

**SIVB BOARD OF DIRECTORS MEETING**  
**June 10 – 11, 2016**

**1.0 Introduction**

**Participants:** Dwight Tomes (President), Eugene Elmore (Past-President), John Harbell (President Elect), Dave Songstad (Outgoing Past President), Allan Wenck (Outgoing Vice President), Michael Fay (Publications Chair), Barbara Doonan (Treasurer), Mary Welter (Outgoing Member-at-Large), Denry Sato (Member-at-Large), Elizabeth Roemer (Outgoing Member-at-Large-by Phone), Nancy Reichert (Outgoing Public Policy Chair), Barbara Reed (Outgoing Publications Chair), Brad Upham (Member-at-Large), John Finer (Member-at-Large), Magnolia Ariza (Outgoing IVACS, Vice Chair Membership), Joseph Petolino (Outgoing PBS, Section Chair), Addy Alt-Holland (Outgoing IVACS, Section Chair), Michael Dame (IVACS Chair), Fredy Altpeter (Member-at-Large), Harold Trick (Secretary), and Marietta Wheaton Ellis. Michele Schultz attended on Saturday (for section 5 [publication report]).

The Meeting was called to order at 6:47 pm on June 10, 2016

**1.1 Adoption of Minutes**

The Board of Directors reviewed the minutes from the February, 2016 Board of Directors Meeting. **Motion:** A motion was made to adopt the minutes from the February, 2016 Board Meeting and the motion was seconded and passed.

**1.2 Adoption of Agenda**

The Board of Directors reviewed the agenda for the June 2016 Board of Directors Meeting. **Motion:** A motion was made to adopt the agenda for the June 2016 Board Meeting. The motion was seconded and passed.

**1.3 Outstanding Action Items**

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

1. Eugene Elmore will send links to the Board Members of EURL-ECVAM pdf files of methods that would be of interest to the SIVB membership to review. These methods include the general methods database, the genotoxicity and carcinogenicity database, and methods from Mat Tek. It could be useful to include the links to this information on SIVB's website and in the In Vitro Report. **June 2016 update:** Eugene is still working on this action item, follow up Sandra Coecke as to how to get in to the site and will send Marietta the link. This item is **ongoing**.

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

2. 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. **June 2016 update:** This action item is still **ongoing**.

3. Barbara Doonan will organize an ad hoc committee to develop an SIVB exhibit for the 2016 USA Science & Engineering Festival (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. **June 2016 Update:** Barbara Doonan will the update tomorrow. This item is **complete**.

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

4. 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. 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. **Previous update:** The revised mission statement was approved in the last election. The Long Range Planning Committee will work on implementing the strategic long range plan by providing directives to specific Committees. This information will be conveyed to John Harbell, who will work on this action item. **June 2016 update:** This action item is going back to committee and is considered **complete**.

5. At the February Program Planning Committee 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. Marietta Ellis indicated that the Business Office will release 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 media. **Previous update:** The Business Office drafted a press release that was included in the Board packet. It was mentioned that the press release might be too long and that we could break it down into smaller press releases. We should send out the press releases near the time of the Meeting to get the greatest response. **June 2016 update:** Dave S. sent out press release for Ag Info.net and others. This action item is **complete**.

6. 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. We will talk to Nancy Reichert concerning this action item, and bring this item to the Public Policy Committee and the Education Committee. **June 2016 update:** This action item is **ongoing**.

**Outstanding Action Items from the October 2015 Board Meeting**

7. Barbara Reed will 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. **June 2016. Update:** This action item is part of the membership committee discussion and considered **complete**.

8. Mary Welter is approved to contact businesses associated with the Medial Marijuana Industry to solicit financial support for the 2016 World Congress, to market the meeting to increase attendance, and to promote advertising. **Previous update:** This action item in **ongoing**. Marietta Ellis will provide Mary with a list of exhibitors at the 2016 Meeting, so that she can include this information to promote the meeting with companies interested in propagation. We will also see if there are additional local exhibitors that we should be contacting. **June 2016 update:** Mary made significant contacts in the industry but follow-up

communications did not yield results. She will try to attain mailing list. This item is **complete**.

9. 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). **June 2016 update:** The information will be provided to the Student Committee. This action item is **completed**.

10. The Awards Committee will write an SOP for the Lifetime Achievement Award to outline the nomination and fundraising process and requirements. **June 2016 update:** Will be discussed at the awards Committee and brought back to the Board at a later date. This action item is **ongoing**.

11. Marietta Ellis will find out if it is feasible (how many additional poster boards will be required?) to offer invited IVACS speakers the option of also having a poster at the meeting. **Previous update:** Marietta Ellis provided an update that this would cost ~\$840 to implement for the 2016 Meeting. The Board felt that it was too late to implement this for the 2016 Meeting since the speakers were not informed that they would have the option of also having a poster. This item will be brought back to the IVACS section for further discussion, and the Board will revisit this item for the 2017 Meeting. **June 2016 update:** IVACS section is still continuing discussing the issue. This action item is **ongoing**.

12. We will bring the Membership Committee the idea of a reduced membership rate for individuals transitioning from student to regular membership. **June 2016 update:** Marietta Ellis will put this on the agenda for the Membership Committee. This action item is **ongoing**.

13. 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. **June 2016 update:** Marietta Ellis has put this on the agenda for the Awards Committee. This action item is **ongoing**.

#### **Action Items from the February 27, 2016 Board Meeting**

14. Mary Welter will draft a Meeting invitation to be used with the Medical Marijuana Industry. She will send this to the Board for review prior to use. This action item is **completed**.

15. Dave Songstad will contact Bob Trigiano to let him know that we don't have a lot of registrants for the Scientific Writing Workshop, and as a result, we should consider cancelling this session at the 2016 World Congress. **June 2016 update:** Workshop was cancelled. There was a suggestion to do this workshop in house at a no fee or reduced fee. Will be brought up during the program committee meeting. This action item is **completed**.

16. Eugene Elmore will identify someone to serve the last year of John Finer's term on the Board of Directors as a PBS Member-at-Large. **June 2016 update:** John has agreed to continue so action not necessary. This action item is **completed**.

17. The SIVB participants at the 2016 USA Science & Engineering Festival will write a final report on our participation at the event (including expenses) for the Board to review. **June 2016 update:** Will be discussed later in this meeting. This action item is **completed**.

20. Dave Songstad will pursue grant funding from the NSF to support an online poster competition. The grant funds would be used in conjunction with the Michael Horn Fund to support the online poster competition, and a Michael Horn Award would be presented to the winner of the competition. **June 2016 update:** Dave spoke to NSF program manager and she seemed interested. Will be discussed during publication committee. This action item is **complete**.

21. Marietta should pursue options for the 2018 SIVB Meeting in St. Louis, MO, New Orleans, LA, and Indianapolis, IN. **June 2016 update:** Will be presented to Board later in the agenda. This action item is **complete**.

## **2.0 2016 World Congress Updates:**

### **2.1 2016 Congress Update**

Harold Trick (2016 Program Chair) provided the 2016 Meeting update. Harold indicated that the Section Chairs did a good job of planning the 2016 Meeting. He mentioned that there have been a few minor changes to the program but changes have been updated as some speakers needed to withdraw. Marietta mentioned that many individuals requested oral presentations and were not accommodated. Having less invited speakers and more contributed sessions may help with this situation. Having increased member participation would reduce the overall cost of the sessions.

### **2.2 Meeting Statistics/Meeting Update**

Marietta Ellis provided the Meeting Statistics and update. For the 2016 World Congress we have 245 abstracts, and for 2015 we had 187 abstracts. For the 2016 World Congress we had 197 paid registrations versus 163 for the 2015 meeting. For the 2016 World Congress we had a total of 375 registrations versus 309 for the 2015 Meeting. The number of exhibitors dropped to 13 versus 15 for the 2014 and 2015 meetings. The dinner cruise is about full but there are still a few tickets left. The student sponsor-a-buddy is going strong as well.

Marietta continued to report that we did make our room block for the 2016 World Congress, and we also met our food and beverage minimum. For cost savings there was a discussion to eliminate the small program booklet but board members were split between the booklet and the Mobile App. Overall the meeting finances are much better than last year.

### **2.3 Fundraising**

Alan's report was reviewed a total of \$64,370 was raised. In addition, we received a \$12,000 grant from NSF for the Plant Tissue Culture workshop to support 32 school teachers to attend. We also received an extra \$1000 from MatTek. It was a tough year, but the Development Committee did an excellent job.

### **3.0 2017/2018 Meeting Updates**

#### **3.1 2017 Meeting Update (Raleigh, NC)**

The meeting will be held June 10-14 at the Marriott and Convention Center. The contracts have been signed and the room block has a total of 755 rooms. We need to identify a person to chair the overall program and the IVACS section will select someone to fill this position.

#### **3.2 2018 Meeting City determination**

Board discussed pros and cons of each site (St. Louis, New Orleans, and Indianapolis) for the 2018 meeting. New Orleans seen to be cost prohibitive compared to the other two locations. Based on cost, local talent and availability of space, St. Louis, MO would be the best site to host the 2018 meeting. **Motion:** A motion was made for Marietta to start negotiating with St. Louis, MO as the site for the 2018 meeting. The motion was seconded and passed.

The meeting adjourned at 9:31pm on June 10, 2016

The meeting was called to order at 8:02am on June 11, 2016

### **4.0 Treasurer's Report**

#### **4.1 Year End Finances**

Barbara Doonan provided the financial update. The Board reviewed the provided financial statement. As of April 30<sup>th</sup>, everything looks pretty good, but there is a long way to end of year and do diligence is in order. Would like to see IVACS section to have \$20 K /yr goal in fundraising. Bio One royalty is ended and will be relying Springer royalties, the new contract was recently signed so royalty's from journal may change a little. This meeting financial picture looks good. Still far from goal of \$1 million for operating budget. Concerns were raised over plant biotech industry mergers and the loss of potential donors and contacts. **Action Item:** Have Development Committee organize subcommittee for fund raising from companies and grant writing as well as update contact lists. Need to identify an individual to take the lead on effort.

#### **4.2. Review of Hands-on Science Festival**

Barbara gave an overview of the USA Science and Engineering Festival held in DC. We were 1 of a 1000 booths and there the festival attendance was approximately 365,000. SIVB's estimated budget was just under 20K. Barbara felt it went very well, a great experience. All volunteers were enthusiastic and did a great job at the meeting, but not much participation from society as a whole. This was the fourth of these meetings and there will be another festival in two years. Barbara suggested to put this information on website and in *In Vitro Report* and possibly use the participation as a fundraising opportunity.

#### **4.3 Review of Hands-on Tissue Culture Workshop**

Geared for high school and Community College teachers. 35 individuals signed up with budget of ~\$10,275, A \$12 K NSF grant was applied for and approved. With Marietta's help, SIVB became an official vendor (or Performer) so the society can now submit NSF grants directly instead of going through a university.

TC kits did not come but will be shipped out after the meeting. SIVB did not make money on the workshop; however, we may be able to use this as a recruiting tool and do this again in Raleigh.

Overall both (4.2 and 4.3) were very successful but high risk for the Society. Need to be cautious and plan ahead.

**Action item:** Have Long-Range Planning Committee and Membership Committees evaluate and develop programs targeted to groups who could benefit and join the society (i.e. postdocs).

#### **4.4 AND 4.5. IVACS and PBS Financial Statements**

Covered previously in the meeting.

### **5.0 Publications**

#### **5.1 Publications Update**

M. Schultz updated the board on publications. *In Vitro Animal*-the paper flow is going well; *In Vitro-Plant* paper flow is behind.

*In Vitro Report* going good including journal highlights from both journals. Issues are going out on time need but more member news.

##### **5.1.1 Website Update**

M. Schultz presented two action items for discussion from the Ad hoc Website Committee.

###### **5.1.1.1 Listing of Lifetime Achievement Awardees**

The first was to add a widget on the homepage of a list of approximately 10 Lifetime Achievement Award Winners (randomly selected) with links to full list.

**Motion:** Accept Ad Hoc committee recommendation of including widget of LTA on website and have Awards Committee to add a short description of their research contributions. The motion was seconded and passed.

###### **5.1.1.2 Online Poster Competition**

The second was in regards to an Online Poster Session. The Committee agrees that there is a benefit to hold an "Online Poster Session"; however, the Committee's consensus is that this is an issue that should be addressed by the Program Committee, not the Ad Hoc Website Committee, to determine how it should be set up and run. Issues with online publication for copyright and patents may exist.

**Action Item:** D. Songstad and the Ad hoc committee- Need to flush out the concept a little more as to who would be allowed to enter, who has access, what are these possibilities? J. Finer, D. Tomes and J. Harbell will assist.

## 5.2 Springer Update

### 5.2.1 Springer Contract Update

Six-year contract is signed. There are permissions and licensing issues with some articles because of the closure of an old Kluwer office after Springer took over. This is currently being addressed. Plant royalties were \$5,127 additional to base, which was less than last year. Plant section needs to publish more manuscripts. More open access issues and more articles may help with access and increasing impact factors. Animal royalties were \$ 55K, slightly down from last year. Overall Animal journal is doing well.

### 5.2.2 Springer Report/Meeting

New developments: Springer starting to roll out ORCID iD—an identity system beyond just the name that can be used for publications, grants, and all other types of applications for grants; Using Altimetrics rather than impact factor. Reserch4life- Springer providing access to journals for developing countries for reduced or zero cost.

For Animal—the number of days from receipt to acceptance is down 32 to 24 days. The rejection rate has increased from 49% in 2014 to 60% in 2015. However the total submissions have increased and the number of papers accepted remained the same for the past two years. Hard copy journals are dropping but on line deals up. The majority of the manuscripts submitted are from China, Iran and Korea. The majority of papers accepted from China, Korea and the U.S. Something new this year is a disapproval rate is 7.6%, which Springer would like this number to be at 5%. This is where Springer suggests and edit and the author does not accept the change. The majority of the referrals for the journal are coming from Pub Med. The most downloaded article is a 2011 article. The next impact factor will come out in July.

For Plant: Days to first decision has dramatically declined—18 (compared to 56 in previous years). Total submissions are up but we have an 85% rejection rate. The majority of the submissions are coming from India, China and Iran, The majority of papers accepted are coming form US, India, Brazil, and China. Production volume is hurting. We should be producing 840 pages per volume but last year we only produced 702 pages. Disapproval rate is 7.7%. Down to 34 institutional hard copy subscriptions but online deals have increased. Google and Google Scholar are giving the most referrals. Two-year Impact factor is 0.981 but the five-year factor is 1.5. 93% of the authors said they would submit again to In Vitro-Plant.

At this time, M. Schultz left the meeting.

Suggestion to combine Dr. Moerner and Gary Schroth (Illumina) presentations into a contributed review article. Visualizing and detecting single molecules. **Action Item:** Have B. Upham and D. Songstad ask Dr. Morner and G. Schroth to write a review article for In Vitro Plant.

## **6.0 Committee Reports**

### **6.1 Membership Statistics/Updates**

Marietta Ellis provided an update on the Membership Committee. As of May 31, membership continues to go down, currently we have 360 current members. Need to get more folks on the membership committee. Need to draft individuals such as students and postdocs.

**Motion:** Secretary of each section should automatically be appointed to permanent member of the membership committee. The motion was seconded and passed.

Conversion from students and postdocs to fulltime membership need to figure out how to give incentives to these special members for full membership.

### **6.2 Long range planning / Michael Horn Endowment Fund**

Plan to move meeting on Monday at 12:30 to 3:30 as there is a conflict with student judging.

### **6.3 Student Update**

No students were present to report at the board meeting but the students have been busy working on their sessions.

### **6.4 Awards**

#### **6.4.1 Student Affairs - 2016**

The 2016 student awards were as follows: The Wilton R. Earle Award - Changho Ahn; The John S. Song Award - Saroj Parajuli; The Honor B. Fell Award - Matt Desrosiers; The Hope E. Hopps Award - Neelam Negi; The Cellular Toxicology Award - Dina Rassias; The Joseph F. Morgan Award - Amritpal Singh; The Phillip R. White Award - Ningning Zhang; SIVB Student Travel Awards - Neelam Negi, Matt Desrosiers, Tina Lai, Kerri Neugebauer, Himanshi Kapoor, and Quang T. Nguyen.

#### **6.4.2 Lifetime Achievement, Distinguished Scientist & Young Scientists**

The 2016 Lifetime Achievement Awards will go to Eugene Elmore and Yvonne Reid for their years of exemplary research, achievement, and pioneering contributions to the field of cell culture. The 2016 Distinguished Scientist Award will be presented to Guy Smagghe. Joshua Gasiorowski will receive the 2016 Young Scientist Award. Distinguished Service awards will be awarded to Barbara Doonan, Barbara Reed, Elizabeth Roemer, Nancy Reichert, David Songstad, Mary Welter and Allan Wenck.

## **7.0 Section Updates**

### **7.1 IVACS Section Update**

Addy Alt-Holland provided the IVACS Section update. They are presenting four plenary sessions with PBS and having continued themes throughout the day tied to plenary session of the day with two contributed paper sessions and two additional sessions with The Japanese Tissue Culture Association and The Japanese Association for Animal Cell Technology. They tapped into local talent to cut costs.

## **7.2 PBS Section Update**

Joseph Petolino provided the PBS Section update. He took this time to suggest future guideline issues to the board for PBS sessions. Guidelines are clear but he recommended that they to reduce the maximum to 2K per session. Limit two external speakers per session. Save some sessions only for member speakers. They need to educate program chairs to engage conveners a little more to make sure guidelines are followed. Budget concerns vs. quality of presentations were discussed. Allow Program Chair and Session Chair the flexibility to offer some sessions higher if other sessions come under budget. Recommendation was made to have cap of \$2K per session for PBS and \$1K per session for IVACS with no other change to convener guidelines.

## **8.0 Other Business**

### **8.1 Annual Reports Approval**

The Board reviewed the Annual Report. **Motion:** A Motion was made to approve the Annual Report, and the motion was seconded and passed.

### **8.2 SIVB Business Meeting Agenda**

The board reviewed the Business Meeting agenda.

### **8.3 Assignments and Review of New Action Items**

Listed at end of minutes

### **8.4 Selection of Fall BOD meeting date**

Onsite visit to Raleigh NC . Possible dates, pending availability from hotel are:

Sept 23-25

Oct 14-16

Oct 21-23

Marietta will put out a memo on the dates.

## **9.0 Adjournment**

The Meeting was adjourned at 12:12pm.

### **New Motions:**

**Motion:** A motion was made to adopt the minutes from the February, 2016 Board Meeting.

**Motion:** A motion was made to adopt the agenda for the June 2016 Board Meeting.

**Motion:** A motion was made for Marietta to start negotiating with St. Louis, MO as the site for the 2018 meeting.

**NBM Follow-up: This is completed.**

**Motion:** Accept Ad Hoc committee recommendation of including widget of LTA on website and have Awards Committee to add a short description of their research contributions.

**NBM Follow-up: This is completed. The Lifetime winners are placed on the website. NBM will approach the Awards Committee to complete the second phase of organizing 3-4 words focusing on the research of the assorted winners.**

**Motion:** Secretary of each section automatically be appointed to permanent member of the membership committee.

**Motion:** A Motion was made to approve the Annual Report.

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

1. Eugene Elmore will send links to the Board Members of EURL-ECVAM pdf files of methods that would be of interest to the SIVB membership to review. These methods include the general methods database, the genotoxicity and carcinogenicity database, and methods from Mat Tek. It could be useful to include the links to this information on SIVB's website and in the In Vitro Report. **June 2016 update:** Eugene is still working on this action item, follow up Sandra Coecke as to how to get in to the site and will send Marietta the link. This item is **ongoing.**

**NBM Follow-up: A reminder was sent to Gene to follow up and provide the link to the SIVB Office. As of the writing of this document, we have not received a link but are awaiting his response. Once we receive this, the action item should be considered complete.**

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

2. 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. **June 2016 update:** This action item is still **ongoing.**

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

3. 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. We will talk to Nancy Reichert concerning this action item, and bring this item to the Public Policy Committee and the Education Committee. **June 2016 update:** This action item is **ongoing.**

**Outstanding Action Items from the October 2015 Board Meeting**

4. The Awards Committee will write an SOP for the Lifetime Achievement Award to outline the nomination and fundraising process and requirements. **June 2016 update:** Will be discussed at the awards Committee and brought back to the Board at a later date. This action item is **ongoing.**

**NBM Follow-up: A draft SOP was provided to the Awards Committee to address the changes to include fundraising protocols. This is with the committee at this time. This action item is ongoing.**

5. Marietta Ellis will find out if it is feasible (how many additional poster boards will be required?) to offer invited IVACS speakers the option of also having a poster at the meeting. **Previous update:** Marietta Ellis provided an update that this would cost ~\$840 to implement

for the 2016 Meeting. The Board felt that it was too late to implement this for the 2016 Meeting since the speakers were not informed that they would have the option of also having a poster. This item will be brought back to the IVACS section for further discussion, and the Board will revisit this item for the 2017 Meeting. **June 2016 update:** IVACS section is still continuing discussing the issue. This action item is **ongoing**.

6. We will bring the Membership Committee the idea of a reduced membership rate for individuals transitioning from student to regular membership. **June 2016 update:** Marietta Ellis will put this on the agenda for the Membership Committee. This action item is **ongoing**. **NBM Follow-up: The membership committee included this item on their agenda. The minutes from the Membership Committee are included in this packet of information. This is completed.**

7. 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. **June 2016 update:** Marietta Ellis has put this on the agenda for the Awards Committee. This action item is **ongoing**. **NBM Follow-up: The Awards Committee determined that they will keep the criteria for cumulative years of membership rather than consecutive. This action item is completed.**

**New Action items from the June 2016 Board Meeting.**

8. Michael Dame and IVACS members to select 2017 Program Chair from the IVACS section before 2017 Program Committee Meeting.

9. Dave and Brad to seek joint review paper from Willam Moerner and Gary Schroth for the visualization and detection of small molecules.

10. Marietta will break down cost per session to see actual cost of each session.

**NBM Follow-up: This is completed and is included after this report.**

11. Dave Songstad and Ad Hoc Committee (J. Finer, J. Harbell, D. Tomes) will explore the concept of an online poster session a little more (e.g. how to enter, who will have access, etc.) because the NSF has had some interest in supporting it.

12. Recommendation for the Long-Range Planning Committee to evaluate and develop programs targeting groups (e.g., postdocs) to join SIVB and forward those programs to Membership Committee.

13. Have Development Committee organize subcommittee for fund raising from companies and grant writing as well as update contact lists. Need to identify an individual to take the lead on effort.

14. Marietta to start negotiating with St. Louis, MO as the site for the 2018 meeting.

**NBM Follow-up: The contract has been signed with the Hyatt Regency St. Louis at the Arch. This has been completed.**

15. Marietta will put out a memo for the Fall Board of Directors Meeting to confirm a date after confirming availability with hotel.

**NBM Follow-up: This has been completed.**