

SIVB BOARD OF DIRECTORS MEETING

Saturday, February 22, 2014

1.0 INTRODUCTION

Participants: Lucy Lee, Wayne Parrott, Michael Spencer, Ted Klein, Dwight Tomes, Lia Campbell, Eugene Elmore, Marietta Ellis, Liz Roemer, Barbara Doonan, Nancy Reichert, and Bill Smith. Guests participating included Jason Acker, Eric Woods, Adam Higgins, and Michele Schultz.

1.1 Adoption of Minutes (October 4-5, 2013)

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

1.2 Adoption of Agenda

Lia moved and Barbara seconded to adopt the agenda. MOTION PASSED

1.3 Outstanding Action Items.

Items from October's meeting were reviewed and all pending items are listed at the end of these minutes.

2.0 2014 WORLD FORUM UPDATE

2.1 Meeting Statistics/Meeting Update

The board was joined by Adam Higgins-Society for Cryobiology (SfC) Treasurer, Jason Acker-SfC Program Chair, and Eric Woods-SfC President to discuss the 2014 World Forum. These SfC Officers informed the SIVB Board that the SfC program almost finalized. Their program had recently been added to the website along with the SIVB program.

Marietta confirmed that cost to move the interactive posters once they are set up would be cost prohibitive to warrant the change. They will be placed in the alternative rooms and stay there for the duration of the meeting.

The advertised hotel cutoff date is April 24, 2014. The current pick up is 216 Room nights. The original contract provided a total of 798 room nights with rate of \$159.00 per single/double occupancy (additional persons are \$25). The addendum expanded the number of room nights to 1,048. With this addendum, the hotel is relying on, and SIVB agrees to provide, a minimum of 838 guest room nights. Should SIVB fall below this amount, SIVB will be responsible for the difference between the minimum guest room nights and actualized guest room nights multiplied by the single convention guest room rate multiplied by 80% (guest room minimum minus guest rooms actualized multiplied by single convention room rate multiplied by 80%), plus any applicable taxes. The hotel reservation cut off is May 1, 2014. Our Room Block consist of rooms beginning on Thursday, May 29 – 13 rooms, Friday, May 30 – 60 rooms, Saturday May 31 – 210 rooms, Sunday, June 1 – 245 rooms, Monday, June 2 - 240 rooms, Tuesday, June 3 – 210 rooms, Wednesday, June 4 – 70 rooms – totaling 1024 rooms. Currently, the rooming list consists mainly of SIVB members and speakers. The SfC does not have many attendees who have hotel rooms reserved at this time. SfC Program Chair, Jason Acker did note that historically, SfC members do not register until they need to submit abstracts. He expects that we will see a rush by SfC members to register on or just before the March 31 abstract deadline

SIVB will continue to use their 4 LCD projectors to reduce the overall hotel AV costs. Additional LCD projectors will need to be ordered for the SfC sessions.

Ted discussed fundraising and noted that he did not have much input from Brad and IVACS at this time. There was discussion about contacting John Baust, Fundraising Chair from the Society of Cryobiology to help out with fundraising for the meeting.

The Business Office has contacted the Georgia Bio office to discuss various opportunities for the meeting. GA Bio has informed us that they cannot sponsor events and at this time, nor they can not commit to a booth space; however, they will be adding information on their calendars for the event and promoting it to their lists and colleagues. Marietta held a call with them earlier this month to discuss the "Take a student to lunch" program hosted by industry folks which was originally discussed by Wayne. The premise was that GeorgiaBio could help line up industry organizations looking for potential employees. There would be a sign up sheet according to interest, and each company person would take 2-3 students to lunch. After further discussion, they confirmed that they would not be interested in this program as most of their members are in Athens, Atlanta or other locations that are not convenient to Savannah. They did state they would prepare a proposal for a program to help link students and post docs who are looking for jobs (either student internships or permanent employment) to potential employment. They would set up a system where they would allow these students/Post Docs to input their name, training, etc. to connect them with potential employers in the area. At the same time, they will go out to local companies to see if they can identify those local organizations who may be looking for employees. In addition, GA Bio will provide us with the contacts for Georgia Regents University and make the initial introductions for our president and program chair to connect and

discuss SIVB and the meeting. They requested additional information on the World Forum and the SIVB which we provided them and we received their proposal last week. It is included as page 8 of this update.

An Advanced Tissue Culture Workshop has been scheduled for Saturday, May 31 from 12:00 pm –5:00 pm. Details and registration for the session are available online. This event is a continuation of the last year's Advanced Tissue Culture Workshop held in Providence. This year's event has been coordinated by Yvonne Reid, Gene Elmore and Paul Price.

The Sponsor-a-Student Buddy program has received higher contributions this year than in previous years in advance of the meeting and we hope to receive more contributions up through the meeting itself. We may expand the program in the future.

The Joint Social will be held on the hotel's River Walk. This will be the only social event with entertainment. We are in the final stages of organizing the Tuesday off site event at Fort Jackson and are working on finalizing the price with the venue and riverboat. We are expecting to charge \$95 per person.

The SfC reviewed their awards program and space needs with the Board. Marietta noted that we may have to do some reworking of the schedule to accommodate awarding the 2 Fellows for Society of Cryobiology who are usually allotted 20 minute presentations each. These would normally be held after the keynote. Marietta will review the schedule and work to accommodate these awards.

Both SIVB and SfC's Student Committees are working together on some of their sessions and activities. SIVB will hold the standard symposia and workshops at this year's meeting.

2.2 2014 World Forum Update

2.2.1 SIVB Update

Michael reviewed the program. It was mentioned that the ATCW workshop would like to have a plant person added to the program to encourage additional attendance from both the IVACS and PB sections. As to the general program, we are still waiting on reimbursement info for some sessions and will be following up to organize this information as soon as possible.

2.2.2 SfC Update

Jason of SfC reviewed their program. They are holding 12 sessions. They are currently finalizing some speakers and details for the sessions. They also noted that they will require space for their board meeting and member meeting. Marietta will be working with them to confirm the rooms and times for these sessions.

2.3 Fundraising

Ted reviewed the fundraising contributions received to date and noted that it is progressing slowly. Concerns were strongly expressed about how many sessions Cryobiology is holding and their ability to support the overall meeting including getting funding and sponsors.

3.0 AWARDS

3.1 Lifetime Achievement Award Nominations

3.2 Fellow Award Nominations

3.3 Young Scientist Award Nominations

The Awards Committee will be meeting shortly. After the Committee meets, the board will be provided with the Committee's recommendations via email to vote. There was discussion that SIVB may need better definitions and criteria for each of these awards. Bill suggested that we should save the changes for next year and make an announcement to that effect including new award information.

4.0 TREASURER'S REPORT

4.1 Financials (December 2013)

4.1.1 Amended 2014 Budget (*For Information Only*)

Membership numbers showed a decrease from last year. We hope to gain back the 30 regular members we lost in 2012 by including the SIVB Combination Membership/Meeting Registration option as part of the meeting registration for the 2014 World Forum on Biology.

Overall finances and SIVB's investments are doing well. The royalties for the journals received for the 2012 subscription year increased slightly to \$40,694.50 for IVP and decreased to \$92,496 for IVA. It is expected that these numbers will show a slight drop in 2014. In addition, we expect to experience an even greater drop in 2015 when we are no longer eligible to receive royalties from our previous relationship with BioOne.

SIVB's budget includes the costs for the Event Liability and Event Cancellation insurance as well as the Mobile App for the 2014 World Forum on Biology. It is expected SIVB will include event insurance for all future meetings.

5.0 2015 AND 2016 MEETING UPDATE

5.1 2015 Meeting Update –Tucson, AZ

The 2015 In Vitro Biology Meeting will be held from May 30-June 3 at the Hilton Tucson El Conquistador Golf and Tennis Resort. The final contract is signed and in place.

5.2 2016 World Congress Venue Discussion

5.2.1 San Diego, CA

5.2.2 Portland, OR

5.2.3 San Francisco, CA

5.2.4 Napa Valley, CA

After reviewing the options, it was determined that Napa Valley is out; however, the board wants Marietta to check downtown Portland, San Diego (not Town & Country) and has requested Marietta double check to see if we can receive additional options for San Francisco. Marietta is to review the options and narrow it down to two for the board's decision.

6.0 PUBLICATIONS

6.1 Publications Update

Michele Schultz joined the call. She noted that the In Vitro Animal journal is meeting its page budget and paper flow continues to be heavy and healthy; however the SIVB issues of the In Vitro Plant journal still have a low paper flow. Michele noted that after reviewing the flow in the Online Manuscript Submission system, she found that 2/3 of submissions for the journal are going to the IAPB with only 1/3 requesting SIVB. Ways to address this will be discussed at the June Publications Committee Meeting.

Next was discussion on some recent plagiarism accusations toward 3 associate editors of the IVP journal. It was brought to SIVB's attention that they may have duplicated and manipulated figures without proper citations. It was noted that over the past few years, publications standards have become more stringent and items that were not previously required now are. While it is likely that the associate editors involved will be dismissed, to address plagiarism issues in advance and to better inform our members, it was determined that we request that the IVP EIC prepare an article to place in the IVR and the journals about publishing ethics and how to properly prepare content, how SIVB is addressing and containing plagiarism, and provide references to assist authors to prepare materials to avoid plagiarism.

Next item discussed were the EIC contracts that will expire at the end of this year. It was agreed that the Publications Committee should review the Editors' performance to date and make a determination as to whether they would recommend that the SIVB offer to extend contracts at the June Meeting. This would allow for at least 6 months to allow for training someone new if the editors' do not wish to continue. This would be presented to the board in advance of the June meeting to facilitate this. If the Committee determines that either EIC should not be offered a contract, they will need to supply suggestions of those to whom they recommend to offer the position.

6.1.1 Website Update

Michele reviewed the presented tentative site map for the new SIVB website design prepared by NBM which was included in the Board packet. She noted that if approved as is, this new site map would reduce the over projected budget by over \$9,000. This was done by keeping historical data such as the old IVR and Meeting history pages as html. Wayne requested that Marietta forward this information to him for review by the Ad Hoc Website Committee so a final determination can be made as to moving forward with the new design.

The one item that may still adjust the timeline/budget of the website was the film library information. The Business Office has researched SIVB's archives to determine whether there is any record which confirms that SIVB has the rights to place the film library content on our website openly rather than just offer them as rented materials. The next steps are to provide the videos to History Society for them to determine which, if any, films they recommend as worthwhile to place on an online film library. Then, with this reduced list, SIVB will speak to a copyright lawyer about the specific materials to determine whether they can be made available freely on our site or if there is anything further we need to do to provide SIVB with permission to use them. Once that is determined, a revised budget can be provided for the film library conversion based on the exact number of films to be converted and uploaded to the new website. Wayne suggested once we determine this information, as we move forward with digitizing the films that we put the SIVB logo on any video that is ultimately posted on website.

Michele reviewed the activity on SIVB's social media outlets including Facebook, Twitter and Linked In. She noted that SIVB is now regularly posting the items placed on Facebook on the Linked In page on the same dates. Also reviewed were analytics from January 2014 for SIVB's website.

6.1.2 Photo Contest for website/Facebook to consider prize incentive

Wayne showed the board the image on the Facebook page which is from his lab's research. He wants to look at ways to grow SIVB's file of images (animal and plant) from our members to use on the website, Facebook page and other SIVB outlets. It was suggested to hold a contest or campaign and potentially offer a free year of membership to SIVB for members whose photos were accepted. Submitters of photos chosen would need to transfer the rights to use the images to SIVB. The Business Office is to design a campaign for the Ad Hoc Website Committee's review and recommendation to the Board.

7.0 COMMITTEES

7.1 Nominating: 2014-2016 Election Results

The results of the 2014-2016 were reviewed. Bill expressed thanks for all the help he received especially from Lucy, Wayne and the Business Office.

7.1.1 Plant Biotechnology Section Member-at-Large position opening (*requiring board action*)

Dwight Tomes is currently the Plant Biotechnology Member-at-Large for the Board of Directors. His tenure will end in June 2016. As Dwight is set to take office as President Elect in June 2014, his position will be left vacant for the next 2 years. A replacement will need to be found. The board made recommendations for this replacement. They will be approached to request their willingness to accept the Member-at-Large position.

7.2 Membership:

7.2.1 Emeritus Ratification/Deceased Members

The Board acknowledged the passing of Abel L. Robertson, M.D., Ph.D., F.A.C.C

7.3 Long-Range Planning

7.3.1 Michael Horn Foundation Update

Marietta reviewed the current funds in this Foundation, which are currently at \$16,445

7.3.2 Strategic Plan Update

Gene noted that comments are being compiled for report at the June meeting.

7.4 Constitution and Bylaws

Marietta presented the Constitution and Bylaws Committee's recommendations on items they were requested to address. The first item was "Constitution and Bylaws Committee review the Constitution and Bylaws to make changes to allow post docs members and research techs to vote as regular members."

The Committee's recommendation was as follows:

1. Postdoctoral members and Technician members are not individually identified in either document and therefore are considered as Regular Members with voting rights and the right to hold office.

2. Do not change the Constitution and Bylaws at this time to allow for "students" to be elected to the BOD, but rather find a mechanism by which they can informally attend the BOD and provide input. Then if that is found to be beneficial to the society, the changes we proposed could be continued by members of this committee in the future."

The Board agreed with the recommendation and will monitor item 2 to see how it will work out.

The second item was a recommendation to make specific changes to bylaws language regarding the Board's request that the Secretary no longer be Chair of the Membership Committee. The original text stated, "The Membership Committee chaired by the Secretary, has the responsibility for recommending programs, the intent of which will be to increase the satisfaction and the size of the SOCIETY's membership."

The recommendation from the Constitution and Bylaws stated, "The Membership Committee chaired by a member (Regular, Emeritus or Life) appointed by the President and approved by the Board, has the responsibility for recommending programs, the intent of which will be to increase the satisfaction and the size of the SOCIETY's membership.:

The recommended changes to the language were approved by the board.

8.0 OTHER BUSINESS

8.1 Certification Program

Gene Elmore is working with Yvonne Reid about how to proceed with this potential program.

9.0 ADJOURNMENT

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

Previous Action Items From October 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) 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).
- 3) John Finer will follow up with IAPB so that we have a point of contact in the USA. 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. Marietta contacted Dan Forster but still has not had any contact. We are currently receiving money from members and sending them publications but do not where to send money for IAPB. **Marietta will attempt to contact them once more prior to their 2014 meeting. Ongoing**
- 4) Gene needs to form an Ad Hoc committee to work on setting up the certification/education program. A report will be given at the June meeting. **Ongoing**.
- 5) 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. **Ongoing**.
- 6) Ted Klein will establish an SOP for fundraising for the society and each section. **Ongoing**
- 7) 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. **Ongoing**
- 8) Brad find an IVACS person to work with Dwight and Ted on a gene editing special issue publication. **Ongoing**
- 9) Gene needs to contact Paul Price, Dwight will identify someone from plant, and Denry will contact someone for a special issue on stem cells. **Ongoing**
- 10) Dave to suggest to CAST board for a booth or bag insert at one of our meetings and SIVB would do something similar. **Ongoing**
- 11) Marietta and Ted will contact Georgia Bio about our meeting and publicizing it. **Ongoing**
- 12) Barbara Reed will talk with John Finer about how to improve the flow of papers so more can be published in the In Vitro Plant. **Ongoing**
- 13) Dave needs to go to the Publications Committee and the Public Policy Committee about letting CAST publish in our journals on policy issues. **Ongoing**
- 14) Marietta will check into the cost of doing Fort Jackson and river boat and any variations. **Ongoing**

New Action Items from February 2014 Board meeting

- 15) Wayne will have further discussion with the Georgia Bio regarding their participation and additional activities.
- 16) Marietta follow up with John Baust about funding for the meeting. Jason Acker will tag John first. Nicole Evans can help.
- 17) Marietta or Gene will check with Brad about IVACS funding.
- 18) Bill Smith to communicate to the committee about criteria for Lifetime achievement and distinguished scientist-review criteria for all awards.
- 19) Marietta will do more checking on hotels in Portland, San Diego and San Francisco.

- 20) Marietta to contact John Finer to request that he prepare an article about publishing ethics and how to properly prepare content, how SIVB is addressing and containing plagiarism and provide references to assist authors to prepare materials to avoid plagiarism to be published in the IVR and journals.
- 21) Barbara Reed will go to the Publications Committee for their recommendation to the Board to be presented before the June meeting for the IVA and IVP editors and whether we should offer to extend their contracts.
- 22) Marietta will forward the website map to Website Ad Hoc Committee for their input including content and when it will be put online.
- 23) Marietta will come up with campaign and present it to the website committee for SIVB to request pictures to be used on the SIVB website, Facebook page, and other outlets that become available offering a possible incentive free membership for a year.
- 24) Bill will contact Mary Welter about accepting the PBS Plant Member-at-Large position on the Board of Directors.
- 25) Dave or Gene will ask chairs of Student Committee (Marten Peterson and Nicole Nole) to join board meeting in June.
- 26) Gene will contact Dave about appointing a Membership Committee Chair to be approved by the Board before June meeting.
- 27) The Business Office will update the bylaws on the website as per the board approved changes from the Constitution and Bylaws Committee.

New Motions passed at February Board Meeting:

- 1) Bill moved and Wayne seconded to accept changes to bylaws regarding Chair of the Membership Committee. MOTION PASSED