

SIVB BOARD OF DIRECTORS MEETING
Hyatt Regency Savannah, 2 W. Bay Street, Savannah, GA
Friday & Saturday, October 4 & 5, 2013 in the Scarborough Room and Savannah Room

1.0 INTRODUCTION

Participants: David Songstad, Eugene Elmore, Ted Klein, Lia Campbell, Barbara Doonan, Lucy Lee, Wayne Parrot, Dwight Tomes, Barbara Reed, Nancy Reichert and guests Marietta Ellis, Michelle Stevenson and Michele Schultz (by phone)

Meeting was called to order at 19:00.

1.1 Adoption of Minutes (June 14-15, 2013)

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

1.2 Adoption of Agenda

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

1.3 Outstanding Action Items

The previously outstanding action items were reviewed. Any ongoing action items or new action items have been listed at the end of the minutes.

2.0 PUBLICATIONS UPDATE

2.1 Publications Update

Michele Schultz joined the meeting and informed the board that the Animal journal is doing really well by meeting or exceeding the page budget for the first time in years. All issues have published on time and there is an excess of papers ready for publication. The IAPB Plant journal issues are also doing well; however, the SIVB issues paper submissions are still too low to be able to publish issues on time. The last issue had to borrow 5 papers from the IAPB workflow. John has noted to Springer that he will be forwarding more papers, but we do not see the papers coming through. Barbara feels that John is being too particular in his editing process which is slowing the process. Wayne voiced a concern that In Vitro - Plant is not people's first choice for getting published and that being on PubMed would help the plant journal. Barbara noted that it is more important that we have steady processing of the articles going through the system before we can try to apply for Pub Med again. Barbara did not realize that the flow was still too low and requested that the Business Office update her when flow is looking low. She said she will keep John moving. It was suggested that John make better use of associate editors to take some of the load off of him. Michele noted that if we do not have enough papers for the Nov/Dec issue, that IAPB should likely have a surplus of papers that can be put into the issue if needed.

Michele explained that Springer was adding new copyright language in all their journals and requested that SIVB review the text. The original language listed Springer as the copyright owner. The Business Office and Barbara worked to revise the text to list SIVB as the copyright owner and made sure that SIVB was provided protection throughout the language. This new text has been added to both journals.

At the end of December 2014, both editors' contracts will be expiring. At the beginning of 2014, the Business Office will be contacting both editors whether they want to renew their contract with the SIVB. Should they wish to renew the board will review their request. Should the editors not wish to continue or the board wish to replace the editor, there will need to be time to identify a replacement and train them. Barbara and Wayne will approach John in advance of this to get his thoughts about continuing as EIC of the journal.

2.2 Website Update

Since the last board meeting, the Website Committee provided feedback on the initial design for the new SIVB website provided by NBM. NBM is currently using this information to create a revised design along with a preliminary budget and timeline for the Committee to review. This will be provided shortly after the board meeting for their additional feedback. There was discussion that we need to use social media more to advertise the meeting on Facebook, Twitter, Linked In etc. Additional concern was voiced about the delay

in getting a new design and Marietta confirmed that they are trying to get the new information provided for the new web design as quickly as possible. It was requested that we make sure a spot is available to make donations on website. There was also discussion about taking the VHS library and converting them to files on YouTube.

Michele discussed the current Google Analytics. She clarified that the Webalizer website that had been provided to David a few weeks previously is a program that SIVB had added to its site back in 2002. She noted that this program recognizes any activity on the site whether activated by a robot or a person and is therefore not as accurate as Google Analytics information, which was included in the board packet. Wayne requested that we identify which pages people are visiting rather than what browsers they use.

2.3 CAST

David mentioned that CAST has commentaries and papers that they only publish on their website. He was wondering whether these papers could also be published in the In Vitro journals by including a policy section in each journal with a separate editor for these policy articles.

3.0 ADJOURNMENT

Lucy motioned and Dave seconded that the meeting is adjourned-MOTION PASSED

The meeting was reconvened at 8:00 October 5, 2013

4.0 2013 IN VITRO BIOLOGY MEETING:

4.1 2013 Meeting Final Statistics

Marietta reviewed the 2013 Final Meeting Statistics. Unfortunately, the registration total of 400 was slightly down from last year's World Congress in Bellevue, WA, which was a total of 427 (201 paid/400 total registrations versus 226 paid/427 in 2012) and the highly successful 2011 Meeting in Raleigh, NC (254 paid/452 in 2011).

The processing of speaker expenses and the Convention Center final bill are well underway and should be finalized shortly. The Convention Center was a union venue and SIVB was informed that we were required to pay estimated operational costs in the amount of \$6,105 for labor of the RICC Staff. These fees were on top of the food & beverage and meeting room rental fees and had not been previously disclosed to SIVB. The Business Office was able to negotiate and reduce the estimated fee to \$5,052.50. While the estimated operational costs and estimated food & beverage charges were paid to the Convention Center in advance of the meeting, there is a possibility that the final charges for all of these fees, based on the actual event, may be different. The Omni Providence Hotel has provided SIVB with the promised room rebate amount that will offset any additional charges that have not yet been paid. It was agreed that SIVB will be more diligent in making sure all hidden costs are made clear before signing agreements in the future.

5.0 2014 WORLD FORUM ON BIOLOGY

5.1 2014 Scientific Program Update:

The Program Committee has had various email communication and conference calls to discuss the Scientific Program with both SIVB and SfC. The SIVB has been determining the number of joint, Plant, and Animal sessions that will fit from the complete list of suggested topics into the number of available slots in the program. While each SIVB section has scheduled most of the IVACS, PBS and Plenary symposia and workshops, there are a few dates and times that are being finalized. The SfC has stated that they will provide us with their sessions and placement by September 26; however, we have not received their session information yet. There was discussion about moving one of the Tuesday morning sessions with the Tuesday afternoon Genome Editing PBS session.

The Keynote needs to be pinned down and various options were discussed. There is a researcher in Russia who studies woolly mammoth and it was requested that David contact Jason Acker and Gloria Elliott to see if he would be coming. The cost for his travel could be an issue. Additional suggestions included someone from the national zoo who does preservation of animal species (possibly Rebecca Skloop); USDA staff who works in Africa or Patrick Worth (Founder of Green Peace). There was discussion as to whether we would record their presentation and post it on our website. Depending on who we get, we can adjust the local advertising appropriately. The Keynote Speaker needs to be finalized prior to Christmas.

Other sessions discussed included the Epigenetics session. They are looking at people from UGA and it will be important to let Addy know which people from UGA would be willing to speak. IVACS is also finalizing a workshop for Monday afternoon.

5.2 Meeting Update:

We are still waiting on the SfC's sessions and have provided a skeleton schedule to them to assist them in planning the sessions. We cannot finalize rooms as of yet. Given the size of the space, there are concerns whether there will be enough space in exhibit hall for the exhibitors, posters, and interactive posters. We are looking at moving the interactive poster sessions into other meeting rooms and holding the silent auction out by the registration desk. It was asked whether we could we move interactive posters to separate room for session and then put them back in to exhibit hall when done. Marietta and Michelle Stevenson explained that this will likely increase cost charged for each board we use.

5.3 Local Organizing Committee Update

Marietta, Michelle and Wayne have visited some off property venues for the Tuesday evening event. After reviewing the options, they are leaning toward Fort Jackson; however, if cost is too high, then we will look at holding the event at the National Museum of the Mighty Eighth Air Force. Another suggestion for an off-site activity was a river boat cruise.

The question was raised as to whether we could we do something at the various squares around Savannah. Maybe hold the joint social at Johnson Square. Marietta explained that this requires much more set up. The space is limited so we are looking at holding the Joint Section Social in the restaurant or outside of hotel, but as part of the hotel. The board agreed that it would be better to keep it at the hotel-outside. It makes it essential that we make our room block and need to encourage attendees to make their reservations at the Hyatt.

5.4 Fundraising

6.0 TOUR OF HYATT REGENCY IN SAVANNAH

8.0 2015/2016 IN VITRO BIOLOGY MEETING

8.1 Update on 2015 Meeting

The contract with the Hilton El Conquistador Golf and Tennis Resort in Tucson, Arizona for the 2015 In Vitro Biology Meeting has been signed.

8.2 Discussion of 2016 World Congress Site Selection-San Diego or Sacramento, CA

It is time to begin to determine the cities that the Business Office will begin to research for venues to hold the 2016 World Congress on In Vitro Biology. This meeting is traditionally held on the West Coast to accommodate those traveling from other countries. Previous cities mentioned for consideration were San Diego and Sacramento, CA. Additional questions were raised as to whether it would be possible to hold the meeting around the Napa Valley. Portland, Oregon was also suggested as a potential location.

Previously, there was a recommendation to hold the 2017 In Vitro Biology Meeting in Raleigh, North Carolina. This is still favored by the Board.

10.0 EXECUTIVE SESSION TO REVIEW NEW BEGINNINGS MANAGEMENT CONTRACT

Closed session. Picked up by executive board for discussion.

9.0 FINANCIALS

9.2 Approval or Modification of 2014 Budget

Barbara reported that the SIVB is in good shape financially; however, we need to remain cautious in 2014 based on concerns involved in holding a joint meeting.

For the 2014 budget, we are looking at increasing our liability insurance. In addition, if we hold the Joint Social and the Fort Jackson event, which are both outside, extra insurance will likely be required. The Business Office is also organizing the addition of a mobile app to include for this year's meeting. The cost for this has been added to the budget.

12.0 COMMITTEES

12.1 Long Range Planning

The draft Strategic plan has been sent by Survey Monkey to all current members to review and provide their feedback. The members responses will be provided to the Committee for their review to discuss and revise the plan. The LRP Committee solicited the help of student member, Jessica Rupp to provide additional feedback. The revised plan will need to be approved by the board then presented to the membership for their vote. If approved, we will start to implement the plan with milestones in place.

12.2 Nominating

The slate prepared by the Nominating Committee was presented to the Board for their vote. It was discussed that we need more people to fill a number of the positions.

12.3 Awards

The 2014 awards nominations are due by February 1, 2014. This is for the Lifetime, Fellow and Young Scientist Awards. We are currently awaiting the Awards Committee's recommendations on both the Distinguished Scientist Award.

12.4 Membership

We need to look at ways to utilize social media more. Including a student member on the board should provide us some insight on how to do this successfully.

12.5 Constitution and Bylaws Update

The C&B Committee is currently working on preparing a recommendation with adjustments to the language of both the Constitution and Bylaws to add 2 students representatives on the board who would be appointed by the board. Another option was to have students from each section nominate and elect a student rep.

A question was raised about how Post-docs are included and whether they can be considered as regular members with all their privileges. The board is looking to adjust the constitution by June so that a vote can be held. This would include a full list of required changes to constitution for one vote.

13.0 Other Business

13.1. SIVB needs a new representative for CAST. Nancy Reichert was suggested.

13.2 A suggestion was proposed to separate the office of Secretary and the position of Membership Chair.

12.0 ADJOURNMENT

Lucy motioned and Barbara seconded that the meeting is adjourned-MOTION PASSED

ACTION ITEMS FROM OCTOBER 2013 BOARD MEETING

- 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) 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. **Action item: Awards committee to review Distinguished Scientists award and provide a recommendation to board.**
- 3) 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).

- 4) John Finer will follow up with IAPB so that we have a point of contact in the USA. To ask Mike to appoint a proxy while he cannot do manage the IAPB USA Chapter. 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. No response has been received. **Action Item: Marietta will attempt to contact them once more prior to their 2014 meeting. Ongoing**
- 5) 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.**
- 6) 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.**
- 7) Marietta will find out who the fundraising lead and co lead for both sections are and give this information to Ted Klein. **Ongoing.**
- 8) Ted Klein will establish an SOP for fundraising for the society and each section. **Ongoing**
- 9) Redo the student graph-Dave will send student number info to the board for regraphing; include numbers from 2013.**Ongoing**
- 10) Ted Klein will organize the joint fundraising effort for the 2014 meeting with Society for Cryobiology and SIVB. **Ongoing**
- 11) Constitution and Bylaws Committee needs to come up with a proposal for putting 2 student representatives (IVASCS & Plant) on the board with voting power. **Ongoing.**
- 12) 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**
- 13) Brad find an IVACS person to work with Dwight and Ted on a gene editing special issue publication. **Ongoing**
- 14) 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**
- 15) Dave to suggest to CAST board for a booth or bag insert at one of our meetings and SIVB would do something similar. **Ongoing**
- 16) Business Office needs to prepare a timeline, budget and update to the website design.
- 17) Marietta and Ted will contact Georgia Bio about our meeting and publicizing it.
- 18) Add male/female to registration and require demographics to register
- 19) Marietta needs to contact members who were recipients of the student initiative since 2003 and are now members to ask them to please submit a short bio to show success of our student initiative for fundraising.
- 20) Barbara Reed will talk with John Finer about how to improve the flow of papers so more can be published in In Vitro-Plant
- 21) Business Office will post info about the 2014 meeting on social media-Facebook, Twitter and Linked in
- 22) Marietta will check into costs and copyright issues in converting SIVB videos for YouTube.
- 23) Michele will provide data on which pages of our site visitors are most interested.

- 24) Dave will go to the Publications Committee and the Public Policy Committee to discuss working with CAST to publish their policy papers in our journals.
- 25) Dave to follow up with Gloria and Jason regarding the researcher in Russia for keynote speaker.
- 26) Marietta will ask about moving posters to a separate room for interactive poster sessions and then back to exhibit hall.
- 27) Marietta will check into the cost of holding a social event at Fort Jackson, a river boat and any variations.
- 28) Dave will send out an e-mail to members about using the conference hotel for their accommodations so that SIVB will not incur any unwanted costs.
- 29) Ted, Wayne and Dave to hold a conference call with GeorgiaBio to get local fund raising started.
- 30) Dave and Marietta will revise SIVB's fact sheet and potentially include a brief description of the organization's founders and their contributions to science.
- 31) Marietta will research locations in San Francisco, CA; San Diego, CA; Napa Valley, CA and Portland, OR for the 2016 World Congress.
- 32) Marietta will update insurance budget numbers for the 2014 budget for later approval.
- 33) Lucy Lee will ask the members at large if they would like to run for another office.
- 34) Dave will contact section heads about possible nominations for Fellow Award as well as all the other awards.
- 35) Marietta will remove titles from awardee list for each award-also on the website
- 36) Have the 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.
- 37) Marietta will communicate with the Constitution and Bylaws Committee to remove the Secretary as the Membership Committee Chair. Chair will be appointed by the President and approved by the Board.

New motions passed at October Board meeting:

- 1) Barbara moved and Wayne seconded that fundraising for lifetime achievement award will be \$3000 or enough to cover travel and reception for the participants and any deviation will require board approval. MOTION PASSED.
- 2) Barbara Doonan moved and Lucy Lee seconded to approve the nomination slate with the possibility that names may be added or changed. MOTION PASSED
- 3) Barbara Reed moved and Lucy Lee seconded to make Nancy Reichert the CAST rep for SIVB. MOTION PASSED