

Minutes
SIVB BOARD OF DIRECTORS MEETING
September 23 – 24, 2016

Friday, September 23

1.0 INTRODUCTION

Participants: Dwight Tomes (President), Eugene Elmore (Past-President) (via phone), John Harbell (President Elect), Michael Fay (Publications Chair), Barbara Doonan (Treasurer), John Finer (Member-at-Large), Brad Upham (Member-at-Large), Addy Alt-Holland (2017 Program Chair), Fredy Altpeter (Member-at-Large) (via phone), Harold Trick (Secretary), and Marietta Wheaton Ellis. Michele Schultz (via phone). Tom Flynn (Public Policy Chair) (via phone), Sukhpreet Sandhu (Vice President) (via phone)

The Meeting was called to order at 7:01 pm on September 23, 2016.

1.0 Introduction

1.1 Adoption of Agenda

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

1.2 Adoption of Minutes

1.2 Adoption of Minutes

The Board of Directors reviewed the minutes from the June, 2016 Board of Directors Meeting. **Motion:** A motion was made to add John Finer to list of attendees and to adopt the minutes from the June, 2016 Board Meeting and 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. **September 2016 update:** NBM sent a reminder Gene to follow up and provide the link to the SIVB Office. John Harbell will follow up with Gene as well. 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. **September 2016 update:** Tom Flynn as new public policy chair will be working this statement and will try to get them out before the end of the year. 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. **September 2016 update:** Tom is trying to get a hold of Albert Kausch, chair of the education committee. 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. **September 2016 update:** A draft SOP was provided to the Awards Committee to address the changes to include fundraising protocols and 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. **September 2016 update:** IVACS section is still continuing discussing the issue and working on a few options but will not be added to the 2017 meeting. This action item is **completed**.

6. We will bring the Membership Committee the idea of a reduced membership rate for individuals transitioning from student to regular membership. **September 2016 update:** 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. **September 2016 update**

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. **September 2016 update.** IVACS members selected Addy to chair the 2017 Program. This action item is **completed**.

9. Dave and Brad to seek joint review paper from Willam Moerner and Gary Schroth for the visualization and detection of small molecules. **September 2016 update.** Dave and Brad spoke to the speakers and there was no interest in pursuing a manuscript. This action item is **completed**.

10. Marietta will break down cost per session to see actual cost of each session. **September 2016 update.** Marietta completed this task and is included after this report. This action item is **completed.**

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. **September 2016 update.** This action item is **ongoing.**

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. . **September 2016 update.** John Harbell is still looking into this action. This action item is **ongoing.**

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. **September 2016 update.** Sukhpreet and the committee are working on the action items and will mail the contact list to the Board members. This action item is **ongoing.**

14. Marietta to start negotiating with St. Louis, MO as the site for the 2018 meeting. **September 2016 update.** 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. **September 2016 update.** NBM Follow-up: This has been **completed.**

2.0 Publications

2.1 Publications Update

Michele Schultz updated the board on publications. Animal journal currently has enough completed manuscripts to fill 4 issues and has started to make a conscious effort control the number papers published in each issue to boost the impact factor which went down in 2015. They have added new matrix category of “Establishment of Cell Lines” and a special issue for invertebrate conference is scheduled to be published in Jan or Feb.

Plant journal paper flow is still low and currently they have only one paper for Nov/Dec issue.

David Duncan has sent out a call for papers for cryobiology papers. They have also added a new matrix category of “short protocol communication” for plants in hopes of bringing in more papers. The IVP impact factor for 2015 went up to 1.152.

2.2 In Vitro Report – Edits are being finalized for the summer issue and should come out online next week. Plans are in the works for a new column where the journal editors are to provide content on publications issues (such as plagiarism etc) to give journals more exposure. The editors have requested more “membership matters” from student, Post docs and member articles, and will be reaching out more to organize member profile articles.

2.3 Website Update Website widget of lifetime achievements award is up and running below the Twitter feed. The discussion board is empty and we need members to create accounts, introduce themselves and start the conversations. In Facebook, most viral posts were images from the meeting. Social media sites continue to grow and referral much traffic coming from Facebook.

The meeting adjourned at 8:35pm on September 23, 2016

The meeting was called to order at 8:02am on September 24, 2016

3.0 2016 Congress Final Statistics

Marietta gave a recap of the final statistics on the 2016 World Congress.

All numbers for the meeting were up (registration, abstracts, etc.), but the meeting did not make as much money we typically do. The biggest cost factor was the food and beverage obligations in San Diego which were very expensive. One highlight of the meeting was the keynote speaker who was very approachable and available after his talk. The joint session had a good turn out and the Hands On Plant tissue culture workshop for high school and community college teachers was a big success.

4.0 2017 In Vitro Biology Meeting

4.1 2017 Scientific Program Update

Addy gave an update on 2017. Coordination and planning for the meeting is on track. The Keynote Speaker has been identified as Dr. Atala from Wake Forest Institute. Dr. Atala was not available to speak on Sunday and asked if SIVB would be willing to have him present the Keynote on Monday instead. The Executive Committee voted and agreed to accommodate his schedule. The Keynote session will be scheduled for Monday, June 12 beginning at approximately 10:30 am. At this time we are working to adjust the Plant and Animal concurrent sessions normally held during that time.

Saturday workshops will focus on scientific communication workshop and flow cytometry. Sunday we will have four plenary sessions and conveners are working on speakers. Fredy recommended that the conveners get instructions as soon as possible to limit confusions on speaker guidelines.

4.2 Student Update

The students had a time conflict with this meeting and could not attend. Marietta gave an update that they are working on their sessions. Student Symposium on Sunday, June 11, 7:30 pm – 9:30 pm, the Student Networking Luncheon on Monday, June 12, 12:30 pm – 2:00 pm; and the Non-competitive Student Oral Presentations on Monday, June 12, 3:30 pm – 5:00 pm.

4.3 Meeting Update

Marietta gave an update on the overall meeting, which is coming together. The Program Committee has had various email communication to discuss the Scientific Program and the Business Office has been gathering speaker and session information for the program. The Business Office is also working with the Convention Center and Marriott City Center

preparing the menus, AV requirements, and other session room details to assure a smooth event.

The meeting is scheduled for Saturday, June 10 through Wednesday, June 14 with the Welcome Reception, Board of Directors Meeting, a Flow Cytometry Workshop and 2017 Program Committee Meeting being held on Saturday. The bulk of the scientific sessions will begin on Sunday morning. SIVB will hold a joint sections' social on Monday evening with Tuesday evening being an offsite event.

4.4 Local Organizing Committee Update The Business Office has prepared flyers for distribution by the Local Organizing Committee. Committee members will be disseminating these flyers to advertise the meeting and encourage students to attend.

In addition, the Business Office has worked with the Committee to determine potential venues for the Tuesday evening event and scientific tours on Wednesday. Venues under consideration include: The North Carolina Museum of Natural Science, Museum of Life and Science in Durham, JC Raulston Arboretum at NC State, the UNC Chapel Hill Tour ending at the Top of the Hill. Other industry venues being discussed include sites at Bayer, Sygenta and AgBiome.

5.0 2018/2019 In Vitro Biology Meeting

5.1 2018 Meeting Discussion (St. Louis, MO) M. Ellis

The board agreed to move forward with holding the 2018 In Vitro Biology Meeting at the St Louis Hyatt Regency at the Arch from June 2-6 2018. The contract has been signed. We expect good support from local companies. Marietta will begin to review options for the Tuesday evening venue. The board discussed nominations for 2018 Program Chair. A nomination was made for Dave Songstad. **Action item:** Dwight will contact Dave S. to see if he will take on the position of Program Chair for 2018.

5.2 Discussion of 2019 Meeting Site Locations for board action M. Ellis.

Several areas were suggested such as New Orleans, Tampa, Philly, Providence, Northern Virginia, Baltimore, and Pittsburgh. **Action Item:** Marietta will look into possible sites for the 2019 meeting. The top sites for review are the Tampa, DC/Northern Virginia, and Baltimore areas. In addition, we will send out inquiries to Pittsburgh and Atlanta CVBs for possible consideration.

6.0 Tour of Raleigh Convention Center and Raleigh Marriott City Center

7.0 Financials

7.1 July 2016 Financial Statements

Barbara Doonan gave an update of the July 2016 financial statements. The costs for the San Diego meeting were much higher than past meetings and SIVB showed just a small profit and membership numbers did not reach the projected numbers. The income from the journals is a very important source of support. The IVA journal is providing revenue higher than projected. The plant journal numbers are not as successful. We are in a decent financial state, but remain guarded as we move into 2017 as there are major concerns in membership and fundraising. **Action item:** Marietta will provide Brad Upham the video clips the

students took at the 2016 meeting and for Brad have a promotion video made for attracting new membership.

7.2 Approval or Modification of 2017 Budget for board action

Barbara gave an overview of projected 2017 budget. The projected budget shows a loss and the organization needs to look for ways to reduce this loss. Increasing membership would be one major avenue that could minimize this loss. **Action item:** Marietta will provide John Harbell the 2014 and 2015 membership lists for John to contact previous member to rejoin the Society.

The Mobile App, which cost \$12K each year for 2 years, was discussed. Mobile app expenses may be offset if we can find a sponsor(s) to pay for the cost and a possibly generate advertising dollars.

Action item: Marietta will work with Sukhpreet to figure out how incorporate industrial sponsorships into the mobile app.

Motion: Motion was made to approve the budget, seconded and approved.

8.0 Committee Reports

8.1 Long Range Planning

John Harbell gave an update for the Long Range Planning Committee. LRP committee has focused on five ways to develop strategic ideas for the long-term benefits of membership to SIVB. These include 1) Promote and enhance the knowledge base and information exchange of in vitro science; 2) Promote scientific competencies among professional, educational and lay audiences; 3) Promote the professional development of members. ; 4) Insure that financial practices, annual meetings, and other activities of the society are conducted effectively and; 5) Insure continuity of the activities of the Society. John Finer brought up the idea of contributors to the Sponsor-a-buddy program being assigned a student during the meeting.

Action item: Marietta will poll students to see if there is interest in assigning a "personal" Student Buddy at the meetings.

Action item: Marietta, Barbara D., Gene E., John H. and Dwight T. will draft a letter for charitable gifts and estate contribution for emeritus members and instructions on how the process (and other pertinent information).

Action item: Sukhpreet will supply the Board with the current fundraising contact information.

Action item: Board members will add and update the list to keep it current.

8.2 Election Update/ Nominating

Eugene Elmore gave an update on the upcoming elections. He noted that the board needs to be thinking about potential candidates for the 2017 elections. A discussion followed for potential members to serve on committees/positions, both elected and appointed.

Action item: Eugene and Marietta will set up a conference call with the Nominating Committee to generate potential candidate names for the 2017 elections.

8.3 Membership

Marietta gave an update on the statistics. Compared to last year, SIVB has shown a decrease of 3.1 % for all membership, and 10.5% for Regular members.

Motion: To attract members Marietta made a motion to advertise in month of October, a \$25 reduced membership to followers on Facebook only. The motion was seconded and approved. Dwight gave a report on the membership committee and putting additional members committee. Fredy seconded we need more members on this committee. Committee discussed an incremental membership fee from transition from a student to full member for 50% reduction for the first year.

Motion: Provide 50% membership reduction for one year after graduation. Motion was seconded and passed.

8.4 Constitution and Bylaws

Marietta reported that the committee had no items to report.

8.5 Education

Marietta reported that the educational workshop plans made good progress but still need to be flushed out a little more.

Action item: Marietta will follow up with Albert Kausch to flush out the agenda for the educational workshop.

8.6 Awards

Marietta reported the Awards Committee is working on the review of the criteria for the Lifetime Achievement Award.

Motion: Motion to change the Lifetime Achievement Award criteria for the requirement for membership to consider cumulative years of active membership rather than using consecutive years of active membership was made. Motion seconded and passed.

The Committee also worked on the creation of SOPs for the nominations and fundraising process for the Lifetime Achievement Award. The draft is out to the committee for discussion.

Action item: Marietta will follow up with the Awards committee on the SOP for the Lifetime Achievement Award process and nomination requirements.

8.7 Public Policy

Thomas Flynn previously reported the committee will be working on statements for gene editing and GMOs. They will try to get them out before the end of the year.

Action item: Dwight will follow up with the Public Policy Committee on the statements concerning GMOs and gene editing.

9.0 Other Business

No new business to report. Secretary reviewed action items.

10.0 New Motions

These are listed at the end of the minutes

11.0 Adjournment

Meeting was adjourned at 4:36pm.

Action items and motions:

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. **September 2016 update:** NBM sent a reminder Gene to follow up and provide the link to the SIVB Office. John Harbell will follow up with Gene as well. 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. **September 2016 update:** Tom Flynn as new public policy chair will be working this statement and will try to get them out before the end of the year. 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. **September 2016 update:** Tom is trying to get a hold of Albert Kausch, Chair of the Education Committee. 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. **September 2016 update:** A draft SOP was provided to the Awards Committee to address the changes to include fundraising protocols and is with the committee at this time. This action item is **ongoing**.

New Action items from the June 2016 Board Meeting.

6. 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. **September 2016 update.** This action item is **ongoing**.

7. 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. . **September 2016 update.** John Harbell is still looking into this action. This action item is **ongoing**.

8. 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. **September 2016 update.** Sukhpreet and the committee are working on the action items and will mail the contact list to the Board members. This

action item is **ongoing**.

Action Items for September 2016 BOD meeting

9. Dwight Tomes will contact Dave Songstad to see if he is willing to be Program chair for the 2018 meeting in St. Louis. **Action Item completed.**

10. Marietta will provide Brad Upham the video clips the students shot at the 2016 meeting and for Brad have a promotion video made for attracting new membership.

11. Marietta will provide John Harbell the 2014 and 2015 membership list for John to contact previous member to rejoin the Society.

12. Marietta will work with Sukhpreet to figure out how incorporate industrial sponsorships into the mobile app.

13. Marietta will poll students to see if there is interest in assigning a "personal" Student Buddy at the meetings.

14. Marietta, Barbara D., Gene E., John H. and Dwight T. will draft a letter for charitable gifts and estate contribution for emeritus members and instructions on how the process (and other pertinent information).

15. Sukhpreet will supply the Board with the current fundraising contact information. Board members will add and update the list to keep it current.

16. Gene E. and Marietta will set up a conference call for the nominating committee to generate potential candidate names for the 2017 elections.

17. Marietta will follow up with Albert Kaush to flush out the agenda for the educational workshop.

18. Marietta will follow up with the Awards committee on the SOP for the Lifetime achievement award process and requirements.

19. Dwight will follow up with the Public Policy Committee on the statements concerning GMOs and gene editing.

20. Marietta will look into possible sites for the 2019 meeting. The top sites for review are the Tampa, DC/Northern Virginia, and Baltimore areas. In addition, we will send out inquiries to Pittsburgh and Atlanta CVBs for possible consideration.