

SIVB BOARD OF DIRECTORS MEETING  
SAN FRANCISCO, CALIFORNIA  
MAY 21, 2004

1.0 INTRODUCTION: The meeting was called to order by President Sandra L. Schneider. Board members present were: David Altman, David Ellis, Cynthia Goodman, Richard Heller, Todd Jones, Mary Ann Lila, Wayne Parrott, Paul Price, Barbara Reed, Yvonne Reid, Sandra Schneider, David Songstad and Alda Vidrich. Managing Director Marietta Wheaton Ellis and Publications Manager Michele Schultz were also present.

1.1 Adoption of Agenda. Wayne Parrott moved and Alda Vidrich seconded adoption of the agenda. Motion Passed.

1.2 Approval of minutes of prior meeting. Paul Price moved and Wayne Parrott seconded that the minutes be approved as amended. Motion Passed.

1.3 A Lifetime Achievement Award was proposed in memorial for Professor Shagayan Gao. Motion Passed.

2.0 ADMINISTRATIVE AND FINANCE UPDATE

2.1 Finance and Administrative update. Richard Heller discussed the current state of finances. Current financials are better than budgeted but 2005 is very important as we have few reserves. We will need a balanced budget for 2005. Meeting revenue looks good for this year.

3.0 EXECUTIVE SESSION

4.0 PUBLICATIONS

4.1 Publications Committee report: Alda Vidrich reported that submissions to In Vitro – Animal are still lagging. The committee has reduced the number of pages for the combined issues. Reprints are now available as PDF files. A SIVB logo may be added to the reprints. Alan Press is giving that as an option. Currently there is a 25-30% rejection rate with 64 pages in a standard single issue. Accepted papers are online immediately. In Vitro –Plant is now on BioOne. Manuscript tracking systems should be online soon, hopefully June or July. ASAP publishing will occur when the manuscript tracking system is available. Dr. Eng Chong, IAPTC&B Editor, is working with Greg Phillips to keep the issues in development. In Vitro Report needs volunteers from each section for Points to Ponder. Melissa Hinga is resigning from editing ExPlants. IV Report Editor Kim Rayford requests more timely submissions so she can edit the Report and meet deadlines.

4.2 Publications Update: Michele Schultz reported on continuing issues in open access publishing.

4.3 Discussion/Action Items:

4.3.1 The Publications committee consider a list of English editors available to help with foreign language submissions.

- 4.3.2 Board members from each section should find a volunteer to write a “Points to Ponder” column and send the information to Dave Songstad.

Meeting adjourned for the evening

Meeting called to order at 8:05 AM by Vice President David Songstad. New and old board members were introduced. New members in attendance were Nancy Reichert, Mike Horn, Dennis Laska and John Harbell.

## 5.0 MEMBERSHIP

- 5.1 Membership Committee Report: Barbara Reed reported that the Membership Committee revised the membership brochure and the finished product needs some quotes and photos. Some of these could also be added to the web page. The new committee needs to study student-member retention. In 2002 we had 17 student members, 62 in 2003, and about 100 for 2004. It is hoped that those students remain members after they graduate.
- 5.2 Marietta Wheaton Ellis reported that broadcast emails for renewals are continuing. Board members suggested that the membership statistics need to have comparable dates for the membership numbers and we need to track membership changes by section.
- 5.3 Subscriptions for IV-Animal are slightly down and for IV- Plant are slightly up. Summer is the best time to target libraries for their November renewals.
- 5.4 Action Items:
- 5.4.1 Membership data should track the same time for present and previous years and should include the change in membership for each section.
- 5.4.2 The membership brochure should be finished this summer for use with fundraising and membership mailings.

## 6.0 MEETINGS

- 6.1 Business Office 2004 World Congress update. Marietta Wheaton Ellis reported higher numbers of student and post doc registrations. There are fewer exhibitors due to the small attendance at this meeting. The education workshop on grant writing has about 30 registrants and cell-based models has 16 but may have some walk-ins.
- 6.2 Awards. Amy Wang is the new awards chair. There will be 3 lifetime achievement awards. Discussion ensued on coordinating awards with the sections. The Fellow awards replaced the Senior-Investigator Awards, but both were presented this year. The Senior-Investigator awards were abolished at the October 2002 board meeting. (Excerpt from October 2002 minutes: *Awards Committee: Discussion centered on providing specific criteria for the Lifetime Achievement Award. Bill Smith and David Ellis will work with Eugene Elmore to produce criteria to be discussed at the February Board meeting. A discussion of other SIVB awards followed. It was suggested that each Section should have a Fellow Award similar to the Plant Fellow Awards presented by the Plant Section. Dave Ellis will provide the criteria and application forms used by the Plant Section and the other Sections can modify them to fit their sections. The Junior Investigator Awards would still be presented Society wide*

*but the Fellow Awards would take the place of the Senior Investigator Award for the other Sections.*

*Action items*

1. *Dave Ellis will send out the criteria for Plant Fellow Awards and a list of the people who have received the award so far. Marietta will notify the other section presidents about the need to modify the award criteria and appoint award committees for their sections.*
2. *The next In Vitro Report will include the criteria for awards.*
3. *Sandra Schneider and Bill Smith will work with Eugene Elmore to produce Criteria for Lifetime Achievement Awards for the February Board meeting.)*

**David Altman moved and Mary Ann Lila seconded to charge the Awards Committee to coordinate awards among the section chairs. Mike Horn amended and Richard Heller seconded to refer coordination of the awards between sections to the Constitution and Bylaws Committee. Motion Passed.**

- 6.3 Development/Fundraising Report: David Songstad reported on fundraising efforts. He is looking for ways to encourage companies who previously contributed to our meetings to do so in the future. Dave is developing links for non-profit groups' technology transfer web sites and the SIVB web site. This resulted in \$52,000 for the 2004 meeting.
- 6.4 Program Committee 2005 Congress: David Altman asked about a program chair for 2006 meeting. There is no vice chair at present. **Richard Heller moved and Barbara Reed seconded that the Plant Section will identify a Vice Chair for 2005 and chair for 2006. Motion Passed.** The Program Committee meeting scheduled for Wednesday noon will be rescheduled to Tuesday as the 2005 Chair will leave Tuesday night.
- 6.5 Program topics: Earlybird registrations will be available until July 30. A discussion was held on holding the 2006 meeting in Minneapolis. It was suggested that we might need to terminate the contract. David Altman asked to have a committee charged to look into alternatives for 2006. **Dave Ellis moved and Dave Songstad seconded that the new board meet Monday May 24 to discuss the 2006 meeting alternatives with section chairs. Motion Passed.**
- 6.6 Discussion/Action Items:
  - 6.6.1 Awards committee chair Amy Wang should coordinate with section chairs on the Fellow Awards. The number of awards presented should be limited (1 or 2 per year in a section) to keep the award a high honor and criteria should be consistent among the sections.
  - 6.6.2 The Constitution and Bylaws Committee should work with the section chairs and give recommendations to the board in October to clarify the awards procedure.
  - 6.6.3 By the end of the year all Award winners, the year of the award, and a brief synopsis of the winner should be listed on the web site.
  - 6.6.4 Marietta Wheaton Ellis should get information on cancellation charges for the Minneapolis meeting for the October board meeting.

## 6. COMMITTEE ACTIVITIES AND REPORTS

- 6.1. Long-range planning: David Altman reported that the internal and external analyses are complete and Paul Price will now collate and analyze the data. Many interesting items came up and they may be very useful to build the society.
- 6.2. Public Policy: Paul Price reported that the web site is revised and updated.
- 6.3. Awards Committee: Sandra Schneider reported on luncheons for each of the awardees and symposia covering their career focus.
- 6.4. Nominating Committee: Mary Ann Lila reported that we will need the Constitution and Bylaws committee to determine a mechanism for filling vacant positions. She suggested that needed replacements be filled at the section level.
- 6.5. Annual Report: The report was presented by Sandra Schneider.
- 6.6. Next Meeting: Baltimore, MD in October. Board members will send agenda items to David Altman or Marietta Wheaton Ellis for the meeting. Dave Altman challenged members to bring back one member who no longer participates. He also wanted it widely known that anyone who volunteers in the SIVB will be given a job to do so we have wider participation. Dave Ellis noted that section chairs were not invited to this board meeting and that they need to be invited to the 2006 meeting. Meeting adjourned
- 6.7. Action Items:
  - 6.7.1. Marietta Wheaton Ellis should get information on cancellation charges for the Minneapolis meeting for the October board meeting.
  - 6.7.2. The Board will hold its February 2005 meeting by conference call.
  - 6.7.3. Marietta will check the monthly number of hits on the public policy page.
  - 6.7.4. The Local committee will get a list of local companies and their representatives to Marietta Wheaton Ellis as soon as possible so that they can be contacted about exhibiting, and so they can post information about the meeting at SF companies.
  - 6.7.5. Paul Price and David Altman will get plans for an exhibitor's showcase and venture capital presentations for the 2005 meeting.
  - 6.7.6. The Constitution and Bylaws committee will revise the documents to include: 1. filling vacant positions; 2. Change Article 11 so that bylaws changes could be made by a unanimous vote of the board or by a vote of the membership; 3. Add information on electronic voting and notification period before a vote; 4. Awards procedures
  - 6.7.7. Dave Songstad will initiate fund raising for the 2005 meeting this summer
  - 6.7.8. All board members will email items needed for a prospectus for fundraising to Richard Heller for a packet to go out by September 1. Any companies or contacts should be sent to Richard by July 15 for presentation at the fall board meeting.
  - 6.7.9. Section Chairs will be invited to the June Board Meeting in Baltimore.

## 7.0 ACTION ITEMS

1. The Publications committee consider a list of English editors available to help with foreign language submissions.

2. Board members from each section should find a volunteer to write a “Points to Ponder” column and send the information to Dave Songstad.
3. Membership data should track the same time for present and previous years and should include the change in membership for each section.
4. The membership brochure should be finished this summer for use with fundraising and membership mailings.
5. Awards committee chair Amy Wang should coordinate with section chairs on the Fellow Awards. The number of awards presented should be limited (1 or 2 per year in a section) to keep the award a high honor.
6. All Award winners and the year of the award should be listed on the web site by the end of the year.
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8. Marietta Wheaton Ellis should get information on cancellation charges for the Minneapolis meeting for the October board meeting.
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  - a) filling vacant positions
  - b) Change Article 11 so that bylaws changes could be made by a unanimous vote of the board or by a vote of the membership
  - c) Add information on electronic voting and notification period before a vote
  - d) Clarify awards procedures
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