

**Minutes for SIVB BOARD OF DIRECTORS MEETING  
November 2 -3, 2018  
Tampa Marriott Waterside Hotel and Marina  
Tampa, Fl**

**Participants:** John Harbell (President), Dwight Tomes (Past President), Alan Wenck (President-Elect), Barbara Doonan (Treasurer), Harold Trick (Secretary), John Finer (Member-at-Large-PBS), Fredy Altpeter (2019 Program Chair), Brad Upham (Member-at-Large-IVACS), Michael Dame Member-at- Large-IVACS), Wayne Parrott (Public Policy Chair), Kan Wang (Member-at-Large-PBS), Marietta Wheaton Saunders (Managing Director), and Michele Schultz (for Publications) via phone.

The Meeting was called to order at 7:00pm (EDT) on **November 2, 2018**.

**1.0 INTRODUCTION**

**1.1 Adoption of Agenda H. Trick**

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

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

**1.2 Adoption of Minutes H. Trick**

The Board of Directors reviewed the minutes from the November 2018 Board of Directors Meeting.

**Motion:** A motion was made to adopt the minutes from the November 2018 Board Meeting. The motion was seconded and passed.

**1.3 Outstanding action items H. Trick**

The secretary read the outstanding action items and the board members gave updates.

***Outstanding Action items from the June 2016 Board Meeting***

**1. 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. June 2018 Update: Nothing to report at this time but the LRPC will meet later this week. **November 2018:** Will be discussed during LRPC section. The action item is **ongoing**.

***Outstanding Action Items from June 2017 BOD meeting***

**2. 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. June 2018 Update: Brad and John attended the SOT meeting and had a number of positive interactions but it was a little late in the year as companies have already made their commitments. Brad and John plan to reconnect before next year's SOT meeting. Marietta has a list of the contacts and will be following up. **November 2018 update:** Committee will be getting together soon by teleconference to discuss this item. The action item is **ongoing**.

**3. Action item:** Dave Songstad will reach out to Trisha Horn to formalize how the Michael Horn Endowment fund should be used. November 2018 Update: The board will discuss how to expedite and how to move forward with the endowment. Action item is **completed**.

**New Action Item:** Marietta will put together a package together on the Michael Horn Fund and present to board how to move forward.

***Action Items from October 2017 BOD meeting***

**4. Action Item:** Marietta with Dave and Suhkpreet 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. Action item is **completed**.

**5. Action item:** Membership committee asked the board to come up with some ideas for membership. 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. Action item is **completed**.

**6. 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. June 2018 Update: This item is going back to the publications committee and is on their agenda for their meeting this week. **November 2018 Update:** Item is completed and Michele will present this to the Board later during this meeting. Action item is **completed**.

**7. Action Items:** John Harbell the public policy committee approach Greg Davis at Sigma to help to write a public policy on GE animals. June 2018 Update: Nothing to report at this time but John should see Greg at this meeting and talk with him then. **November 2018 Update:** John talked to Greg about off target effects and how these differ in animals . This action item is **ongoing**.

***Action Items from February 2018 BOD meeting***

**8. Action Item:** Dwight Tomes will seek a replacement the John Finer member at large position for 2019-2020. John has decided to continue out his term. **This action item is completed**.

***Action items made at the SIVB BOD Meeting June 1-2, 2018***

**9. Action Item:** Marietta will look possible sites for 2021 meeting. **This action item is completed**.

**10. Action Item:** Marietta will look into the Grand Rapids area for hotel sites and for St. Louis for 2022 meeting. This action item is **ongoing**.

**11. Action Item:** Brad Upham and Michael Dame will do an analysis of local support for the upper Midwest and identify stakeholders for both IVACS and PBS. **November 2018 Update:** Brad's department head interested in helping and Justin Colacino are interested in looking into the Grand Rapids area. This action item will be **ongoing**.

**12. Action Item:** Develop a new acronym for the Society to increase visibility on the website searches (ex. SIV Bio) Marietta coordinate this item. **November 2018 update:** Will be discussing later at this meeting. This action item is **completed**.

**13. Action Item:** Business office will look into changing and tweaking our Tweets. **November 2018 update:** New tweet online for #sivb and swamping out our site. Will talk about this later during this meeting. This action item will be **ongoing**.

**14. Action Item:** Marietta will provide break out membership according to sections under membership. **November 2018 update:** Will be discussed later this Board meeting. This action item is **completed**.

**15. Action item:** Explore the possibility establishing an SIVB service award that is distinct from the distinguish service award. (Awards committee). This award would be less formal but more as thank you letter. Number of people to contribute to the meeting which could be acknowledged with something like a certificate. Possible standing service award.

**New Motion:** Create a new SIVB Program Service Award with the program and section chairs provide names to the president for the SIVB service award recipients. The President will send out the acknowledgements via email. Fredy, as program chair, will assist with these Acknowledgements and forward these messages to the president. Motion seconded and carried.  
Action item is **completed**.

**16. Action Item:** Establish a first time orientation and student reception in the President's suites to meet with the board, section officers, and committee chairs (J. Harbell). **Ongoing:** **November 2018 update:** This function is being planned for this meeting for student and first time attendees. This action item is **completed**.

**17. Action Item:** Marietta will look into having a new member badges. Badges ordered. Action Item is **completed**.

**19. Action Item:** Barbara Doonan will divide up Albert's courses to the board members to review the lectures before the next board meeting for comment. This action item was **completed**.

**21. Action Item:** Marietta will send out a doodle poll for fall BOD meeting. This action item was **completed**.

**22. Action Item:** Wayne Parrott and Alan Wenck will get the draft a comment on the proposed bioengineered Food Disclosure act on behalf of the Society and submit to the Board for approval by June 18<sup>th</sup>. BOD need to respond for approval by July1 and for submission on July 3<sup>rd</sup>. This action item was **completed**.

**1.4 Emeritus standing.** Lisa Lee has requested emeritus status. She has been a member of SIVB since 1994 and retired from The Scotts Miracle Gro Company in September of 2018.  
**Motion:** Motion to accept Lisa Lee as an Emeritus member. Motion second and approved.

## **2.0 Publications Update**

**M. Fay**

### **2.1 Publications Update**

**M. Schultz**

Michael Fay and Michele Schultz provided the Publications Update. Paper flow is low but improving for both journals. The 2017 Journal Impact Factors were released in July 2018. The impact factor for *In Vitro Cellular & Developmental Biology-Animal* increased from 0.897 to 1.447, and the impact factor for *In Vitro Cellular & Developmental Biology-Plant* increased from 1.024 to 1.057. The Editor-In-Chiefs of the SIVB journals, Tetsuji Okamoto and David Duncan, are to be congratulated for their efforts and hard work in encouraging and publishing quality work to make this happen.

### **2.2 Survey for Journals for board action**

**M. Schultz**

At the June Publications Committee meeting, the committee voted to move the revised journal survey prepared by the Business Office forward to the board for their vote with a recommendation for dissemination. Michele presented the Publication Usage Survey for the board's review and approval to disseminate.

**Motion:** Motion was made to distribute the publication survey out to the members. Motion second and approved.

### **2.3 In Vitro Report Redesign for board action**

**M. Schultz**

Business Office created a new design for the In Vitro Report to provide a more modern look. A draft of the design based on the October-December 2017 issue was sent to the Publications Committee for their feedback at their last meeting in June and their responses were received by early August. The committee noted that the site is "very user friendly due to the ease with which different articles can be located." Others stated it was "much easier to navigate" and "didn't find a single button or action that failed to perform as directed." They tested it on various platforms (mac and pc) and stated that the Content Management system looks very good and is suitable for viewing on a phone. The Publications Committee recommended that the board approve the new design for the IVR.

**Motion:** Motion was made to approve the new In Vitro report design. Motion second and approved.

At the last board meeting, there was an action item regarding rebranding the SIVB due to some financial companies having the same acronym (SIVB) and pushing us down on search engines. Michele explained that if we decide to totally rebrand to improve our placement in search rankings, it would require that we update everything the internet search engines look at including changing the domain name "sivb.org" which puts us at risk of losing those that already know how to find us. Further discussion clarified that rather than rebranding,

it might be more advantageous to look at purchasing additional URLs that could direct people who don't know us to our website without losing the sivb.org website.

**Action Item:** The Business Office will look into true cost of rebranding website (ex. SIVBiology or SIVBBiology) and present to the board within the next few weeks. The Board will follow up with discussion and vote in late November for going forward with a plan.

### **3.0 2018 IN VITRO BIOLOGY MEETING**

#### **3.1 2018 Meeting Final Statistics**

**M. Saunders**

Marietta gave a report on the final statistics of for the 2018 meeting in St Louis. Registration is up from last year meeting in Raleigh to 421 and significantly up for paid registration from even the 2016 World Congress in San Diego. SIVB's presence in the St. Louis area is solid and with a significant biotech community that we were able to contact through our active members, we were able to draw in both local speakers and registrants to the meeting. In addition, there was active participation from the Local Organizing Committee and we were able to reach out to local scientists that may have not heard of us, but participated in the event. There were 95 Meeting attendees from Missouri, which was just over 22% of the total registration for the meeting.

The scientific program with the Genome Editing theme was well received. All student events had solid participation as did the contributed paper and poster sessions and competitions. The Heart of Biotechnology tour on Wednesday was well attended and while smaller in participation, those who attended the Grants Farm event thoroughly enjoyed the experience. The special CAST presentation was well attended and the Keynote Speaker, Rachel Haurwitz, provided a strong presentation which was held in front of a packed room of participants. The Local Organizing Committee did a tremendous job putting together functions. The scientific program was of high caliber.

Marietta presented the results of survey from the attendees who replied. This information can be utilized to assist in preparing programs and other materials for future meetings.

#### **4.0 Meeting Adjournment**

Meeting was adjourned at 9:15pm and to reconvene in the morning @8:00am.

Meeting was reconvened November 3<sup>rd</sup>, 8:05am EDT.

### **5.0 2019 In Vitro Biology Meeting**

#### **5.1 2019 Scientific Program Update**

**F. Altpeter**

Fredy gave an overview of the scientific program. His biggest concern is to get meeting attendance to significant level and his approach to this is providing a high quality program. He has been working with his committee members on getting the program together and up on the website early to help with attendance and fund raising efforts. The program committee has been successful getting the speakers together for the 4 plenary, 15 Plant, 8 IVACS, and one joint session. We also have a luncheon panel session to following the micropropagation session, and education workshops on both flow cytometry on Saturday and RNAseq as the Sunday night Student Workshop. Session speaker lists are about 50% complete. June Medford, a pioneer in plants synthetic bio, will be the keynote speaker.

The Local Organizing Committee has been looking at scientific tours limited in the Tampa area. Possibilities include research stations, small micropropagation facility, and possibly Busch Gardens. They are still looking at possibilities and will get these formalized soon.

## **5.2 Meeting Update**

**M. Saunders**

The meeting is scheduled for Saturday, June 8 through Wednesday, June 12 with the Welcome Reception, Board of Directors Meeting, possible flow cytometry workshop, possible scientific tour, and 2019 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. The location of this event is to be determined. Also being scheduled are a Micropropagation Best Practices Panel Luncheon for Sunday afternoon, a Monday night panel discussion on "Future Directions in Development and Applications of Cell Lines," and a student member meet-and-greet/pizza party with the board and officers at a to be determined date and time.

Due to the success of offering group registration in St. Louis, SIVB will be continuing offering group registration at 3 levels: 10 people, 15 people and 20 or more people.

The Business Office is currently working out the details for the flow cytometry workshop with the conveners. Beckman Coulter will be funding the session and bringing in their speakers.

Marietta reviewed the venue noting that the meeting is self-contained in the hotel. The total room block is 749. We will be required to meet 80% of the room block which is 600 room nights. At this time, there have been no reservations in the block. Marietta reviewed the concessions SIVB will receive for fulfilling this block.

There are several options for the off-site event on Tuesday. Locations include the Florida Aquarium, a yacht ride that could dock at the hotel, Splitsville (which is an upscale bowling establishment) and lastly, going to Clearwater Beach. The events would be for 75 -100 people.

**Action item:** Marietta will look into cost options of the Cruise, Aquarium and Beach as off site functions in present them to the Board for Board action.

The business office has completed negotiations with Cadmium for the 2019 contract for our Mobile App after confirming that a report could be provided to the reviewers that would provide them with more ease in reviewing abstracts. Cadmium has maintained the abstract submission and review process, speaker data collection system, event website with final program/abstract details, and mobile app for the last 4 meetings.

## **5.3 Local Organizing Committee Update**

**F. Altpeter**

Fredy has gathered a large local organizing committee to try to get them involved in the society. He has also made a list of potential new members with the group to be contacted personally, similarly to what was set up last year by the Membership Committee/Program Committee.

#### **5.4 Fundraising**

**S. Sandhu**

Alan gave the fundraising report on behalf of Sukhpreet. Development meetings have been very active and they have looked at many startup companies. They have created an updated fundraising contact list. Letters have gone out to companies from the Plant side, but several companies can't approve contributions until the first of the year, so at present, there are not many returns ..

#### **6.0 Tour of Tampa Marriott Waterside Hotel and Marina M Saunders/D. Ogle**

The BOD took a tour of the facilities of the Hotel

#### **7.0 2020 World Congress / 2021 In Vitro Biology Meeting**

##### **7.1 2020 Congress in San Diego**

**M. Saunders**

Marietta confirmed that the San Diego Town and Country has been selected as the site for the 2020 World Congress. The property is undergoing a renovation and should be complete at that time. Discussion ensued about the quality of the updates of the facility from the images that had been previously provided to the board.

##### **7.2 2021 Meeting possibilities**

**M. Saunders**

Marietta reviewed the possible sites for the 2021 meetings in the Southeastern USA area. Raleigh has a new policy of not *submit a bid outside of 24 months unless the booking parameters include 700 rooms on peak and a 75,000++ Food and beverage minimum*. This could be problematic, so alternative cities are being investigated. Marietta suggested the organization look into alternate possibilities such as Durham, Greensboro, Charlotte, Norfolk, and Charleston, She presented proposals received from Charlotte, Norfolk and Charleston. The Board voiced a desire to try to keep the meeting in North Carolina, and preferably near the RTP area if possible.

**Action item:** Marietta will look into Durham, Greensboro, and Charlotte a little more for possible 2021 locations.

Per the prior request regarding the 2022 meeting, Marietta will look into St. Louis and Grand Rapids as possibilities after the June 2019 has passed.

#### **8.0 Financials**

##### **8.1 August 2018 Financial Statements**

**B. Doonan**

Barbara gave the financial report. The projected year-end budget shows an estimated loss of \$12,673.64. Items to note included: improved royalties from Springer and a profit for the meeting, but membership numbers did not reach the budgeted numbers projected.

##### **8.2 Approval or Modification of 2019 Budget for board action B. Doonan**

Barbara presented the 2019 Budget for review and approval. The projected year-end budget shows an estimated loss of \$12,673.64.

**Motion:** Motion made for Board to approve the modification of the 2019 budget. The motion was seconded and approved.

## **9.0 New Beginnings Management Contract for review J. Harbell**

John gave an overview of NBM renewal with Marietta answering questions to the contract. The board went into executive session.

## **9.1 Executive Session to review New Beginnings Management Contract for board action J. Harbell**

NBM contract Section V footnote should be edited as the following: “NBM will provide additional fundraising for SIVB **as requested and/or approved by the SIVB BOD.** For this service, NBM will receive 50% of the proceeds from the first \$2,000 raised and 25% of all funds raised after that. NBM will expand its scope to review other charitable contribution options as well as grants.”

**Motion:** Motion was made to approve NBM contract renewal as specified in the BOD packet. The motion was seconded and approved.

## **10.0 Committees**

### **10.1 Education**

**A. Kausch/B. Doonan**

Albert Kausch has biotechnology course online and has approached SIVB regarding the possibility to put links to the lectures on our website. An ad hoc committee as well as a few others looked over the course and comments were collected. Comments were generally positive and Barbara suggested to put the links on the website, but have the Albert and the university control the actual content. The webpage on SIVB’s site should include a disclaimer by the Society.

**Motion:** Motion was made to provide a link to A. Kausch’s Biotech course website with a disclaimer on the Society website for a trial period of one year. The motion was seconded and passed.

**Action item:** Barbara will formalize the process with Albert and work on the disclaimer for the link to A. Kausch’s course website.

BOD adjourned for lunch at 12:00PM.

BOD meeting reconvened at at 1:05 PM

### **10.2 Long Range Planning**

**A. Wenck**

Alan provided a report. He is looking into how to implement ideas that the committee has proposed over the last few years and how to interface with other committees like the membership committee. He is thinking trying to put together small videos/testimonials of how membership has impacted current members. He is looking into long-term financial security of the Society. Journals are a big source of royalties but open source may impact our bottom line down the road. He noted that we need to be aware of this as the Open Source movement gains strengths, since it might reduce royalties. For example, one possibility is to make an “honor roll” if the society is put into their will. Alan has also looked at the donations on the website. He noted that the donate button on website may need to be moved to more visible location and updated include a description of each award that people contribute to. Donations are open to anyone who wants to make a contribution, but they do need to create a record on our website for us to track their



contribution and payments.

**Action item:** Marietta will research the website donations, how to streamline it, and report back to the board.

### **10.3 Nominating**

**D. Tomes**

Dwight gave an update to the board. He is setting up the 2020 election slate of candidates. He has many candidates identified for the positions and has begun to reach out to them to confirm their interest.

**Action item:** Dwight will send his list to the nominating committee and set up a conference call with the committee.

### **10.4 Membership Statistics and update**

**M. Saunders**

Marietta gave the report for the membership committee based on the minutes from their June meeting. She confirmed that we distributed the speaker membership offer and 1 speaker from St. Louis did accept the offer for 2019. The “Renew by December 31” campaign was offered and the winners from the 2018 campaign, Kathy Kamo and Keith Redenbaugh, were notified.

### **10.5 Constitution and Bylaws**

**T. Klein/M. Saunders**

No report was given.

### **10.6 Awards**

**M. Jenderek/M. Saunders**

Marietta provided the Awards committee report which included the minutes from the June Awards Committee Meeting.

### **10.7 Public Policy**

**W. Parrott**

Wayne provided the Public Policy report. Policies from the action items have been submitted. USDA is talking about a massive reform that will impact plant biotech immensely. There will be additional inputs requested and will wait for those requests. FDA has just announced their biotechnology innovation plan for plants and animals. Not clear how much input they will request but the committee will stay on top of the issue. Be a little more proactive in communicating to non-scientists.

### **11.0 Other Business**

**J. Harbell**

#### **11.1 Code of Conduct**

**W. Parrott**

Wayne had requested that SIVB institute a code of conduct. The Business Office gathered samples from a number of organizations and provided a draft of a code of conduct on inappropriate behavior for the organization. This was discussed by the board.. SIVB will not be policing behavior, but recommend to report any incidences to the home institution as appropriate.

**Action Item:** Marietta will help flush out the draft code of conduct.

### **12.0 Adjournment**

**Motion:** Motion was made to adjourn. Motion seconded and approved.

Meeting adjourned at 1:12pm EDT.

**Motions made at the SIVB BOD Meeting November 2-3, 2018:**

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

**Motion:** A motion was made to adopt the minutes from the June 2018 Board Meeting. The motion was seconded and passed.

**Motion:** Create a new SIVB Program Service Award with the program and section chairs provide names to the president for the SIVB service award recipients. The President will send out the acknowledgements via email. Fredy, as program chair, will assist with these Acknowledgements and forward these messages to the president. Motion seconded and carried.

**Motion:** Motion to accept Lisa Lee as an Emeritus member. Motion second and approved.

**Motion:** Motion was made to distribute the publication survey out to the members. Motion second and approved.

**Motion:** Motion was made to approve the new in Vitro report design. Motion second and approved.

**Motion:** Motion made for Board to approve the modification of the 2019 budget. The motion was seconded and approved.

**Motion:** Motion was made to approve NBM contract renewal as specified in the BOD packet. The motion was seconded and approved.

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