

# SIVB BOARD OF DIRECTORS MEETING

## Friday, May 30 and Saturday, May 31, 2014

### Friday, May 30, 2014

#### 1.0 INTRODUCTION

Participants: Eugene Elmore, Lia Campbell, Michael Fay, Ted Klein Barbara Doonan, Barbara Reed, Dwight Tomes, Dave Songstad, Brad Upham, Harold Trick, Addy Alt-Holland, T. Michael Spencer, Nancy Reichert, Wayne Parrott, Fredy Altpeter and Joseph Petolino and Marietta Ellis,. Joining by phone were Elizabeth Roemer and Lia Campbell on Friday and Liz Roemer on Saturday. Michele Schultz joined as a guest on Saturday.

1.1 Review of Board Responsibilities

1.2 Adoption of Minutes (February 22, 2014)

David Songstad moved and Barbara Doonan seconded for the adoption of the minutes. MOTION PASSED

1.3 Adoption of Agenda

Wayne Parrott moved and Michael Spencer seconded to adopt the agenda. MOTION PASSED

1.4 Outstanding Action Items.

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

#### 2.0 2014 WORLD FORUM UPDATE

2.1 2014 Forum Update

Michael Spencer reviewed the program and events that were planned for the 2014 World Forum on Biology.

2.2 Forum Statistics/Forum Update

Marietta reviewed the statistics for the meeting. Going into the meeting, SIVB has the following registration numbers: 133 Members; 22 Nonmembers; 28 Post Doctoral; 4 Research Technicians; 3 Emeritus; 1 one-day; 58 Speakers; 111 Students; 13 Volunteers; 1 guest, 5 Accompanying Guests, and 3 Staff Members, totaling 382 registrants. The final abstracts submission numbers are: 112 Invited Speaker Abstracts (Animal-23, Plant-48, and Cryobiology-41); 117 Student Abstracts (Animal-15, Education-4; Plant-71; and Cryobiology-27); and 103 General Abstract Submissions (Animal-14, Plant-61, and Cryobiology-28).

The Business Office worked with Cadmium CD to design and prepare the Mobile app and Itinerary Planner website for the meeting. All abstracts submitted through the Abstract Scorecard were formatted by Cadmium and transferred from the Abstract Scorecard to the Harvester for inclusion in the Mobile App. All Invited Speaker presentations were set up in the Harvester for speakers to directly adjust and upload their information to display in the app and Itinerary Planner. The Business Office worked closely with Cadmium to prepare and design the content on both the planner and the app including the additions of all exhibitors, sponsors and program information. All preregistered attendees were sent emails providing them with links to the planner and link and individual log ins to access the app. On site registrants will be provided with directions on how to download the app and a generic login to the system to retrieve the information. Directions in the program booklet include reminders to update program information close to a wifi connection as there will not be one available in the meeting space. Those uploading the app to their phone will be able to use their phone's data plan to update information while in the meeting space. Speakers and contributed paper presenters were requested to upload their power point presentations in advance of the meeting. There were concerns voiced by some presenters that their data had not yet been published and they did not wish to upload their presentation to the app for others to view. It was explained to them that the app converts the presentations to IMG files that can be drawn on for notes, but cannot be manipulated or saved outside the app. It was noted that they could upload only information they feel comfortable sharing, but not their entire presentation, if that was of concern.

Marietta reviewed the Award Winners for the meeting and noted that there was a card included in everyone's packet requesting nominations for 2015 awards. It was noted that the Awards Committee would discuss the new potential awards that had been reviewed during the last year.

Marietta reviewed the events for the meeting and noted that we had only sold 48 tickets to the Evening at Ft. Jackson and that we needed to sell more tickets to the event. She also noted that the SfC was not able to present their Luyet Fellow Award Winners so the Opening Ceremony would only have presentations for the 2 SIVB Lifetime

Achievement Awards. The joint social on Monday will include music by Hobbit Nirvana inside the exhibit hall and the social itself will be held both inside and outside the Hall and on the Riverwalk.

Marietta confirmed that we made room block for this year and the hotel is sold out.

Marietta noted that there were at total of 11 floor displays and 4 tabletop displays scheduled for the Exhibition; however, this number was lower than what we had expected. Registration numbers were also lower than originally anticipated and SIVB is not going to make as much profit this year.

### 2.3 Fundraising

Included in the board packet was a listing of grants and contributions reflecting \$65,009 in contributions. Those contributions include: \$35,283 for the Plant Activity Fund, \$3,467 for the Registration Bag, \$5,859 for the In Vitro Animal Cell Sciences Fund, \$10,400 for the Student Initiative, \$5,000 for the Keynote Symposium, \$4,000 for the Lifetime Achievement Awards for Drs. Barnes and Kane, and \$1,000 for the General Meeting Fund. This total does not include \$1,500 for the ATCW which was contributed in 2013, in-kind contributions to cover the hotel and travel expenses for both Lifetime Achievement Award Winners, and a potential grant for \$24,900 from USDA /BRAGP.

## 3.0 2015/2016 MEETING UPDATES

### 3.1 2015 Meeting Update (Tucson, AZ)

Marietta reviewed the contract and venue details for the meeting which is being held at the El Conquistador Golf and Tennis Resort. This is the same property that held the 2008 World Congress on In Vitro Biology. Marietta reviewed the concessions, which are quite good.

### 3.2 2016 World Congress Update

#### 3.2.1 Portland, OR

#### 3.2.2 San Diego, CA

#### 3.2.3 San Francisco, CA

Due to the nature of the joint 2014 World Forum on Biology, there has been a considerable workload including unexpected and additional tasks that had to be incorporated along with the normal tasks that the Business Office completes to prepare for the meeting. These additional tasks did not allow for Marietta to have the time to review other venues in San Francisco or be able to visit the other 2 cities as that would have taken multiple weeks out of the World Forum's preparation time.

The Business Office's goal is to visit all potential sites during the summer and have a recommendation to the board for their vote to select a 2016 location before the next Board of Directors meeting. Should the board choose, this decision can also be held until the fall Board of Directors meeting when they can discuss the venues in person.

The meeting was adjourned for the evening.

## **Saturday, May 31, 2014**

The meeting reconvened at 8:00 am.

## 4.0 TREASURER'S REPORT

### 4.1 Year End Finances

Barbara Doonan reviewed the year end finances from 2013.

### 4.2 April Financial Statements

In preparation for the 2014 World Forum Meeting, the Business Office has revised the original budget to reflect the actual revenue so the board can see the guaranteed revenue vs. what was originally expected. The expenses listed in the budget are projected and may change after the meeting is over. We expect that we will still cover all our expenses for this year, but do not know whether our profits will be in the same range as we have received in prior years.

Barbara and Marietta had a discussion with Thomas P. Evich at Smith Barney Morgan Stanley to discuss SIVB's current investments as previous investment broker Matt Topper had left the organization. There was also discussion about making some changes to one of our current investments. It was decided that we would go ahead and change the investment based on the call.

#### 4.3 IVACS Financial Statements

#### 4.4 PBS Financial Statements

Marietta reviewed the IVACS and PBS financial statements; however, she noted that section budgets are tentative because of the joint meeting with SFC. Since the funds included in the 2014 meeting have to reflect only income received for this event, we have to look at transferring speaker and administrative fees for 2014 as opposed to the 2013 meeting as we normally would do at this time.

### 5.0 PUBLICATIONS UPDATE

#### 5.1 Publications Update

Barbara Reed discussed the work flow for both journals and discussed how the journals are looking toward creating special issues to help our impact factor. IVA is working on preparing an issue on stem cells and IVP is looking for new topics as well. Barbara suggested that if there is a session that looks like it would be a good special issue or special section of an issue that the Board Member should ask them about doing it. It was suggested that what might help the Plant journal with more submissions would be if it was in PubMed. Barbara explained that the IVP journal probably won't get into PubMed unless we changed the overall focus to be geared more toward medicine. To assist in this, it was suggested that Mary Ann Lila be approached to put together a special issue. It was also suggested there be a session on medicinal plant topics that could be included as a special issue on medicinal plants. There were additional suggestions that the journal invite specific researchers to publish a paper to help the plant journal increase its exposure or publish an In Vitro/Cryobiology issue based on the topics discussed at this year's meeting. A final suggestion was made to encourage paper submissions, was to hold a student published paper competition and at end of year the best student publication wins a prize.

##### 5.1.1 Editor in Chief recommendation (*for board action*)

The Editors of IVA (Tetsuji Okamoto) and IVP (John Finer) had both signed 4-year contracts for the position of Editor-in-Chief for their respective journals. These contracts are set to expire in December of 2014. The Publications Committee has recommended that both Editors-in-Chief be offered a renewal of their contract. The board is requested to vote on these recommendations.

Michael Fay presented an overview for the *In Vitro Report* noting that the feedback from members has been much better since the quarterly broadcast emails have been sent from the SIVB Business Office requesting content. He noted that they are now beginning to write articles about the long-term or significant exhibitors and sponsors, highlighting their organizations as a thank you for their support of our organization. He asked the Board to let him know if there is a specific company or exhibitor they would like help highlighting.

##### 5.1.2 Website Update (*for board action*)

The Website Committee has reviewed the revised site map and budget for the new website design and is recommending approval to move forward with the new design to the board. The board will now need to determine whether to approve this recommendation and move forward with the new design. This decision is time sensitive as potential costs in the budget may increase should the 2015 In Vitro Biology Meeting website be created prior to the website conversion. Michele reviewed the site map for the board noting where they were able to reduce the budget from the original projections.

##### 5.1.2.1 Film Library

As per the request of the board, the Business Office contacted the Historical and Records Committee to find out whether the materials in the film library discussed at the last board meeting could be placed on the SIVB website or on YouTube. The determination from the Historical and Records Committee detailing their reasoning was provided to the board. The Committee recommended the films be preserved but not converted and put on social media as there would be copyright and ownership issues. If we want to offer the videos, then we need to evaluate the legal aspects of using them in advance. The concern is that archiving them is great, but only useful if they are accessible. There was further discussion as to the costs with researching the legal issues and in the preservation of the existing film and VHS videos. Marietta noted that the first step would be to preserve the content first then worry about legalities of placing them online. Lucy Lee noted that she thought she saw some of the footage in the collection already on youtube through another source. If they are already available, then it would be acceptable to link them to locations they are already found online. If they are not, another suggestion was to make them available online but to members only. This could be addressed further once the new site is available.

##### 5.1. 2.2 Photo Campaign Update (*for board action*)

The Business Office prepared a campaign to disseminate to the members to organize images to include on our website. This campaign included a form to transfer copyright of the submitted images to the SIVB. There were some questions from the committee about how the copyright transfer would work, which was addressed by the Business Office; however, final approval is still pending from the Committee. Concerns were voiced as to what prizes could be appropriate for students.

## 5.2 Springer Update

### 5.2.1. Springer Report/Meeting

Michele reviewed the reports provided by Springer for the board. Michele noted that Springer is encouraging that the EIC's forward manuscripts that are not appropriate to the focus of our In Vitro journals to Springer Plus which allows papers with good science to find a venue to publish, even though it may not be appropriate for our content. She showed that the institution print subscriptions are continuing to drop while the institutional subscriptions are growing significantly. She also reviewed the Altmetrics, which is a new way to find the importance of content in your journal through social impacts of each author and their specific articles. There was discussion as to whether creating a hashtag for each journal and encouraging authors to tweet about their articles could be another way to encourage the visibility of both the authors and the journals. The survey responses were reviewed and a question was brought up as to why authors might have been dissatisfied.

## 6.0 COMMITTEE REPORTS

### 6.1 Membership: Deceased Notification

The board needs to discuss suggestions of candidates to determine a new Membership Committee Chair. This is so that the President will be able to approach the appropriate candidates during the World Forum.

### 6.2 Membership Statistics/Update

Marietta reviewed the membership statistics. 2014 membership as of 5/15/14 is 441 (98 Emeritus, 5 Honorary, 7 Life, 77 Student, 5 Post Doc and 249 Regular members). In comparison, 2013 membership as of 5/31/14 was 389 (42 Emeritus, 2 Honorary, 2 Life, 56 Student, 10 Post Doc and 277 Regular members). This is an increase of 13% for all membership with a decrease of 9.9% for Regular members.

A suggestion was made to make phone calls to un-renewed members about coming back and renewing membership as direct contact seems to have the most success. It was suggested that students could be requested to assist in this.

There was discussion as to whether SIVB could offer a transition discount from student to regular member? The discounted Post Doctoral membership rate was also discussed. In looking at other potential sources for new members, it was noted that invited speakers do not generally join SIVB. We might have more luck getting authors from reviews and special issues to join. Also discussed was either putting cell culture practice guidelines on the website or having a special issue on cell culture practices included in the journals.

### 6.3 Long Range Planning Update/Michael Horn Endowment

Gene reviewed the Strategic Long Range Plan and asked for feedback from the Board as to whether they felt there should be changes. It was recommended that the Constitution and Bylaws committee review the materials and compare it to the full Constitution and Bylaws to make sure that there is nothing in conflict with the 3 documents.

### 6.4 Student Affairs

#### 6.4.1 Student Awards

Marietta reviewed the student award winners who will be recognized at the SIVB Business Meeting. She noted that ThermoFisher contributed \$500 for this year's awards.

The topic of the photo competition was brought up again and it was suggested that an alternative incentive other than membership be provided to students who supply photos.

#### 6.4.2 Student Update

### 6.5 Awards

The Awards being presented during the 2014 World Forum include: the Lifetime Achievement for Michael Kane and David Barnes; Fellow for Ted Klein; and Young Scientist for Stephanie DeWitte-Orr.

## 7.0 SECTION UPDATES

### 7.1 In Vitro Animal Cell Sciences Section Update

Brad Upham and Addy Alt-Holland reviewed the IVACS program for the 2014 World Forum. There were discussions about the difficulty in raising funds for the IVACS section's program. Brad noted that he had been working to develop a committee to start actively fundraising for the 2014 meeting; however, he became ill and was unable to accomplish the goals he set for the year. To avoid this in the future, the group made plans to get a jumpstart on 2015. They determined a list of possible companies to approach. This list is being broken down and distributed to the different committee members to start making enquiries by email and phone. Also discussed was the possibility of creating a new position of a dedicated IVACS section fundraiser to assist in coordinating these efforts in the future.

#### 7.2 Plant Biotechnology Section Update

Harold reviewed the 2014 World Forum PBS program. He noted that PBS made their targeted goals for fundraising in 2014. Harold also explained that in advance of the meeting, he had spent time with incoming Plant Biotechnology Section Chair, Joseph Petolino, to review the protocols for PBS as Joe had not been familiar with the workings of the section previously. It was fortunate that they had this advance time to review this information so Joe could take over the Chair's duties at the start of the June meeting.

### 8.0 OTHER BUSINESS

#### 8.1 Fundraising

##### 8.1.1 Officer Position of Fundraising for IVACS

##### 8.1.2 Designated Fundraising Committee Meeting

Addy Alt-Holland requested that SIVB create a committee for fundraising; designate one person as fundraiser; and make them an officer. It was confirmed that this position already exists as the SIVB Vice President and the committee for fundraising is the Development Committee. A determination was made that a similar position be created within the IVACS section. Brad Upham has been chosen as Interim Fundraising Chair for IVACS.

#### 8.2 Annual Reports Approval

The Annual Report was approved by the Board

#### 8.3 SIVB Business Meeting Agenda

The Business Meeting Agenda for Tuesday at 5:00 pm was reviewed.

#### 8.4 Assignments and Review of Action Items

### 9.0 ADJOURNMENT

**Nancy moved and Lucy seconded that the meeting be adjourned. MOTION PASSED.**

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#### **Previous Action Items From February 2014 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) 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 German Spangenberg and John 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) Brad find an IVACS person to work with Dwight and Ted on a gene editing special issue publication. **Ongoing**

6) 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.**

7) Dave to suggest to CAST board for a booth or bag insert at one of our meetings and SIVB would do something similar. **Ongoing**

8) 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**

9) Dave needs to go to the Publications Committee and the Public Policy Committee about letting CAST publish in our journals on policy issues. **Ongoing**

10) Bill Smith to communicate to the committee about criteria for Lifetime achievement and distinguished scientist-review criteria for all awards.

11) Marietta will do more checking on hotels in Portland, San Diego and San Francisco. **Ongoing**

12) 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. **Ongoing**

#### **New Action Items from May 2014 Board meeting**

13. Barbara Reed to discuss various options on additional manuscript sources from the board with the editors of the journals during the June meeting.

14. Michele will send list of films available to board for their review so they can confirm whether any of this content is already online.

15. The board requested that Barbara and Michele discuss the following suggestions/questions with Springer during the meetings in the next 3 days:

A. Would it be possible to set up a twitter hashtag that is associated with published papers for each journal, so when a paper comes out, automatic tweets will be generated using that hashtag?

B. Based on the results from the survey that Springer provides to all attendees, find out if it is possible to follow up to find out why those authors who noted they were not satisfied with publishing process were unhappy.

C. Ask for their thoughts about going back to old articles and doing an updated review to talk about what's new in that field since the original review was published.

16. Gene needs to take suggestions for Membership Committee Chair and appoint a new chair ASAP.

17. Board members will assist with contacting non-renewed 2013 members. The list will be sorted by location. Once a call is completed, the person making the call will immediately send the link to them in an email.

18. Marietta will check on past students and see which ones are members now.

19. Marietta will check on when current student members are graduating to help get them to become regular members.

20. Marietta will find the original tag line that was proposed with the website design to be used for any other ideas about taglines.

21. Marietta will have everyone send her their suggestions about taglines to their section chairs due by June 15<sup>th</sup>.

22. Marietta will send the strategic plan to the Constitution and Bylaws committee.

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#### **New Motions passed at the June 2014 Meeting**

1. Lia moved and Denry seconded that the Annual Report be approved. MOTION PASSED.

2. Michael moved and Gene seconded to extend contracts for editors of the plant and animal journals. MOTION PASSED.
3. Barbara moved and Harold seconded to approve website conversion and budget. MOTION PASSED.
4. Denry moved and Barbara Doonan seconded to accept the strategic plan and have it reviewed by the Constitution and Bylaws committee. MOTION PASSED.
5. Wayne moved and Nancy seconded to approve the photo campaign and provide an alternative incentive for students. MOTION PASSED.