will identify someone from plant, and Denry will contact someone for a special issue on stem cells.

7.2 Plant Biotechnology Section Update (*for your information*)

The program is set. They have had to replace some speakers. The new program chair for 2014 is set. They set up an SOP for fundraising and have a database in a stable location with contacts. They mentioned putting documents like this onto a location of the website with restricted access. More specific information is needed about how they would promote SIVB.

8.0 OTHER BUSINESS

8.1 Vocus Proposal

Information on Vocus was included in the board packet. SIVB would use their resources which is a social media conduit to promote SIVB. It was asked if it works for an organization like ours. It was suggested that Vocus hold a webinar about their product so the board could see it. It was thought this would be a good way to get students involved. The question was raised whether they have done anything with small business.

Action item: Dave will follow up with Vocus about doing a webinar for SIVB this summer with more specific details about how they can work for us.

8.2 CAST

Action item: Dave to suggest to CAST board for a booth or bag insert at one of our meetings and SIVB would do something similar.

8.3 Annual Reports Approval

Barbara Reed moved and Ted seconded that the annual report be approved. MOTION PASSED.

8.4 SIVB Business Meeting Agenda

The Business Meeting Agenda was approved

8.5 Assignments and Review of Action Items

ADJOURNMENT (Depending on Other Business Items that are added to the agenda)

Lia moved and Dave seconded that the meeting be adjourned. MOTION PASSED.

Previous Action Items from February 2013:

- 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.**
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- 5) 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. No response has been received. Marietta will attempt to contact them once more prior to their 2014 Meeting.**
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New Action Items from June Board Meeting

- 8) Dave and Marietta will get together and determine which exhibitors have been regulars so we can recognize them in the In Vitro Report and get with their public relations to distribute the in vitro report internally to their organization

- 9) Ted Klein will establish a firm timeline for fundraising with clear benchmarks. He will be the lead for the IVACS and plant section fundraising and help find sources of funding.
- 10) Marietta will find out who the fundraising lead and co lead for both sections are and give this information to Ted Klein.
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- 21) Dave will follow up with Vocus about doing a webinar for SIVB this summer with more specific details about how they can work for us.
- 22) Dave to suggest CAST board for a booth or bag insert at one of our meetings and SIVB would do something similar.

New motions passed at February Board meeting:

- 1) Barbara Reed moved and Barbara Doonan seconded that we choose Tucson, AZ as the site for the 2015 meeting. MOTION PASSED.
- 2) Barbara Reed moved and Gene seconded that the board should accept the Springer offer of allowing plant members free online access to PCTOC. MOTION PASSED.
- 3) Barbara Reed moved and Barbara Doonan seconded to accept the draft strategic plan. MOTION PASSED.
- 4) Barbara Reed moved and Ted seconded that the annual report be approved. MOTION PASSED.