

**SIVB BOARD OF DIRECTORS MEETING**  
**Friday October 2 – Saturday, October 3, 2015**

**1.0 Introduction**

**Participants:** Eugene Elmore (President) by phone, Dwight Tomes (President Elect) by phone, Dave Songstad (Past President), Allan Wenck (Vice President) by phone, Barbara Reed (Publications Chair), Michael Fay (Secretary), Mary Welter (Member-at-Large) by phone, Denry Sato (Member-at-Large), Fredy Altpeter (Member-At-Large) by phone, Nancy Reichert (Public Policy Chair) by phone on Saturday, Harold Trick (2016 Program Chair), Jordan Brungardt (PBS Student Co-Chair) by phone, Matt Desrosiers (IVACS Student Co-Chair) by phone, Marietta Wheaton Ellis, Michele Schultz (by phone for section 2.0 on Friday), and Sarah Blazewicz (for section 5.2 on Saturday).

The Meeting was called to order at 7:06 pm on Friday October 2, 2015.

**1.1 Adoption of Agenda**

The Board of Directors reviewed the agenda for the October 2015 Board Meeting. **Motion:** A motion was made to adopt the agenda for the October 2015 Board Meeting. The motion was seconded and passed.

**1.2 Adoption of Minutes**

The Board of Directors reviewed the minutes from the May 29 – May 30, 2015 Board of Directors Meeting. **Motion:** A motion was made to adopt the minutes from the May 2015 Board Meeting. The motion was seconded and passed.

**1.2.1 Executive Committee minutes**

The Board of Directors reviewed the minutes from the September 21, 2015 Executive Committee Meeting.

**1.3 Outstanding Action Items**

Action Items from the June 2014 Board Meeting

1. Eugene Elmore needs to contact Paul Price, Dwight Tomes will identify someone from Plant, and Denry Sato will contact someone for a special issue on stem cells for In Vitro Cellular & Developmental Biology-Animal. Previously Dwight had contacted Bill Gordon-Kamm, Eugene contacted Paul Price, and Denry has been recruiting for the special stem cell issue. Bill Gordon-Kamm and Paul Price were contacted at the 2015 Meeting concerning their participation as potential authors. Previously Denry mentioned that the group that participated in the last stem cell issue is not available since they are working on a similar project with another journal. Denry also indicated that we may not have enough papers for an entire issue; however, we can still publish several stem cell review articles in a regular issue of the journal. Magnolia Ariza previously indicated that she and her collaborators might be able to contribute to this project. **Update:** This action item is **ongoing**.

Action Items from the October 2014 Board Meeting

2. Eugene Elmore will contact Sandra Coecke at the European Union Reference Laboratory-European Centre for the Validation of Alternative Methods (EURL-ECVAM) in Ispra, Italy, and request that SIVB be able to put historical films on the SIVB website or allow links to the materials on the SIVB film library page of the new website. Eugene contacted Sandra Coecke by email and she responded and thought it was a good idea. Sandra mentioned that she would follow-up with her colleagues at EURL-ECVAM and with Eugene. **Update:** Eugene Elmore has sent a follow-up email to Sandra Coecke at EURL-ECVAM, and

she has not responded. This action item is **ongoing** and Eugene will keep the Board updated on any new developments.

3. Eugene Elmore to contact Yvonne Reid to determine the status of a tissue culture workshop at the annual meeting. Eugene discussed this issue with Yvonne, and currently she can't take on the lead role with the workshop due to an increase in her job responsibilities at ATCC. The workshop is still a possibility for a future meeting; however, we will need to identify a new person to coordinate the workshop. **Update:** This item will be **removed** as an action item. The Education Committee will be asked to identify an individual who could facilitate the tissue culture workshop for the 2017 meeting.
4. David Songstad to approach Dannette Ward about the Monsanto fund and support for the SIVB student initiative. David did approach Dannette, and will continue to be in communication with her concerning this issue to identify the best time to submit this request. **Update:** This action item is **ongoing**.
5. Marietta Ellis and David Songstad to approach the Publications Committee about organizing a pre-meeting Scientific Writing Workshop on Saturday morning for students and other interested participants for which English is not the primary language. This session is being considered for the 2016 World Congress, and will be discussed at the 2015 Publications Committee Meeting. **Update:** This item is **completed** and an update will be provided under the 2016 Meeting update.
6. Sarah Blazewicz and Marietta Ellis to pursue Tuesday off property events in Old Town San Diego or a harbor cruise for the 2016 World Congress, and a possible zoo trip for Wednesday afternoon. **Update:** This item is **ongoing** and will be discussed under the 2016 meeting update.
7. Marietta Ellis to mention to the Website Committee the Board's suggestion of adding a list of Lifetime Achievement Awardees on the home page of the new website or as a pop up. **Update:** This action item is **ongoing**. The information has been sent to the Website Committee and we are waiting to receive their response.
8. At the 2015 Meeting, find out from students what the best social media options are and encourage students to share information on what they learned at the meeting through those venues. **Update:** This item is **ongoing**, Marietta will ask the student leaders to add this action item to the agenda of the Student Affairs Committee at the 2016 Meeting.
9. Marietta Ellis will request that the Website Committee provide their thoughts on an online poster event in conjunction with our annual Meeting. **Update:** This item is **ongoing**, and has been presented to the Website Committee as a possible event for the 2017 Meeting.
10. Marietta Ellis to review the endowment information provided by Eugene Elmore. Eugene will adjust the information to note that the money is designated as a gift, and not a donation. **Update:** This action item is **ongoing**, and Marietta will have an update at a future Board Meeting.

#### Action Items from the February 2015 Board Meeting

11. To promote contributions to the IVACS activity fund, the possibility of sending a letter to the IVACS membership was discussed. **Update:** This item is **completed**, a draft letter has been composed and this will be discussed under Other Business.
12. Send a letter to IAPB members to promote the 2016 meeting in San Diego. **Update:** This item is **completed**. The SIVB office included the letter in the hard copy of the journal that is sent to the IAPB members.
13. The Public Policy Committee will draft a policy statement on genome editing, and this statement will be reviewed by the SIVB Board prior to posting on the SIVB website. **Update:** This item is **ongoing**. Barbara Doonan will organize an ad hoc committee to develop an SIVB exhibit for the 2016 USA Science & Engineering Festival Meeting (April 16 & 17 2016) in Washington, DC; and the display should be designed to attract the of an 8<sup>th</sup> – 10<sup>th</sup> grader. **Update:** This item is **ongoing**. Barbara Doonan did provide an update summary at the September 2015 Executive Committee meeting. The update summary is as follows:

SIVB has committed to participating as a vendor at the USA Science and Engineering Festival. The event's Grand Finale (April 15-17, 2016) will be held at the Walter E. Washington Convention Center which is located between 7th and 9th Streets and N Street and Mt. Vernon Place in downtown DC, right across from Carnegie Library at Mt. Vernon Square. An anticipated 80-100,000 attendees are expected to participate so it will be a wonderful opportunity for us both to reach out and also gain some SIVB exposure.

The 4th USA Science & Engineering Festival, the largest and only national science festival, features nationwide contests and school programs, including our popular 'Nifty Fifty' science speaker program and X-STEM Symposium. The Festival will culminate in a Grand Finale Expo on April 16-17, 2016, with Sneak Peek Friday kicking off the weekend on April 15. More than 350K+ attendees will celebrate science at the Expo, and engage in activities with some of the biggest names in STEM, hear stories of inspiration and courage, and rock out to science during our incredible stage show performances.

The Expo will attract more than 350,000 people from all walks of life and give over 1,000 STEM organizations from all over the U.S. the opportunity to present hands-on, fun science activities to inspire the next generation of scientists and engineers. This is an excellent opportunity to educate the public face-to-face about the wonders of STEM and showcase the special technological projects involving your school, students, organization or institution. On average, Exhibitors report 10,000-12,000 visitors to their booths per day at the 3-day Expo!

- SIVB has been given a discounted rate to be an exhibitor. As part of the exhibit display, SIVB needs to create or have prepared hands-on fun science activities. The display should be designed to attract the attention of a 10<sup>th</sup> grader. Barbara Doonan has organized an ad hoc committee to develop an SIVB exhibit for the Festival exhibit.
- Barbara has received permission to show footage from the VHS film, "Immune Defenders" from Sierra Products at no cost during the event, It would be used as part of talks given for the primary purpose of stimulating the interest of young people in science. They informed us that if any other organization or person wants the DVD, then it could be purchased through Sierra Products for \$89.00. Educational institutions are able to receive a discount depending on use of the video.
- Barbara and Marietta have been in contact with Valerie Pence and Carol Stiff about getting donations of their plant tissue culture kits. As of this time, Valerie has said she can provide a kit but has to determine how to handle orders. We are still waiting on a reply from Carol.
- An updated SIVB exhibit booth will need to be purchased. The cost for this purchase has not been allocated on the 2016 budget.
- Member volunteers will need to be recruited.

#### Action Items from the May 2015 Board Meeting

14. Marietta Ellis and John Harbell will discuss with the Program Committee how we need to more effectively communicate with regard to planning the meeting and finalizing the program, especially the plenary sessions, so that we can more effectively advertise the meeting. **Update: Completed**, this was discussed at the Program Committee Meeting.
15. Marietta Ellis will ask the Awards Committee to review the process of fundraising for the Lifetime Achievement Awards so that we can ensure adequate funding for these awards. **Update: Completed**, this issue was discussed at the Awards Committee Meeting. Minutes from this meeting will be reviewed under Committees (Section 12.6).
16. Marietta Ellis and David Songstad will implement a group registration rate (\$5,000 for 20 people) on a trial basis for the 2016 meeting in San Diego, CA. **Update:** This has been **completed** and one Company has participated. We will continue to promote this initiative in the Southern California region.
17. The Business Office is working on adjusting our secure certificate to facilitate safe online purchases. **Update:** This item should be **completed** soon after the Board Meeting.

18. The Board will help to contact (email/phone) members who did not renew their membership to encourage them to renew. Marietta Ellis will provide the Board members with the names of members who need to be contacted. **Update:** This item is **completed**, the last hard copy membership renewal form was sent out to postdoc and regular members who did not renew in 2014 and 2015. Marietta provided a list of non-renewed members and asked the Board for their assistance in encouraging these individuals to renew.
19. The Board discussed the issue of a decreased membership fee, with on-line journal access, for individuals from third world countries. Marietta Ellis will bring this to the Membership Committee. **Update:** This was brought to the Membership Committee and was discussed; however, a final decision was not made. This item is **ongoing** as further discussion is needed. Barbara Reed mentioned there are lists that publishers use to provide free online journal access to individuals in underprivileged countries. Barbara Reed will locate one of these lists for the Board to review.
20. The Long Range Planning Committee needs to modify the strategic plan as recommended by the Constitution and Bylaws Committee. They also need to work with various committees in the Society to implement the strategic plan. Dwight Tomes and Marietta Ellis will work on this action item. **Update:** This is **ongoing**, The Constitution and Bylaws Committee needs to check to see if there is anything we need to change in the constitution and bylaws prior to moving forward.
21. To identify a better mechanism for students to submit their award applications to facilitate more effective tracking of the applications. Marietta Ellis will bring this to the Awards Committee. **Update: Completed**, this item was discussed at the Awards Committee meeting. As part of the process, the information packet will indicate that upon successful submission, a confirmation notification will be sent to the applicant. Applicants who do not receive the notification must contact the Business Office.
22. Marietta Ellis will determine if our app has the capability of performing surveys to get feedback on individual sessions. If the app is not compatible for performing surveys we will pursue a paper option. **Update: Completed**, our app is capable of performing short surveys. The Business Office is working with the app company to pursue a survey for the 2016 Meeting. If there is cost involved, the Business Office will notify the Board of Directors.
23. Marietta Ellis will talk with Sandra Schneider and the History Committee concerning identifying topics and authors for 'Pioneer' articles in our journals. **Update:** Ongoing, Marietta will contact Sandra concerning this action item.
24. At the February Program Planning Meeting the Program Chair and the Section Program Chairs will identify topics and speakers from the upcoming meeting to release to the press to promote the meeting. **Update:** Ongoing, Marietta Ellis indicated that the Business Office will prepare a press release and Dave Songstad indicated that he has a contact at the local CBS news. The Board discussed social Media options to promote the meeting.
25. We will pursue new ways to address public policy issues and promote outreach in regard to these issues. This will involve the Public Policy Committee working with the Education Committee. We will try to utilize our website and social media more towards this goal. We will bring this action item to the Sections to get their input and assistance. **Update:** Ongoing, we will talk with Nancy Reichert concerning this action item, and will bring this item to the Public Policy Committee and the Education Committee.
26. Mary Welters discussed the possibility of requesting funding from the medical marijuana industry for funding of a Medicinal Plant session that focuses on medical use of marijuana. Mary will bring this idea to the Program Planning Committee. **Update: Completed**, Mary provided an update on the plenary session and the invited speakers. Mary also discussed the option of contacting Businesses associated with the medical marijuana field to solicit donations and to pursue opportunities to promote the meeting.

**Motion:** A motion was made to authorize the contacting of businesses and societies associated with the medical marijuana industry to solicit financial support for the 2016 World Congress, to market the meeting to increase attendance, and to promote advertising. The motion was seconded and passed.

## **2.0 Publications Update**

Michele Schultz provided the publications update by teleconference.

### **2.1 Publications Update**

The In Vitro Cellular & Developmental Biology - Animal Journal is doing terrifically and is publishing over budget. The expected standard is to publish 80 pages per issue and we have been publishing 110-116 pages per issue. We have over 300 pages ready to go into the next couple of issues so we will be able to publish on time. Tetsuji Okamoto recently requested a potential change to the matrix categories and he has a list of approved cell lines that he would like to be included with the instructions to authors. Tetsuji has been asked to review the instructions for authors and to forward any suggested changes to the Publications Committee.

The In Vitro Cellular & Developmental Biology - Plant Journal was doing great with the initial transition. We published 144 pages in the May/June issue and 126 pages in the July/August issue. However, the new Secretariat/Editor-in-Chief for the IAPB is not producing as many papers as when they were in Australia/New Zealand. The September/October issue is at 83 pages and we should be at 140 pages. They made the request to see if SIVB could offer papers but we were only at 51 pages for the November/December issue. It is a concern that both editorial offices seem to have a drop in papers at this time and we will need to keep an eye on this situation.

Barbara Reed reminded everyone that we need to work on getting more review articles for the Journals since review articles usually get more citations. It would be good to get at least a couple of review articles per year at a minimum; however, one in every issue would be ideal.

Springer has given us the initial draft of the contracts to review for our feedback prior to the contracts going to their lawyers. At this time we have a publications consultant reviewing them, and the use of the consultant was approved by the Publications Committee. Once the consultant gives us feedback on the items that we need to hold fast on and the items that we can compromise on, then this information will be forwarded to the Publications Committee for their review. After Publications Committee review, the information will be forwarded to Springer, and we hope to have an update in February 2016. Barbara Reed informed the Board that the contract has to be signed by the end of 2016.

At the June 2015 Meeting, the Publications Committee reviewed the Scientific Writing Workshop for the 2016 World Congress, and the Committee recommended that we move forward with the workshop. However, the Program Planning Committee thought that there were too many events occurring on Saturday, and recommended that the Writing Workshop be removed, since we already were holding the Invertebrate Conference and the Plant Tissue Culture Workshop for High School and Community College teachers. At the Executive Committee Meeting, the Writing Workshop was reviewed and they felt that the session would not be in conflict with the other sessions and recommend that the Board vote to hold the Writing Workshop at the 2016 Meeting.

**Motion:** A motion was made to hold the pre-meeting Scientific Writing Workshop on Saturday at the 2016 World Congress in San Diego, and the motion was seconded and passed.

The In Vitro Report has been on schedule. We are working on getting more of the membership matters testimonials from student members who have benefited from the student initiatives. At the Publications Committee we also discussed the idea of getting testimonials from regular members.

## **2.2 Website Update**

The last step with the new website is adding the secure SSL for the entire site, and this should be completed in the next couple of weeks. We are waiting for feedback from the Website Committee concerning the issue of including a more visible list highlighting the Lifetime Achievement Award winners; and in regard to using the website for an online poster competition. Once we get more feedback from the committee this information will be brought back to the Board for action.

With regard to Social Media, the most viral Facebook posts were from the 2015 Meeting. The 'Throwback Thursday' posts on Facebook also received a lot of engagement. The posts on social media with images appear to get the most engagement. The people liking our Facebook posts are 43% female and 55% male, and the majority of these individuals are younger (25 – 34 years old). We have 90 followers on Twitter, which is a >50% increase. Our LinkedIn site had a 4.6% increase in followers and this has been the trend every time we look at the number of followers. The Google analytics of keywords and referral sites that people used to find the SIVB were reviewed. The board also reviewed the Social Media Posts that SIVB released on Social Media.

## **3.0 2015 In Vitro Biology Meeting**

### **3.1 2015 Meeting Final Statistics**

We did have a drop in attendance at the 2015 meeting (293) versus the 2014 meeting (319). However, there were definitely some positive things about the 2015 Meeting in Tucson, AZ. We had more exhibitors at the 2015 Meeting, and attendees actively participated with the sessions, exhibitors and offsite events. The Business Office is still finalizing numbers but is concerned that there may be a loss for the 2015 Meeting.

The Board reviewed the 2015 Meeting evaluations that were received. It was good that the individuals who returned the form did indicate some topics that they would like to be included as sessions in the future. We are looking for ways to redefine the form through different methods: Make it shorter, include it in the mobile app, or get more involvement from students.

## **4.0 The meeting adjourned at 8:41 PM.**

## **5.0 2016 World Congress on In Vitro Biology**

The Meeting resumed at 8:00am on October 3, 2015.

### **5.1 2016 Scientific Program Update**

Harold Trick (2016 Program Chair) provided the 2016 Scientific Program update. The PBS, IVACS, and JTCA have been busy planning the meeting and things are going well. On Saturday, we have three workshops lined up with the new addition of the Writing Workshop. On Sunday, Dr. William Moerner, Nobel Prize winner, will be giving the Keynote Address. Many of the session descriptions are already written and several sessions already have speakers lined up. Nancy Reichert mentioned that the title of her session was edited to 'Genome Editing' and that her affiliation should be changed to Mississippi State University. Another Convener, Jessica Rupp, has an updated affiliation of Montana State University. We still need to identify moderators for the contributed paper sessions; the Section Meeting Co-Chairs will help identify these moderators. It would be good to identify more junior members to serve as co-moderators.

## 5.2 Meeting Update

Marietta Ellis provided the 2016 Meeting Update. In addition to promoting the scientific program we will also do more to promote the meeting location with local organizations. The Business Office contacted local biotechnology companies are aware of the meeting dates so that they can add our meeting to their calendars; as it is important that we get as many 1-day registrations as possible. In order for us to make our numbers for the 2016 Meeting we need to increase our attendance by ~100 registrants. The room block for the 2016 meeting is 880 room nights, and we must achieve 80% of this number (704 room nights) to get all of our concessions from the hotel. It was mentioned that we should promote international attendance at the meeting. We should see if we can promote the meeting on the IAPB Facebook page, and online with other organizations with an emphasis on plant and animal tissue culture.

The catering minimum for the 2016 Meeting is at \$45,000. We usually have a \$30,000 catering minimum; however, we usually end up spending around \$45,000. For the AV requirements for the meeting, we have our own LCD projectors; however, we will need to rent lap top computers for the meeting rooms.

On Saturday, we will also have the 14<sup>th</sup> International Conference on Invertebrate and Fish Cell Culture. This Conference is included in the meeting registration or a participant could purchase a one day registration if they will not be participating with the rest of the meeting. On Saturday, we are also having the hands-on Plant Tissue Culture Workshop that is for high school and community college teachers. The workshop is being organized by Kim Hanson from Cibus, and Carol Stiff and Sylvia Mitchell will be assisting. This workshop can accommodate 20-30 participants. The organizers will have to raise the money for the Plant Tissue Culture Workshop, as the SIVB does not have the resources to subsidize the workshop. A suggested participation fee is \$100 for attending the workshop, and \$190 if an individual wants to attend both Saturday and Sunday. Kim Hanson is trying to raise funds for the workshop so that there would be no charge to the participants. As part of the workshop, funds need to be available to pay for Carol Stiff's participation and for the cost of the Kitchen Culture Kits, and the cost could range from \$5,000 to \$10,000. We are not currently promoting the workshop on our Website as we are uncertain of the funding situation. We could wait until January to see if funds are raised to support the workshop, and this would still give us enough time to promote the workshop to teachers in Southern California. To reduce the costs of the workshop we could also have participants buy their own kits. We are also in communication with Kim Hanson to promote the 2016 World Congress with local Biotechnology companies.

Sarah Blazewicz provided an update on possible off property events for the 2016 Meeting. There are two options for the Tuesday evening offsite event. One option is a Hornblower dinner cruise for 2 ½ hours. The ship could pick us up at the hotel pier or we would need bus transportation to the Hornblower's pier. For offsite events we usually charge ~\$100 per person; however, the Hornblower cruise might be above this amount at ~\$125 per person due to city docking fees, and we would need to sell ~100 tickets. The second option is an evening at Old Town (food, shopping, entertainment and tequila tasting), and even with transportation we could keep the cost at ~\$100 per person. The hotel also uses another company for harbor cruises called Flagship, and with this option we might be able to use some of our catering money for the food; with a possibility of having food on the boat or by the pool. We would like to keep the cost of the event at the \$100 price point to encourage participation. The Board agreed that dinner harbor cruise at the \$100 price point would be the first choice and an evening at Old Town would be the second choice.

## 5.3 Local Organizing Committee Update

Dave Songstad provided the update on the Local Organizing Committee. An invitation email was sent out to 20-30 people, asking them to be a member of the Local Organizing Committee, and we received positive responses from ~8 of them. Indra Vasil has agreed to be part of the committee and he has agreed to help promote the meeting in the San Francisco Bay area. Steve Briggs and Steve Mayfield will also be promoting the meeting at UCSD and throughout their networks. They are cofounders of Sapphire Energy and Steve Mayfield will be

organizing an 'Algae' session at the meeting. Dave has also contacted Todd Michael, at Abbott Molecular, for possible financial support and to participate with a 'Microbiome' session. Katy Houk at San Diego State University will also be involved and will help to promote the meeting through her connections with libraries throughout the southwest area. Cibus will be participating with the group registration for 20 people, and we will promote the group registration with additional companies and universities in southern California. We should also contact Illumina to encourage them to financially support and participate with the meeting, possibly as an exhibitor.

## **6.0 Tour of the Sheraton San Diego Hotel and Marina**

The Board toured the hotel and the conference facilities at 9:11am. The Board Meeting resumed at 10:18am

### **5.4 Fundraising**

Allan Wenck provided the fundraising update. Last year was a good year for fundraising even though we lost some money with the 2015 Meeting. Last year we raised more than \$87,000, with \$5,000 from Colgate still outstanding. Of the \$87,500 raised, \$11,750 was for the Student Initiative. We raised \$11,300 for the IVACS activity fund and \$41,660 for the PBS activity fund. Marietta has sent Allen the information regarding the funds that need to be raised this year, and Allen has sent this information to the Development Committee. The Development Committee met via teleconference on September 9, 2015, and discussed the challenges of fundraising and generated standardized fundraising letters. The Committee is developing a list of companies to target in the San Diego area. We already have a commitment from Cibus, and we will be contacting Abbott, Illumina and Sapphire. We will also be contacting some of the Growers Associations (Wheat Board, Soybean Board). Both the United Soybean Board and the National Corn Growers Association are potential sponsors and should be contacted. We are also pursuing grant options; last year Michael Dame obtained a \$5,000 grant from Biogen, and we are looking into this opportunity again for this year. We should investigate grant opportunities for the Plant Tissue Culture Workshop for teachers. The availability of an electronic membership list that could be sorted by affiliation was discussed as a resource for identifying new sources of industry funding; Marietta mentioned that she can provide a list, and that it should only be used by the Development Committee. The strategy of identifying individuals from companies to serve as conveners was discussed as a way to also increase funding for the meeting from the business sector.

### **5.5 Student Update**

Jordan Brungardt (PBS Student Co-Chair) and Matt Desrosiers (IVACS Student Co-Chair) provided the student update. The student section would like to have a symposium on the topic of 'Public Speaking in Science' to prepare students for giving elevator talks. The students could then practice their elevator talks with SIVB members, from industry and academia, who would provide feedback. An alternative idea for the student symposium is a session focusing on abstract writing. The Board thought the 'elevator talks' session would be more interactive and useful. The students will also have the networking lunch and breakfast. It would be good to get sponsorship for the student sessions; and Dole Pineapple was mentioned as a possibility. We only received 11 student surveys; however, the majority of these were positive. The option of having students fill out the survey at the luncheon, with surveys on the tables, was discussed as a way to increase participation. Also incentives were discussed to promote participation with the survey such as a raffle (e.g. gift card, 50/50). The SIVB members at the student luncheon can also encourage the students to fill out the surveys. There is a limit of 75 people for the student luncheon, and the Board is always invited; we also encourage as many SIVB members to participate as possible. We should also invite the conveners and the Keynote speaker to the student luncheon. The Board agreed that it would be good to provide students with the opportunity to meet with the Keynote speaker, Dr. William Moerner (Nobel Prize winner).

## **7.0 Break**



## **8.0 2017/2018 In Vitro Biology Meeting**

### **8.1 2017 Meeting Discussion (Raleigh, NC)**

The 2017 Meeting will be held in Raleigh, NC and the last time we were there was in 2011. We will be at the Marriott Hotel and will utilize the convention center. We have a room rate of \$169 and a room block of 755, and we need to achieve 80% of the room block (604). We have a \$5,000 minimum to meet with the hotel for meeting rooms. At the convention center, we have a minimum of \$18,000 for food and beverage, and a \$10,000 room rental fee. A portion of the room rate (\$10) goes back to the convention center, so, of the \$10,000 we will probably end up owing ~\$5,000 due to the room rebate. We have paid the convention center a \$500 nonrefundable deposit, and signed the contract. We have negotiated a similar deal as the one we had for the 2011 Meeting in Raleigh, NC. The hotel concessions were discussed, and they are similar to the 2011 Meeting. We will start to research possible offsite events.

### **8.2 Discussion of 2018 Meeting Locations**

Possible locations for the 2018 Meeting were discussed. Important factors for location include: 1) fundraising potential, 2) a strong Local Organizing Committee, and 3) accessibility at a reasonable price. The Board narrowed the list down to New Orleans, LA, Austin, TX, San Antonio, TX, and Cincinnati, OH; and St. Louis, MO will be a backup city. We will research these possible meeting locations and determine if there would be an adequate Local Organizing Committee for these locations.

## **9.0 Financials**

### **9.1 August 2015 Financial Statements**

The Board reviewed the audited financial statements which reflect most of the revenue for membership and meeting for the 2015 calendar year. As of this time, the projected year-end budget shows an estimated loss of \$39,035.29. Items to note: this year we did receive royalty from Springer for IVA which was approximately \$20,000 higher than budgeted and matched the royalty budgeted for the IVP journal; the meeting had a deficit of approximately \$17,000; and membership numbers did not reach the budgeted numbers projected.

### **9.2 Approval or Modification of the of the 2016 Budget**

The Board reviewed the 2016 budget that was prepared by Barbara Doonan. The budget was prepared in a conservative manner. We need to work hard to increase our membership numbers and to promote participation at the 2016 Meeting.

**Motion:** A motion was made to approve the 2016 budget, and the motion was seconded and passed.

## **10. New Beginnings Management Contract for Review**

The Board reviewed the New Beginnings Management contract that was included in the Board packet. Marietta Ellis left the meeting so that the Board could further discuss the contract during Executive Session. The contract is for 2 years with a 6 month termination agreement, and a 3% cost of living increase per year.

### **10.1. Executive Session to Review New Beginnings Management Contract**

During the Executive session the following motion was made.

**Motion:** The New Beginnings contract will be modified to a 3 year contract with a 12 month termination agreement. The motion was seconded and passed.

Marietta Ellis returned to the meeting and was in agreement with the recommended changes to the contract. A new contract will be drafted to reflect these changes.

## **11. Lunch**

The Meeting was adjourned at 12:04pm for lunch and the Board reconvened at 1:00PM. Mary Welter and Harold Trick indicated that they would not be able to participate with the Meeting after lunch.

## **12. Committees**

The Board reviewed the activities of the Society's committees.

### **12.1 Long Range Planning Committee**

#### **12.1.1 Strategic Plan Update**

Dwight Tomes indicated that the Strategic Plan has been sent to the necessary committees for their review. Feedback was received from the Constitution and Bylaws Committee with regard to the mission statement.

### **12.2 Nominating**

#### **12.2.1 Election Update**

The Board reviewed the list of candidates for the election. Several of the candidates have not renewed their membership, and we have contacted them to remind them that they need to renew their membership to be included in the election. The Board will also reach out to some of these individuals to encourage them to renew their membership. We need to get the election done by December of 2015.

### **12.3 Membership**

The Board reviewed the Membership Committee report. We are hoping that the Chair of the Committee, Greg Phillips, will attend the 2016 meeting so that we can get more information from the Committee. To encourage membership renewal we have done broadcast emails and hard copy renewals.

#### **12.3.1 Membership Statistics Update**

The Board reviewed a list of non-renewed members, and Board members were encouraged to contact individuals on the list that they know to encourage them to renew. The Board discussed the issue of individuals only renewing their membership for a year when they will be attending the meeting. The Board also discussed the issue of eligibility for awards, and how the membership requirement does not require continuous membership and only considers total number of years that an individual is a member. The Board thought that for some of the awards, like the Fellow Award, we might consider changing the membership criteria to include continuous years of membership. The Board recommended that this issue be brought to the Awards Committee for their review. Some good news, the regular membership increased from 275 for the Savannah, GA meeting to 285 for the Tucson, AZ meeting. We really want to see the regular membership number at 300. The Board discussed the possibility of a discounted membership for individuals who renew for more than 1 year of membership. Marietta Ellis indicated that the Society is not in a position where we can subsidize membership; however, we should consider a discounted membership for students who transition into regular membership. We do have a lifetime membership category where an individual can pay ten times the regular membership fee. We will continue to do the new membership recruitment incentives.

### **12.4 Constitution and Bylaws**

The Board reviewed a report from the Constitution and Bylaws Committee. One of their recommendations was to change the current mission statement. Revisions in the mission statement are required to go to the entire membership for their vote. The Board thought that the suggested new mission statement was more of a vision

statement than a mission statement. The revised statement indicated that the SIVB conducts biotechnology research, and this is not true, as the Society does not conduct research (our members conduct research). Also the revised mission statement did not mention how we achieve our mission (i.e. publications and meetings). The Board recommended editing the current mission statement to make it shorter. The revised statement: The Society for In Vitro Biology fosters the exchange of knowledge of the in vitro biology of cells, tissues, and organs from both plants and animals (including humans). The focus is on biological research, development, and applications of significance to science and society, and is accomplished through publications; national and local conferences, meetings and workshops; and through support of teaching initiatives in cooperation with educational institutions.

**Motion:** A motion was made to make the suggested changes to the mission statement, and the motion was seconded and passed. The revised statement will be sent back to the Constitution and Bylaws Committee for their review.

### **12.5 Education**

There was no report from the Education Committee. We did discuss some of the plans from this committee for the 2016 Meeting under the Meeting Update section of the Board Meeting (see section 5.2).

### **12.6 Awards**

The Board reviewed the minutes from the June 2<sup>nd</sup> Award Committees Meeting. The Awards committee revised the language in the nomination letter for the Lifetime Achievement Award. The original wording: Nomination letter including statement of commitment to raise \$3,000 in sponsorship to support the award; and the revised wording: A nomination letter that must include statement of commitment to raise \$3,000 and the names of sponsorship that supports the awards. The board discussed that this will require a high level of organization on the part of the nominator, and although there still could be issues, it represents a step in the right direction. The Awards Committee is working on an SOP for the process of nominating and fundraising. The board discussed the possibility of not contacting awardees until the funds are raised, and if sufficient funds aren't raised than the award could be given the following year. This means that funds would need to be raised prior to the printing of the meeting materials.

### **13. Other Business**

The Board reviewed the IVACS fundraising letter. Suggested edits were made to the letter, and the edited letter will be sent back to Addy Alt-Holland for review. A revised version of the letter may be useful for fundraising for the PBS section. Another issue that was mentioned was the possibility of giving IVACS invited speakers the option of also having a poster version of their presentation as a mechanism to increase the number of IVACS posters. Marietta Ellis will investigate how many additional poster boards this would require and if it would be feasible.

### **14.0 Adjournment**

The Board Meeting adjourned at 2:17pm.

### **New Motions from the October 2015 Board Meeting**

**Motion:** A motion was made to adopt the agenda for the October, 2015 Board Meeting, and the motion was seconded and passed.

**Motion:** A motion was made to adopt the minutes from the May, 2015 Board Meeting, and the motion was seconded and passed.

**Motion:** A motion was made to authorize the contacting of businesses and societies associated with the medical marijuana industry to solicit financial support for the 2016 World Congress, to market the meeting to increase attendance, and to promote advertising, and the motion was seconded and passed.

**Motion:** A motion was made to have the pre-meeting Scientific Writing Workshop on Saturday at the 2016 World Congress in San Diego, and the motion was seconded and passed.

**Motion:** A motion was made to approve the 2016 budget, and the motion was seconded and passed.

**Motion:** The New Beginnings contract will be modified to a 3 year contract with a 12 month termination agreement, and the motion was seconded and passed.

**Motion:** A motion was made to make the suggested changes to the mission statement (see section 12.4), and the motion was seconded and passed.

#### **Outstanding Action Items from the June 2014 Board Meeting**

1. Eugene Elmore needs to contact Paul Price, Dwight Tomes will identify someone from Plant, and Denry Sato will contact someone for a special issue on stem cells for In Vitro Cellular & Developmental Biology-Animal. Previously Dwight had contacted Bill Gordon-Kamm, Eugene contacted Paul Price, and Denry has been recruiting for the special stem cell issue. Bill Gordon-Kamm and Paul Price were contacted at the 2015 Meeting concerning their participation as potential authors. Previously Denry mentioned that the group that participated in the last stem cell issue is not available since they are working on a similar project with another journal. Denry also indicated that we may not have enough papers for an entire issue; however, we can still publish several stem cell review articles in a regular issue of the journal. Magnolia Ariza previously indicated that she and her collaborators might be able to contribute to this project. **Update:** This action item is **ongoing**.

#### **Outstanding Action Items from the October 2014 Board Meeting**

2. Eugene Elmore will contact Sandra Coecke at the European Union Reference Laboratory-European Centre for the Validation of Alternative Methods (EURL-ECVAM) in Ispra, Italy, and request that SIVB be able to put historical films on the SIVB website or allow links to the materials on the SIVB film library page of the new website. Eugene contacted Sandra Coecke by email and she responded and thought it was a good idea. Sandra mentioned that she would follow-up with her colleagues at EURL-ECVAM and with Eugene. **Update:** Eugene Elmore has sent a follow-up email to Sandra Coecke at EURL-ECVAM, and she has not responded. This action item is **ongoing** and Eugene will keep the Board updated on any new developments.

3. David Songstad to approach Dannette Ward about the Monsanto fund and support for the SIVB student initiative. David did approach Dannette, and will continue to be in communication with her concerning this issue to identify the best time to submit this request. **Update:** This action item is **ongoing**.

4. Marietta Ellis to mention to the Website Committee the Board's suggestion of adding a list of Lifetime Achievement Awardees on the home page of the new website or as a pop up. **Update:** This action item is **ongoing**. The information has been sent to the Website Committee and we are waiting to receive their response.

5. Marietta Ellis will request that the Website Committee provide their thoughts on an online poster event in conjunction with our annual Meeting. **Update:** This item is **ongoing**, and has been presented to the Website Committee as a possible event for the 2017 Meeting.

6. Marietta Ellis to review the endowment information provided by Eugene Elmore. Eugene will adjust the information to note that the money is designated as a gift, and not a donation. **Update:** This action item is **ongoing**, and Marietta will have an update at a future Board Meeting.

#### **Action Items from the February 2015 Board Meeting**

7. The Public Policy Committee will draft a policy statement on genome editing, and this statement will be reviewed by the SIVB Board prior to posting on the SIVB website. **Update:** This item is **ongoing**.

8. Barbara Doonan will organize an ad hoc committee to develop an SIVB exhibit for the 2016 USA Science & Engineering Festival Meeting (April 16 & 17 2016) in Washington, DC; and the display should be designed to attract the attention of an 8<sup>th</sup> – 10<sup>th</sup> grader. **Update:** This item is **ongoing**. Please refer to page 2-3 in these minutes.

#### **Outstanding Action Items from the May 2015 Board Meeting**

9. The Long Range Planning Committee needs to modify the strategic plan as recommended by the Constitution and Bylaws Committee. They also need to work with various committees in the Society to implement the strategic plan. Dwight Tomes and Marietta Ellis will work on this action item. **Update:** This is **ongoing**, The Constitution and Bylaws Committee needs to check to see if there is anything we need to change in the constitution and bylaws prior to moving forward.

10. Marietta Ellis will talk with Sandra Schneider and the History Committee concerning identifying topics and authors for 'Pioneer' articles in our journals. **Update: Ongoing**, Marietta will contact Sandra concerning this action item.

11. At the February Program Planning Meeting the Program Chair and the Section Program Chairs will identify topics and speakers from the upcoming meeting to release to the press to promote the meeting. **Update: Ongoing**, Marietta Ellis indicated that the Business Office will prepare a press release and Dave Songstad indicated that he has a contact at the local CBS news. The Board discussed social media options to promote the meeting.

12. We will pursue new ways to address public policy issues and promote outreach in regard to these issues. This will involve the Public Policy Committee working with the Education Committee. We will try to utilize our website and social media more towards this goal. We will bring this action item to the Sections to get their input and assistance. **Update: Ongoing**, we will talk with Nancy Reichert concerning this action item, and will bring this item to the Public Policy Committee and the Education Committee.

#### **New Action Items from the October 2015 Board Meeting**

13. The Education Committee will be asked to identify someone to facilitate a Tissue Culture Workshop for the 2017 Meeting.

14. Marietta Ellis to contact new student leaders ask them to add discussion to the June Student Affairs Committee Meeting Agenda to determine what are the best social media options for our student members; and to encourage them to use these social media options to promote the meeting and membership.

15. Marietta Ellis to contact Indra Vasil to discuss options for promoting the 2016 World Congress with IAPB (possibly on their Facebook page).

16. Barbara Reed to locate a publisher's list that is used to identify underprivileged countries for free-online journal access. The board will review this information to evaluate if we should consider providing a decreased membership fee with online access to our journals to individuals who live in underprivileged countries.

17. Mary Welter is approved to contact businesses associated with the medical marijuana industry to solicit financial support for the 2016 World Congress, to market the meeting to increase attendance, and to promote advertising.

18. Marietta will advertise the group registration rate for the 2016 World Congress on In Vitro Biology with Companies and Universities in the general Southern California region.
19. To encourage participation with the student survey the Ad Hoc Student Committee will have the survey available on the tables at the student networking lunch. They will also have an incentive to encourage students to participate (e.g. 50/50 raffle).
20. Sarah Blazewicz and Marietta Ellis to pursue Tuesday off property events for the 2016 World Congress. They will investigate the options for a dinner cruise at the \$100 price point, and Old Town as a backup plan.
21. Marietta Ellis to send an electronic copy of the SIVB membership list to Allan Wenck to assist the Development Committee in identifying potential funding sources for the 2016 World Congress.
22. Sarah Blazewicz and Marietta Ellis to investigate New Orleans, LA, Austin, TX, San Antonio, TX, and Cincinnati, OH as possible venues for the 2018 meeting location; and St Louis, MO will be a backup city. As part of this research we will also determine how many SIVB members we would have on a local organizing committee from these locations.
23. The Board revised mission statement will be sent back to the Constitutions and Bylaws Committee for their review prior to being sent to the membership for a vote.
24. The Awards Committee will write an SOP for the Lifetime Achievement Award to outline the nomination and fundraising process and requirements.
25. The PBS section will modify the IVACS fundraising letter to use to solicit funds from current members.
26. Marietta Ellis will find out if it is feasible (how many additional poster boards would be required?) to offer invited IVACS speakers the option of also having a poster at the meeting.

**The board came up with some additional possible action items that could be done, but no particular individual was identified to work on them:**

- We will arrange for the student members to meet with the Keynote Speaker either at the Student Luncheon or other event and will use this information to promote fundraising for the student initiative.
- We will bring to the Membership Committee the idea of a reduced membership rate for individuals transitioning from student to regular membership.
- We will ask the Awards Committee to consider the idea of consecutive years of membership versus total years of membership as a criterion for awards.