

**Minutes for SIVB BOARD OF DIRECTORS MEETING Via
phone 10 am-2pm EST
Saturday, February 24, 2018**

Participants: Dwight Tomes (President), John Harbell (President-Elect), Barbara Doonan (Treasurer), Harold Trick (Secretary), Sukhpreet Sandhu (Vice President), Denry Sato (Member-at-Large – IVACS), John Finer (Member-at-Large-PBS), Fredy Altpeter (Member-at-Large- PBS), Brad Upham (Member-at- Large - IVACS), Michael Fay (Publications Chair), Thomas Flynn (Public Policy Chair), Dave Songstad (2018 Program Chair), Foaziatu Bukari (Student Co-Chair-PBS) , Tristen Wright (Student Co-Chair-IVACS), Marietta Wheaton Saunders (Managing Director), Maria Jenderek (participating in Awards discussion), and Michele Schultz (participating in Publications Update).

The Meeting was called to order at 11:00 am (EST) on **February 24, 2018**.

1.0 INTRODUCTION

1.1 Adoption of Agenda

The Board of Directors reviewed the agenda for the February 2018 Board of Directors Meeting.

Motion: A motion was made to adopt the agenda for the February 2018 Board Meeting. The motion was seconded and passed.

1.2 Adoption of Minutes

The Board of Directors reviewed the minutes from the October 2017 Board of Directors Meeting.

Motion: A motion was made to adopt the minutes from the October 2017 Board Meeting. The motion was seconded and passed.

1.3 Outstanding action items

The secretary read the outstanding action items and the board members provided updates on the status of the items.

Outstanding action items

Outstanding Action items from the June 2016 Board Meeting,

1. **Action Item:** 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. **February 2018 Update:** This action item is **removed** due to lack of bandwidth needed for such a function.

2. **Action Item:** 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. **February 2018 Update:** Nothing to report at this time but will have a report in June. The action item is **ongoing**.

Outstanding Action Items for September 2016 BOD meeting

3. **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). **February 2017 Update:** Barbara provided a link to a website that clarified some contribution requirements for IRAs. The Business Office prepared a draft letter that is being sent to the rest of those involved for their feedback and review. **October 2017 update:** Finance committee discussed a letter drafted after the June BOD meeting and it is close to final draft for the board and to approve. The board should see the letter by the end of the month. Plan to have all

SIVB members be aware of the letter and how they can contribute by the first of the year. Next step would be to inform all how to donate to the society as a 501C3. This should be as an Email to address members at large and for those who are eligible to contribute now. Barbara will also circulate information in an Eligible gift annuity. All this information will go on the donation web page. **February 2018 Update:** The action item has been **completed**. Completed letter have been sent out to emeritus members and will continue to be used for other avenues.

Outstanding Action Items from February 2017 BOD meeting

4. Action Item: John Harbell and Michael Fay will look into reaching out to SOT, the Society of Toxicology, in regards to their participation in our upcoming meetings via a booth or sponsoring a session at our 2018 meeting. June 2017 Update: J. Harbell talked to SOT and a booth would cost \$800 and next year's March meeting at San Antonio. John and Brad will work together on a possible booth. Marietta will get more information, costs, date cutoff etc. on the Society of Toxicology meeting. Board action will be needed to have a formal vote when the all the appropriate information has been gathered. This action item is ongoing. October 2017 update: John H. thought the booths cost about \$800 which includes two registrations @\$300: overall this would cost SIVB \$200 plus a setup cost. The SOT meeting is in San Antonio in March 2018. John and Brad (or Michael F.) will try to go together. Brad suggested using this opportunity as a recruitment tool and getting SOT attendees and students to join our society. Marietta, Brad and John will come up with a few items to get back to the board by the end of the month. Motion: Motion was made to participation in SOT conference as exhibitors provided we have two members to help offset the cost. Motion seconded and motion passes. This action item is ongoing.

February 2018 Update: SIVB has registered as an exhibitor for this meeting with John Harbell and Brad Upham staffing the booth. A more detailed report is included in this board packet. This has been **completed**.

5. Action item: Tom Flynn will work with the Public Policy Committee to develop a public policy statement on GM animals. **February 2018 Update:** This action item is **removed** as it is the same as action item #22.

Outstanding Action Items from June 2017 BOD meeting

6. Action Item: The board needs to identify a Program Chair for 2019. October 2017 update: Ideally this person should be someone on IVACS. M. Fay will talk to Josh Gasiorowski will try to ID someone. However, Fredy would be willing to take on but need to ID someone to replace him as the lead of the local organizing committee. Possible replacements on the LOC would include Michael Kane or Randy Niedz. This action item is ongoing. **February 2018 Update:** Josh could not commit. Fredy has agreed to take on the responsibilities of both the Program Chair for the 2019 meeting and act as chair of Local Organizing Committee. This action item is **complete**.

7. Action Item: An Ad Hoc Committee (chair, TBA) will look into alternative funding streams and how to attract additional industry sponsors for the IVACS section. **February 2018 Update:** John Harbell and Michael Fay will look at SOC but are having trouble connecting with the right people in industry. The action item is **ongoing**.

8. Action item: Dave S. will reach out to Trisha Horn to formalize how the Michael Horn Endowment fund should be used. **February 2018 Update:** Dave is still having trouble contacting the family but will continue to reach out. The action item is **ongoing**.

9. Action Item: Marietta will confirm individuals on the candidate list for 2018-2020 elections are willing to run and will send out to board for final approval. **February 2018 Update:** The election

has been held and results released. This action item is **completed**.

10. Action Item: Marietta will report back to the board of the principle amount in the fund Phillip White Award so the board can take future action to keep the award viable. **February 2018 Update:** The Phillip White Award fund currently has approximately \$9,200 in its account. Further discussion will be addressed in the Finance Update. This action item is **completed**.

New Action Items from October 2017 BOD meeting

11. Action Item: Marietta with Dave and Sukhpreet will work on a plan for a possible workshop or a project theater and then talk to the companies Dave has already contacted to see their interest.

February 2018 Update:

Marietta spoke with Dave and Sukhpreet to determine which, if any, companies might be interested in Product Theater at this year's meeting. David noted that they are looking into a "Venture Forum" where the local Saint Louis venture capital community could organize an event at our meeting site to bring in some of the prominent start-up organizations to showcase the biotech interests in the region. This showcase would be a mix of the VC community and start-ups and the SIVB attendees could also participate. Dave will be approaching the contacts that Sukhpreet and he made to cover the costs for this event. It would most likely be held on a Sunday or Tuesday during the lunch break. This item is **ongoing**.

12. Action Item: Dave will follow up with the Sadanand Dhekney and Piero Barone to get the PBS sessions flushed out for 2018 meeting. **February 2018 Update:** This item is **complete**.

13. Action Item: Marietta will look into the riverboat and Grants farms for offsite function.

February 2018 Update: Marietta researched both venues and provided events to the board for their final determination. The Board has decided to proceed with holding the event at Grant's Farm. This item is **completed**.

14. Action item: Dave will look into Cardinal's games and possible box seating. **February 2018 Update:** Dave will Monsanto for a box seating for Saturday afternoon game. This item is **ongoing**.

15. Action item: Dave will provide Marietta with a list of local companies that may want exhibitor booths and contributors. **February 2018 Update:** Dave provided the list of potential exhibitors/sponsors and Marietta reached out to them directly. From these contacts, MOGene Genomic Services has registered as an exhibitor. This is **complete**.

16. Action items: Marietta will compile a list for the students on expertise on publication.

February 2018 Update: Speakers for this session have been set. Barbara Doonan, David Duncan and John Finer have confirmed their participation in the event. This action item is **complete**.

17. Action Item: Marietta will provide Fawzy Bukari a list of the students so she can contact the students for potential questions to ask interview "experts". **February 2018 Update:** Fawzy provided Marietta with a broadcast email to disseminate with replies going directly to Fawzy in regards to the questions she wished to gather from them. This action item is **complete**.

18. Action items: Marietta will pursue possible sites for 2020 meeting including Denver, and San Diego, Bellevue, Bay area, and Las Vegas. **February 2018 Update:** Marietta has reached out to the respective cities. Their responses are included in the packet and we will discuss the matter later in the meeting. This action item is **complete**.

19. Action item: Michael F. and Brad to ask Stephanie DeWitte-Orr to run for the Chair of IVACS. **February 2018 Update:** Stephanie was contacted but could not commit to the position at this time. **This action item is complete.**

20. Action item: John Harbell will take this issue back to the membership committee with recommendations from the board and others and have the membership committee outline these topics and bring them back to the board for further discussions. **February 2018 Update:** No update at this time. This item is **ongoing.**

21. Action Item: Marietta and Michele will look into possibly options with Springer to eliminate the paper issue and send out a new survey to members for paper issue. **February 2018 Update:** NBM has reached out to Springer to confirm what would be involved with transferring all member subscriptions to online only (eliminating print). The SIVB would not reduce the current membership rates (\$160 for regular members, \$105 for post doc members, and \$55 for student members), because the organization could not support a decrease in membership rates. We have not increased the cost for membership in the last 13 years (since 2006). A survey was sent to the Publications Committee for their review. Based on their feedback, a revised survey has been prepared and is being sent back to the Committee for their review. This action item is **ongoing.**

22. Action Items: John Harbell the public policy committee approach Greg Davis at Sigma to help write public policy on GE animals. **February 2018 Update:** Nothing to report at this time. This action item is **ongoing.**

1.4 Emeritus Ratification/Deceased Members

Barbara Reed and Paula Pijut have applied for Emeritus status. A discussion followed and their bios were reviewed. **Motion:** A motion was made to approve the emeritus membership requests for both for Barbara Reed and Paula Pijut, and the motion was seconded and passed.

1.5 SIVB Participation in the Society of Toxicology Meetings

Brad and John H. will be at SOT meeting (March 12-14) in San Antonio to represent SIVB. Banners and flyers will be at the booth. They will try to attract SOT meeting attendees to attend SIVB's meetings.

Action Item : John Harbell and Brad Upham will attend the SOT meeting in March to promote SIVB.

2.0 2018 IN VITRO BIOLOGY MEETING UPDATE

2.1 Program Update

Dave Songstad provided an update for the 2018 meeting in St. Louis. The program in general is coming along and section program chairs are on track formalizing their speakers and sessions. Rachel Haurwitz has been confirmed as the keynote speaker. One convener backed out so we need to fill that spot. Concerns have been raised over attendance on the IVACS side.

2.2 Meeting Update /Meeting Statistics/Functions

Marietta gave an update and overview of the current meeting statistics. As of 2/19/18, attendance is significantly lower than the same time last year. To address this deficiency, abstract submission was extended through Feb 28th. We will also be sending out weekly broadcast emails reminding members of the upcoming extended deadlines. After February 28, we will be sending biweekly reminders of the March 31 deadline for abstract submission. These emails will be alternated each week with reminder emails to encourage registrants to make their hotel reservations or register for special events.

Fulfillment of our room block commitment is also low, so Marietta encouraged everyone to book rooms at the conference venue. The Tuesday night offsite event will be at Grant's Farm per the Board's vote. Wednesday Afternoon tours will consist of 1: a tour of Monsanto's Chesterfield Agricultural Campus, the Donald Danforth Plant Science Center, KWS Gateway Research Center, and BRDG Community College; and 2: an R&D Innovation Tour of MilliporeSigma.

2.3 Fundraising/Vice President's Report

Suhkpreet gave the fundraising report. The development committee has raised just over \$50K with another 10K anticipated. Sadanand Dhekney also wrote a grant for funding but the funding decision has not been made. The Development committee will have a meeting on this Monday to attract folks from hydroponics and other similar industries.

2.4 Student Update

Fawzy Bukari and Tristan Wright gave the student report. Sunday, June 3 there will be a Student Workshop on Publishing Academic Work: Unmasking Predatory Journals. The Monday afternoon, Student Networking luncheon will be on employer engagement. A replacement for Suhkpreet Sandhu will be needed, as she will not be able to attend this year's meeting. Fawzy will be reaching out to the Business Office for assistance. Monday will also include a Non-competitive Student Oral presentation Session.

3.0 TREASURER'S REPORT: Financials (December 2017) and 2018 Budget

Barbara gave the financial report. Overall, we are holding our own, but the net assets are down. On a positive note, the publications are doing well. Beginning in 2017, the guaranteed royalty for IVA increased to \$60,000. While the guaranteed royalty for IVP didn't go up as much, the revenue split for SIVB was raised to 55%, which brought our guaranteed royalty to \$27,500. SIVB will be moving \$40K from restriction accounts to invest with Morgan Stanley to get more revenue from investments. The 2018 budget was presented for information purposes.

4.0 2019 MEETING AND 2020 CONGRESS UPDATE

4.1 2019 Meeting Update

Marietta gave an update for the 2019 In Vitro Biology meeting at the Marriot Waterside Hotel and Marina in Tampa. Contracts have been signed. Concessions were presented to the Board and Marietta also wanted to highlight the food and beverage minimum. She will try to stick to this minimum.

4.2 2020 World Congress Venue Discussion

Marietta gave an update for the possible locations for the 2020 World Congress including Denver, Las Vegas, San Francisco/Bay Area and San Diego. Pros and cons of each city and their potential venues were discussed. The board narrowed the cities for consideration to Denver and San Diego. **Motion:** Board asks Marietta to look into Denver and San Diego as possible sites for 2020 World Congress in more detail. Motion seconded and passed.

Action Item: Marietta will look into Denver and San Diego as possible sites for 2020 World Congress in more detail.

5.0 AWARDS

Marie Jenderek joined the conference call. Marietta announce a new student award that Valerie Pence created a new student award last year for travel for two students to attend the SIVB meeting at \$500 each. Student's research should be focused on in vitro culture of endangered, non-agricultural plant species. No one applied this year but will look at advertising the award differently

next year.

5.1 Lifetime Achievement Award Nominations

Maria Jenderek presented an overview Lifetime Achievement Award Nominations and the nomination committee's recommendations. John Finer left the call as he was a nominee. After discussion a **motion** was made to accept Sandra Schneider as a recipient of the Life Achievement Award. The motion seconded and passed.

A **motion** was made to accept John Finer as the recipient of the Life Achievement Award. The motion seconded and passed.

5.2 Fellow Award Nominations

Maria Jenderek presented an overview the Fellow Award Nominations and the nomination committee's recommendations. Fredy Alpeter left the call as he was a nominee. The board discussed the candidates.

A **motion** was made to accept Fredy Altpeter and Randall Niedz as recipients of the Fellow Award. The motion seconded and passed.

5.3 Distinguished Scientist Award Nominations

Maria Jenderek presented an overview the **Distinguished Scientist** Award Nominations and the nomination committee's recommendations. There was discussion amongst the board.

A **motion** was made to name Pon Samuel as the recipient of the Distinguished Scientist award. The motion seconded and passed.

5.4 Young Scientist Award Nominations

Maria Jenderek presented an overview the Young Scientist Award Nominations and the nomination committee's recommendations. The board discussed the candidates.

A **motion** was made to name Esther Uchendu as the recipient of the Young Scientist Award. The motion seconded and passed.

Maria left the conference call.

6.0 PUBLICATIONS

6.1 Publications Update

Michele Schultz joined the conference call at this time. She gave a report on current state of the SIVB publications. Paper flow for In Vitro - Plant is continuing to grow and stabilize; however, the Animal journal paper flow is starting to drop significantly and has to be watched. Additional questions have been added to the SIVB submissions process for IVA. IVP published a special issue on Medicinal plants and the IVA published the best practices in tissue culture articles. The SIVB issues of the IVP journal now are changing the cover image each issue using author photos from that specific issue.

6.1.1 Springer Update

Michael Fay and Michele Schultz gave the Springer update. Ray Ramonas, the journals production manager has retired and will be missed. Springer had requested the Publications Committee's vote on a new "Large Layout" format. This new format now includes SIVBs logo on each page of the articles and more than one font in the typeset pages. David Duncan was the only dissenting vote in approving that specific change as his research showed that font consistency is important in publishing. It was noted that Springer is utilizing this doubled font format in all of their journals. The cost for us to keep the use the

older 1 font format would have been \$1.41/page. The board felt that since Springer is proceeding with this format for all of their own journals, it would be safe to consider it a professional look and the font difference did not warrant the additional cost.

Action item: Michael Fay will approach Dave Duncan to explain the options and costs of keeping the old format. Should there be further concern, the board can discuss this matter in more detail during the June meeting.

Additionally noted was that the current paper stock is changing due to the former paper stock is no longer available.

6.1.2 SIVB on internet search results

Barbara Doonan noted that the Society was no longer the first listing when “SIVB” was typed into a web search. After checking a few browsers, we noticed that on Ask.com, the Society shows up on page 3 with our twitter feed and 2017 meeting website with Cadmium; on Google.com, the Society show up on page 2 with our home webpage; and on Bing, the Society doesn’t show up till the 9th page which is our Facebook page. Further research shows that we have been moved by a financial group with the acronym SIVB that is likely paying for listings. Plus, there are hundreds of articles by major media outlets regarding this company and the stock ID “SIVB.” These pages are going to rank higher than our organization, because the weight of articles about them by CNN, Yahoo Finance, Fox, Washington Post, etc, all of which are highly ranked themselves. The only way to change our placement would be to also get mentions by other, highly ranked organizations, preferably prominent news sources.

Michele noted that the student video made by Ningning Zhang has been added to the SIVB website under both “Membership” and “Education” sections of the site. The Education Committee is discussing potentially adding additional content to the Education pages including a biotechnology course that Albert Kausch offers at his university. It is hoped that should we expand our video collection in these two areas that we will be able to add to both these pages.

Michele is also working on updating the design of the In Vitro Report to provide a more modern look. Michele provided information on SIVB Discussion group on our website versus potentially setting up a facebook membership group. The SIVB Discussion Group on our website is virtually unused. Since its inception with the release of the new website, we have seen fewer than 10 posts and all have gone without response from other scientists or members. Having the forum on the site without activity is of concern. The Business Office is currently reviewing benefits and concerns of either working actively to build up the current discussion group with redirects or posting of important content only in the forum linking back to it from social media, or removing the discussion forum entirely from our site and transitioning to a Facebook group that is closed to SIVB members and/or other who are seriously interested in the biotech who wish to participate in the conversation (like the LinkedIn SIVB group, which is public). Once this information is organized it will be presented to the Publications Committee for their discussion and recommendation.

Michele left the conference call at this time.

7.0 COMMITTEES

7.1 Nominating: 2018-2020 Election

Dwight Tomes gave an overview of 2018-2020 election results and discussed concerns pertaining

to the nominations process. He noted difficulties in the identifying candidates for all positions and that for several of the positions there was only one candidate running unopposed. Marietta also noted that we need to identify a person to fill John Finer's Member-at-Large position for the last year of his term (2019-2020).

Action Item: Dwight Tomes will seek a replacement the John Finer member at large position for 2019-2020.

A **motion** was made to form a "Past Presidents Committee" with the purpose in help identifying candidates for future elections. The motion seconded and passed

Action Item: Dwight Tomes will form a "Past Presidents" Committee.

7.2 Membership

Marietta gave the membership report on behalf of Vivian Dayeh. Membership has increased in 2017 to is up 451 (up 26 members). After her report there was a discussion pertaining to having authors required to be members of the society.

Action Item: The Business Office will come up with multi renewal options and alternative membership categories.

Action Item: The Business Office will look into inviting In Vitro Animal and Plant authors to join the Society.

7.3 Long-Range Planning

7.3.1 Strategic Plan Update

John Harbell gave a update on the LRPC. The LRP committee will look at the animal journal to identify areas of success and areas that need more focus. The aim is to develop programs to attract manuscripts from members. Two examples are: 1) The "Best practices in mammalian cell culture" project headed by Dr. Yvonne Reed is now complete and the manuscripts have been published in In Vitro-Animal and 2) "Current topics on Invertebrate and Fish Cell Culture" based on "the 14th International Conference on Invertebrate and Fish Cell Culture" which has not happened to date. This task is ongoing.

The committee is also promoting scientific competencies among professional, educational and lay audiences. Dr. Warren Casey, Head of the National Institute for Environmental Sciences program for the development and regulatory agency adoption of in vitro methods in toxicology will be participating in the 2018 meeting as a speaker. This task is also ongoing for 2018.

John noted the decline in IVACS membership is a major challenge for the society. To promote participation and membership from the animal cell-based community, the SIVB will be exhibiting at the Society for Toxicology meeting in San Antonio (March 2018). This is a meeting where graduate student participation is high and many of the research projects are cell culture-based and would benefit from exposure to the expertise of the SIVB. The cost of the initiative is partially covered by the registration fees of members attending the meeting. These fees will cover the cost of the booth space.

To insure continuity of the activities of the Society, the sections, nominating committee, and the Board of Directors should develop a succession plan for key positions. This would

include to develop and to train multiple individuals to understand key tasks and deadlines for the annual meeting and society operations. Last he provided information on rules and requirements for doing a charitable distribution for an IRA.

7.4 Public Policy

Tom Flynn gave an update for the Public Policy Committee. He noted the public policy on GM animals is ongoing as previously stated. He also mentioned that there is a problem with our website in terms of visibility on public policies. They seemed to be buried and hard to get with Internet searches.

7.5 Education

Marietta provided the education report and noted the update in has been presented to the board in Albert's report.

8.0 Other Business

No other business was presented.

9.0 Adjourn

Meeting adjourned at 1:12pm EST.

Motions made at the SIVB BOD Meeting February 24, 2018:

Motion: A motion was made to adopt the agenda for the February 2018 Board Meeting.

Motion: A motion was made to adopt the minutes from the October 2017 Board Meeting.

Motion: A motion was made to approve the emeritus membership request for both for Barbara Reed and Paula Pijut.

Motion: Board asks Marietta to look into Denver and San Diego as possible sites for 2020 World Congress in more detail.

Motion: A motion was made to accept Sandra Schneider as the recipient of the Life Achievement Award.

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Motion: A motion was made to accept Esther Uchendu as the recipient of the Young Scientist Award.

Motion: A motion was made to form a "Past President Committee" with the purpose in help identifying candidates for future elections.

ACTION ITEMS FOR SIVB BOARD

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