

**Minutes for SIVB BOARD OF DIRECTORS MEETING
September 27 - 28, 2019**

Participants: John Harbell (President), Alan Wenck (President Elect), Sukhpreet Sandhu (Vice President) via phone, Barbara Doonan (Treasurer), Harold Trick (Secretary), Kan Wang (Member-at-Large-PBS) via phone, Brad Upham (Member-at-Large-IVACS) via phone, Michael Dame (Member-at-Large (IVACS) and Program Chair via phone, Michael Fay (Publications Chair), John Finer, via phone, Dwight Tomes (Past President), Deepika Chauhan 2020 (Plant Program Chair) via phone, Bretton Hale (PBS Student Co-Chair) via phone, Cristopher Calvo, (IVACS Student Co-Chair) via phone, Marietta Saunders (Managing Director) and Michele Schultz (Publications Manager for Publications, via phone).

The Meeting was called to order at 7:00 pm (PDT) on **September 27, 2019** at the Town and Country San Diego in San Diego, CA.

1.0 INTRODUCTION

1.1 Adoption of Agenda

J. Harbell

The Board of Directors reviewed the agenda for the September 2019 Board of Directors Meeting.

Motion: A motion was made to adopt the agenda for the September 2019 Board Meeting. The motion was seconded and passed.

1.2 Adoption of Minutes

J. Harbell

The Board of Directors reviewed the minutes from the June 2019 Board of Directors Meeting.

Motion: A motion was made to adopt the minutes from the June 2019 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 2019 Update: Will be discussed during LRPC section. 2019 March Update: Alan will set up a meeting of the LRPC during the 2019 In Vitro meeting in Tampa. 2019 September Update: No update and the action item is **ongoing**. **2019 September Update:** This will be discussed in the planning committee report. The action item is **ongoing**.

Outstanding Action Items from October 2017 BOD meeting

2. 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. John will talk to Greg Davis about off target effects and how they differ in animals. March 2019 Update: John will follow on this action item before June meeting. This action item is ongoing. **2019 June Update:** John has not talk to Greg. The recent report of a Chinese investigator doing CRISPR work on human embryos has complicated the issue. Need to figure out how to address this issue and to partition our policy to cover other non-human systems. Need to include in our policy the proper applications of societal safeguards. This action item is **ongoing**. **2019 September Update:** John, does not feel qualified to take a lead on this point. Wayne suggested Alison L. Van Eenennaam to assist on drafting the position. Wayne will send John H. her contact information. The action item is **ongoing**.

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

3. Action Item: Marietta will look into the Grand Rapids area for hotel sites and for St. Louis for 2022 meeting. March 2019 Update: This process will not get started until after the June 2019 Meeting. **2019 June Update:** Process will begin next year after the 2021 meeting is set. This action item is **ongoing**. **2019 September Update:** Due to lengthy contract negotiations with Norfolk, this process has not yet begun; however, this search will begin in earnest after the fall meeting. This action item is **ongoing**.

4. 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 and Justin Colacino are interested in looking into the Grand Rapids area. March 2019 Update: Still in progress, Brad is working with his department head. **2019 June Update:** Not much traction for the Grand Rapid / upper Midwest so the St Louis maybe a better option. Marietta will send out email to convention center and business bureau. This action item is **ongoing**. **2019 September Update:** Due to lengthy contract negotiations with Norfolk, this process has not yet begun; however, this search will begin in earnest after the fall meeting. This action item is being address in action item 3 above and is considered **closed**.

Outstanding Action items made at the SIVB BOD Meeting November 2-3, 2018

5. Action Item: Marietta will help flush out the Code of Conduct/Code of Ethics. March 2019 Update: Still working on Code of Conduct but the board did approve the Code of Ethics which is on our website. See Code of Conduct/Code of Ethics Update following this document. **2019 June Update:** This action item will be **ongoing**. **2019 September Update:** A more complete draft has been prepared for the Board's review and discussion and is included in this packet. This action item is **completed**.

Outstanding Action items made at the SIVB BOD Meeting in March 2019

6. Action Item: Marietta will provide the fundraising/development committee with past grant proposals submitted on SIVB's behalf for possible NSF grant. 2019 June Update: This information was provided to Sukhpreet, Wayne and the Development Committee in March 2019. **The Development Committee** will use this information to develop a 2020

World Congress grant. This action item is **ongoing**. **2019 September Update:** Wayne provided with a link to a document regarding NIFA grants to the Business Office. After this meeting, the Business Office will begin to look at what would be required to file a grant for the upcoming meeting. This item is **ongoing**.

7. Action Item: Ad hoc committee will be formed to discuss the criteria and award level for the Michael Horn Endowment Fund. John Finer will chair this committee. Jerry Ranch and Dave Songstad were suggested as members on this committee. **2019 June Update:** The committee has been formed with Liz Roemer, Jack Widholm and John Harbell. They have been charged to see how to spend and how to grow the awards. Easiest is to spend as student awards. Conference will meet via conference call. This action item will be **ongoing**. **2019 September Update:** Need to follow up with the committee to get traction on this action item. The action item is **ongoing**.

8. Action Items: Marietta will work with awards committee to formulate guidelines distinguished scientist packet and young scientist award packet to present back to the Board in June. **2019 June Update:** This action item will be **ongoing**. **2019 September Update:** **The Awards Committee** discussed these items during their meeting in June. The Awards Committee minutes with the committee's recommendations to the board are included in this packet and will be discussed under Committees at the September board meeting. This action item is **completed**.

Outstanding Action (2019 June BOD Meeting)

9. Ac Marietta will contact Albert Kausch as Education Chair to assist the students in next year's competition and to help formalize the process. **2019 September Update:** The Business Office will be preparing a draft SOP for the competition for Albert and the students review and revise to fit the program. **This item is ongoing**.

10. Action item: The Development Committee will work to getting the past and current student co-chairs involved in grant writing for session support. **2019 September Update:** The action item is **ongoing**.

11. Action Item: Marietta will finalize an agreement with a venue in Norfolk, VA for the 2021 meeting. **2019 September Update: Marietta** has been negotiating with both venues. Due to competition between the two venues, we were able to significantly reduce our room rate to \$149 per night. Marietta worked with both venues to get the best possible concessions for the SIVB and we are moving forward with Hilton Norfolk the Main. This action item is **completed**.

12. Action Item: Michael Fay will contact Dave Duncan for suggestions for his replacement as IVP editor. **2019 September Update:** The action item **completed**.

13. Action Item: Fredy Altpeter, Kolla Kristjansdottir, and John Harbell will send Dwight a list of individuals for potential society leadership. **2019 September Update:** The action

item is **completed**.

14. Action Item: Allan Wenck will check into Amazon Smiles and Your Cause Membership as possible sources for donations. **2019 September Update:** The action item is **completed**.

15. Action item: Marietta will add membership list to the board packet next year. **2019 September Update:** A listing of the 2019 members has been enclosed in this packet. This listing includes the names, affiliations, city, state, country (if outside the USA), membership type, and section. This is the same list that is being provided to members with their 2020 membership renewal as their 2019 directory. It is not disseminated to any non-members. Due to the international General Data Protection Regulation (GDPR) policies established over the last couple years and to be in compliance with our current Privacy Policy, this list does not include street addresses, phone/fax numbers or email addresses. This action item is **completed**.

Action Item: Marietta will provide membership list sent to President and Past President as Chair of the Nominating Committee.

1.4 Deceased Members/Emeritus Ratification

H. Trick

The board acknowledged the passing of Dr. Floy Agnes Stroud-Lee, who passed away March 6, 2018. She was 95. She pursued a career in radiation biology and cytogenetics, specializing in cancer research and advancing the science of tissue culture and chromosome analysis. In the 1960's she pioneered a method of computer analysis of chromosomes. She worked at the Argonne National Laboratory and served as director of the Department of Tissue Culture at the Pasadena Foundation for Medical Research, was a senior scientist at the Jet Propulsion Laboratory, and later returned to Los Alamos to be a radiobiologist.

She was a founding member of the American Indian Science and Engineering Society, an early member of the Tissue Culture Association, and a member of the International Society for Cell Biology, among other scientific associations.

2.0 Publications

M. Fay

Michael Fay gave the publication update. He explained that there was good news for both journals: paper flow for both journals is strong; David Songstad agreed to be EIC of *In Vitro-Plant*; the impact factor of *In Vitro-Animal* is highest in 15 years; and IVP impact factor is at its second highest in that time.

2.1 Publications Update

M. Schultz

Michele provided the board with a review of the journals, echoing what Michael had explained. The IVA journal paper flow is continuing to be strong and we have returned to being able to offer the category Report in Editorial Manager. IVP's paper flow is also improving, especially on the IAPB side. David Songstad signed a contract to officially take office September 16, 2019 as EIC of IVP. In addition, she noted that both SIVB's journals were transferred at the end of July to a new Production Coordinator, David Seidenfeld, who is currently handling Springer's day-to-day interactions with SIVB. Michele has also begun to include "Shared-it" links with journal Facebook, LinkedIn and Twitter postings, which provides access to the full article content, though it can't be copied or downloaded.

Wayne brought up the possibility of approaching Pub Med to get IVP cited with them as this will increase the journal's presence. SIVB had applied for this a number of times before, once with Springer's help; however, to have Pub Med consider our journal, we are required to submit with our application two issues of the journal that show significant medical/health-related content. The last time an application was discussed, IVP attempted to create a special issue on Medicinal Plants; however, they were not able to get enough submissions or traction to create the special issue and it never came to fruition.

Action item: Marietta and Michele will contact Dave Songstad discuss his working toward organizing two issues with significant medical/health content to increase the chance to get the IVP accepted into Pub Med.

Michael Fay provided an update on the *In Vitro Report*. He had finalized edits for most recent issue and it is being released in the next couple days. They will start contacting members for new member news soon after. Michael also thanked Allan and Wayne for submitting articles to the publication and encouraged all board members to contribute content.

Michele explained that a new website design was created for the 2020 World Congress. This new layout was designed to modernize the look of our site. It is a much more dynamic webpage that changes size depending upon viewing format (mobile and tablet friendly). The home page includes quick links to the program, hotel, registration, and important dates and highlights the Keynote Speaker. Also included is a listing of the top level 2019 contributors, which is a new benefit to those contributing \$10,000 or more to the 2020 World Congress. The program is set up to allow for readers to open and collapse sessions to view the session paragraphs. Exhibitor Information and Exhibitor Registration pages are set up to be more colorful and dynamic. The sponsor opportunities and award sponsorship benefits are set up as charts for ease in understanding received benefit levels. The student awards information includes the images of those for whom each award has been named, as

found on the main SIVB site. Each page has “Share it” links at the bottom which will allow the viewer to quickly share the URL on Facebook, LinkedIn, Twitter, or by email.

Michele reviewed the SIVB’s Social Media on Facebook, Twitter and LinkedIn. She acknowledged articles provided by Michael Dame and Deepika Chauhan regarding advertising our Keynote Speaker and that our most popular posts were from images at the 2019 In Vitro Biology Meeting. She noted that the plans for the SIVB Facebook Private Group have been moving forward and upon review by Michael and Sylvia will be created and the SIVB Discussion Forum, which has had little to no activity, will be removed per the vote by the Publications Committee. Wayne suggested that instead of removing the forum, we need to promote it better and that the forum may need help to get activity going again.

Action item: Wayne Parrot, John F. and Harold Trick will pose questions on the Society website forum to help kick start discussions.

3.0 2019 In Vitro Biology Meeting

3.1 2019 Meeting Final Statistics

M. Saunders

Marietta provided an update on the 2019 meeting final statistics. Total registrants for the 2019 meeting in Tampa was 436, including 265 paid, 80 students. These figures were slightly higher than the 2018 meeting in St Louis. The clear theme of Genome Editing was well received and created a strong focus to the program. All student sessions were well attended, as were the contributed paper and poster sessions and competitions. The two scientific tours on Wednesday were very well attended with the Conservation in the Sunshine State selling out even before we arrived on site. June Medford, the Keynote Speaker, provided a dynamic presentation to a full audience of attendees. The exhibits, the Welcome and Opening Receptions, silent auction, and Joint Social were all successful as was the new student pizza party-reception. Overall the meeting can be considered a success.

4.0 ADJOURNMENT FOR EVENING

The BOD meeting was adjourned at 8:30pm PDT and will reconvene at 8 am tomorrow.

Saturday, September 28, 2019

The meeting was reconvened at 8:00am PDT.

5.0 2020 World Congress on In Vitro Biology

5.1 2020 Scientific Program Update

M. Dame

Michael Dame provided an update on the 2020 scientific program which overall is looking good. There are still a few sessions to flush out. Deepika Chauhan gave an update on PB sessions. The majority of the speakers have been confirmed at this time. Michael noted that the IVACS sessions needs to be updated with more specifics.

Participation of the JTCA has been confirmed, but the JAACT will not be participating. We are planning to change the JTCA session to Sunday. JSAAE may be sponsoring a session, but that will not be confirmed until October.

The program is scheduled for Saturday, June 6 through Wednesday, June 10 with the Welcome Reception, Board of Directors Meeting, 15th International Conference on Invertebrate and Fish Cell Culture, flow cytometry workshop, and 2020 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 Leadership and Best Practices in Commercial Laboratories -21st Century and Beyond Panel Luncheon for Sunday afternoon and, based on the success of the 2019 event, a student member meet-and-greet/pizza party with the board and officers, most likely on Saturday evening again. The Keynote Speaker is Alysson Muotri who will be speaking on "Emergence of Spontaneous Oscillatory Networks from Human Brain Organoids."

5.5 Student Update

C. Calvo and B. Hale

Bretton Hale and Cristopher Calvo provided the student update. Students mentioned the round table discussion was very successful in Tampa and would like to repeat it in San Diego. Non-competitive session did not go well the last two years and would like to replace this session with a speaker for science communication or on graduate student mental health from the UC Davis. Another possibility is the have a workshop on how to present research. At the minimum, the name of the session should be changed.

Action Item: Wayne with student reps (**Bretton Hale and Cristofer Calvo**) will look into how to renovate the Non-competitive Oral Presentation Session as a session on Science communication, graduate student mental health or a workshop on how to present research. **Marietta** will assist with scheduling the session in the program once it is determined.

Chris discussed Sunday night workshop possibilities. Some examples include having the Fisher rep put on a workshop/show for new technologies or have Biorad come and give a workshop on droplet PCR.

Action item: Alan will contact local Thermo rep for Rep in San Diego for a possible student workshop and provide info to **Brett, Cristofer, and Marietta**.

5.2 Meeting Update

M. Saunders

The 2020 World Congress on In Vitro Biology Meeting will be held from Saturday, June 6 – Wednesday, June 10, 2020 at the Town and Country San Diego. The room block for the 2020 World Congress on In Vitro Biology is 800 room nights. We will be required to meet 80% of the room block which is 640 room nights. Though the hotel usually charges for usage of their function space, the Hotel will provide all of the function

space we require in accordance with the schedule of events at a discounted flat fee of \$2,500, in recognition of the revenue they will derive from the provision of room nights and food and beverage services and ancillary services provided that we meet our food and beverage minimum of \$50,000++. The Hotel reserves the right to adjust function space at the reservations due date based on attendance at levels lower than contracted.

The Hotel is doing massive amounts of renovations. Marietta is concerned if the Convention Center may not complete their renovations on time. She has had discussions with the hotel and will be coming back to check on the progress in March. She will try to renegotiate our agreement if sufficient progress is not made.

Marietta reviewed the potential offsite properties under consideration for our Tuesday evening social event during the Congress. Venues that Marietta visited for consideration included: Casa de Reyes, an Old Town restaurant with Mariachi entertainment; Stone Brewing World Bistro and Gardens at Liberty Station; the Maritime Museum which offers a tour and dinner on an historical ship plus a potentially lesser expensive buffet dinner; and the San Diego Natural History Museum with self-tour of the museum and dinner on the rooftop. The board discussed these options and decided to move forward with the Maritime Museum and the San Diego Natural History Museum.

She also reviewed the group registration opportunities with the board to make sure they were aware of this option.

5.3 Local Organizing Committee Update

M. Saunders

Marietta provided a progress update on the local organizing committee. We have identified a co-chair Savannah St. Clair, from Los Angeles Pierce College to cover the southern half of the state and are reaching out to Cecilia Zapata, from Front Range Biosystems, as a second co-chair to cover the Northern half of the state. The Business Office is sending out a broadcast email next week reaching out to CA and AZ members requesting their participation in the LOC.

Action Item: **Marietta** will pursue the Maritime Museum and the San Diego Natural History Museum as potential venues for the 2020 World Congress.

5.4 Fundraising

S. Sandhu

Sukhpreet Sandhu provided a report on the current fundraising for the 2020 World Congress. Program flyers have been disseminated and preparations for letters are underway. There are plans to submit conference grant proposal to USDA.

Action Item: **Marietta** will get a hold the appropriate people (Sukhpreet Sandhu, Max Jones, and Sadanand Dhekney) for a phone call to strategize to write a proposal to USDA, FDA or other funding source.

6.0 Tour of Town and Country San Diego

M Saunders/J. Fincher

A tour of the Town and Country was provided by Jamaica Fincher of the Town and Country San Diego.

7.0 Break

The board meeting was adjourned for a scheduled fifteen-minute break.

8.0 2021 and 2022 In Vitro Biology Meeting

The Board reconvened.

8.1 2021 In Vitro Biology Meeting in Norfolk, VA

M. Saunders

Marietta explained that the contract for the 2021 In Vitro Biology Meeting has been signed with Hilton Norfolk The Main. This follows intense negotiations between the two potential venues who were vying to hold the SIVB event at their locations. This benefited SIVB greatly by achieving a significantly lower room rate and additional concessions than originally proposed. The 2021 meeting will be held from Saturday, June 5 – Wednesday, June 9, 2021 at the Hilton Norfolk The Main in Norfolk, Virginia. Marietta explained that Norfolk is a great location with a lot of attractions within walking distance.

The Board considered selecting a 2021 Program Chair now and inviting next year's 2020 Keynote Speaker early. Deepika Chauhan and Piero Barone may be possibilities for Chair; however, using Piero a Program Chair could be problematic as he is also up for Vice President in the 2020-2022 election.

Action Item: Harold Trick will contact Randy Niedz and other Plant Biotechnology section officers to recommend someone forward for Program Chair by end of October.

8.2 2022 and 2023 Meeting Possibilities

M. Saunders

As previously directed, Marietta will look at St. Louis, MO and Grand Rapids, MI. The board also requested that she look into Memphis, TN for the 2022 meeting. For 2023, options to be considered per the board are Asheville, NC; Portland, ME; Savannah, GA; and Athens, GA. The search for 2023 will begin after the contract for 2022 is signed.

Action Item: Marietta will look at St. Louis, MO, Grand Rapids, MI, and Memphis, TN for the 2022 meeting.

Action Item: After the 2022 Hotel contract is signed, Marietta will look into Asheville, NC; Portland, ME; Savannah, GA; and Athens, GA for the 2023 meeting.

9.0 Financials

9.1 July 2019 Financial Statements

B. Doonan

Barbara provided the Treasurer's report. We are still awaiting the July 2019 Financial Statements. Unfortunately, our accountant has had a family emergency and was not able to provide the statements in a timely fashion. Since the retirement of our prior accountant at this

firm, the president of CG Davis & Associates, P.A. has been preparing SIVB's financials. It was hoped that SIVB could work with him to prepare our books through the end of the 2019 year, but this does not appear to be possible. Marietta has interviewed two accounting firms that are both capable to provide services to support SIVB's needs. Both will fall within the budgeted amounts for these services. She will have a preliminary report in a couple of weeks and will need to go over them in detail to verify everything is in order.

Barbara and Marietta met via telephone conference with Morgan Stanley after the June meeting to discuss SIVB's current investments held at Bank of America to see if there were opportunities to allow these funds to be more productive for the organization. Based on this discussion, SIVB established a separate account for the \$40,000 that had been held in the Bank of America Account into a Morgan Stanley account. This will be a new account established under the umbrella of the current SIVB investments held at Morgan Stanley. In addition, SIVB is moving \$20,000 of the \$39,000 that is currently in the Bank Deposit Program of Morgan Stanley into AllianzGI Income and Growth Fund and will be keeping the remainder of the \$19,000 in the Bank Deposit Program.

There was concern voiced by Wayne regarding the European Plan S being implemented in 2021 and how that might affect royalties received through Springer.

Action item: The **Publications Committee** to talk to Springer on the subject of Plan S as it affects our royalty stream.

9.2 Approval or Modification of 2020 Budget for board action B. Doonan

Motion: A motion was made to approve the 2020 Budget. Motion was seconded and approved.

12:00 pm 10.0 LUNCH

11.0 Committees

11.1 Education

A. Kausch/M. Saunders

Marietta provided the education committee report on behalf of Albert Kausch. The committee met at the June meeting. There is nothing further to report at this time.

11.2 Long Range Planning/11.2.1 Strategic Plan Update

A. Wenck

Alan provided the report for the Long-range Planning. He noted that there was no update for the strategic plan. One action was to plan on how to retain student and post docs after they graduate. He stated that they need to send out questionnaires to these members to get feedback.

Action Item: Alan will form a subcommittee to come up with a description to help individuals on how make an endowment to the Society. The subcommittee consists of **Alan, Dwight, Barbara** and **John H.**

Motion: Motion made to register SIVB with Amazon Smiles, Your Cause, etc. to accept donations.

Action Item: Alan will work with **Marietta** to register SIVB with Amazon Smiles and Your

Cause for non-profit donation status. They will formulate a plan to promote the donation option.

There was a discussion as to who should be on the LRPC. It was recommended that the LRPC should be composed of chairs or designees of the membership and other committees that have vested interest.

11.3 Nominating

D. Tomes

11.3.1 Election Update

D. Tomes

Dwight Tomes noted that the 2020-2022 Nomination slate was been finalized and ratified by the Board via electronic voting earlier this fall. Since that time, we lost two nominees and would like to fill these slots. Michael Dame has agreed to run for president elect and Brad Upham has agreed to run for Education Chair. After discussion a motion was made.

Motion: Motion was made to ratify the nominating slate as amended with Michael Dame and Brad Upham pending confirmation of eligibility. Motion was seconded and passed.

NOTE: *after this meeting, it was determined that Michael Dame was not eligible to run for President as his term as Member-at-Large runs through 2022. He has agreed to be nominated for President during the 2024-2026 election cycle.*

Elections will be sent out later this fall.

11.4 Membership

V. Dayeh/M. Saunders

Marietta gave the membership report on behalf of Vivian Dayeh. The Membership Committee suggested an initiative to have a two-year membership option. In addition, it was decided to increase the yearly membership rate by \$5 per year. It was recommended that the meeting rotation be created to go back to profitable cities as that often seems to stabilize our membership numbers. The question was raised about establishing a sustaining or corporate membership program. There was no further discussion on this topic.

11.4.1 Membership Statistics and update

M. Saunders

Membership as of July 31, 2019 was 462 with 283 Regular members. In comparison, 2018 membership as of July 31, 2018 was 430 with 267 Regular members. This is an increase of 7.4% for all membership, and an increase of 6% for Regular members.

11.5 Constitution and Bylaws

T. Klein/M. Saunders

No report given.

11.6 Awards

M. Jenderek/M. Saunders

Marietta reviewed the Awards Committee's Report. They have recommended the following changes to the Young Scientist Award, "Nominee has completed his/her terminal degree **preferably** no more than 10 years prior to the award date." Other wording remains the same as before.

They do not recommend any order as to the ‘Distinguished Scientist’ vs. ‘Fellow’ Awards and noted that they are two distinct categories which might be awarded in any order. The Fellow Award would not be given to just recognize long membership but for actual involvement in the SIVB. The Distinguished Scientist award takes care of in vitro scientific/technical contributions.

Regarding Nomination packages, they recommended that a nomination packet be valid for two consecutive years provided the nominee meets the award criteria. After the second year, if the nominee was not awarded but still meets the criteria, a new nomination packet is required and may be submitted.

They noted that if ‘trade secrets’ are cited as merits in a nomination packet, such citation should be supported in writing by the nominee supervisor.

Motion: To accept the re-nomination criteria of the Lifetime Achievement Award, Fellow Award, Distinguished Scientist Award and Young Scientist Awards criteria to state **“An updated cv from the candidate is recommended.”** Motion was seconded and passed.

The board is concerned about using the words “trade secret” in a nomination package. It is more appropriate to discuss the scientific merit and impact of the work.

Action item: Award Committee should examine renaming the Young Scientist Award for future nominations as it may be considered discriminatory. “Early Career” may be more appropriate. **Marietta** will take this issue back the Awards committee.

Action item: Award committee will look at removing “trade secret”. **Marietta** will take this issue back the Awards committee.

Motion: Motion to approve term “preferably” in young scientist as it refers to the wording: “Nominee has completed his/her terminal degree **“preferably”** no more than 10 years prior to the award date.” Motion was seconded and passed.

Motion: Motion to accept language of Lifetime Achievement Award, Fellow Award, Distinguished Scientist Award, and Young Scientist Award as specified by the Awards Committee. Motion was seconded and passed.

11.7 Public Policy

W. Parrott

USDA is in the process of revamping criteria on genetic-engineering and gene editing. They have received over 600 letters. Next on docket is the EPA coming out with their regulations on gene editing. Putting in informed comments will be prudent.

12.0 Other Business

J. Harbell

12.1 Code of Conduct/Ethics

M. Saunders

Per the Board’s request, the Business Office put together a draft the Code of Ethics/Code of Professional Conduct which was provided for the Board’s review and discussion. It is the Business Office’s recommendation that an Ad Hoc committee be created to review these documents and create a Code of Ethics for the board’s discussion, vote, and potential implementation based on what the organization would their code of ethics to state.

Action Item: All Board members will look over the draft and provide comments of the Code of Ethics and Professional Conduct and provide **Marietta** comments by next Friday.

Action Item: Wayne will get together with **Marietta** to learn how to work with Zoom.

Action Item: Form a subcommittee to come up with a description to help individuals on how make an endowment to the Society. The subcommittee consists of **Alan, Dwight, Barbara** and **John H.**

12.2 New CAST representative

J. Harbell

It is time to nominate a new representative to replace John Harbell as SIVB’s CAST representative.

Motion: Motion made to elect Dwight Tomes as our CAST representative. Motion was seconded and passed.

13.0 ADJOURNMENT

J. Harbell

Motion: Motion was made to adjourn. Motion was seconded and passed.

The meeting was adjourned at 2:52 pm PDT.

Motions made at September 2019 BOD meeting

Motion: A motion was made to adopt the agenda for the September 2019 Board Meeting. The motion was seconded and passed.

Motion: A motion was made to adopt the minutes from the September 2019 Board Meeting. The motion was seconded and passed.

Motion A motion was made to approve the 2020 Budget. Motion was seconded and approved.

Motion: Motion made to register SIVB with Amazon Smiles, Your Cause, etc. to accept donations.

Motion: Motion was made to ratify the nominating slate as amended with Michael Dame and Brad Upham pending confirmation of eligibility. Motion was seconded and passed.

NOTE: *after this meeting, it was determined that Michael Dame was not eligible to run for President as his term as Member-at-Large runs through 2022. He has agreed to be nominated for President during the 2024-2026 election cycle.*

Motion: To accept the re-nomination criteria of the Lifetime Achievement Award, Fellow Award, Distinguished Scientist Award and Young Scientist Awards criteria to state ***“An updated cv from the candidate is recommended.”*** Motion was seconded and passed.

Motion: Motion to approve term “preferably” in young scientist as it refers to the wording: “Nominee has completed his/her terminal degree ***“preferably”*** no more than 10 years prior to the award date.” Motion was seconded and passed.

Motion: Motion to accept language of Lifetime Achievement Award, Fellow Award, Distinguished Scientist Award, and Young Scientist Award as specified by the Awards Committee. Motion was seconded and passed.

Motion: Motion made to elect Dwight Tomes as our CAST representative. Motion was seconded and passed.

Motion: Motion was made to adjourn. Motion was seconded and passed.

Outstanding Action items

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 2019 Update: Will be discussed during LRPC section. 2019 March Update: Alan will set up a meeting of the LRPC during the 2019 In Vitro meeting in Tampa. 2019 September Update: No update and the action item is **ongoing**. **2019 September Update:** We be discussed in the planning committee report The action item is **ongoing**

Outstanding Action Items from October 2017 BOD meeting

2. 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. John will talk to Greg Davis about off target effects and how they differ in animals. March 2019 Update: John will follow on this action item before June meeting. This action item is ongoing. **2019 June Update:** John has not talk to Greg. The recent report of a Chinese investigator doing CRISPR work on human embryos has complicated the issue. Need to figure out how to address this issue and to partition our policy to cover other non-human systems. Need to include in our policy the proper applications of societal safeguards. This action item is **ongoing**. **2019 September Update:** John, does not feel qualified to take a lead on this point. Wayne suggested Alison L. Van Eenennaam to assist on drafting the position. Wayne will send John H. her contact information. The action item is **ongoing**.

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

3. Action item: Marietta will contact Albert Kausch as Education Chair to assist the students in next year's competition and to help formalize the process. **2019 September Update:** The Business Office will be preparing a draft SOP for the competition for Albert and the students review and revise to fit the program. **This item is ongoing.**

4. Action Item: Marietta will look into the Grand Rapids area for hotel sites and for St. Louis for 2022 meeting. March 2019 Update: This process will not get started until after the June 2019 Meeting. **2019 June Update:** Process will begin next year after the 2021 meeting is set. This action item is **ongoing**. **2019 September Update:** Due to lengthy contract negotiations with Norfolk, this process has not yet begun; however, this search will begin in earnest after the fall meeting. This action item is **ongoing**.

5. 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 and Justin Colacino are interested in looking into the Grand Rapids area. March 2019 Update: Still in progress, Brad is working with his department head. **2019 June Update:** Not much traction for the Grand Rapid / upper Midwest so the St Louis maybe

a better option. Marietta will send out email to convention center and business bureau. This action item is **ongoing**. **2019 September Update:** Due to lengthy contract negotiations with Norfolk, this process has not yet begun; however, this search will begin in earnest after the fall meeting. This action item is **ongoing**.

Outstanding Action items made at the SIVB BOD Meeting in March 2019

6. Action Item: Marietta will provide the fundraising/development committee with past grant proposals submitted on SIVB's behalf for possible NSF grant. **2019 June Update:** This information was provided to Sukhpreet, Wayne and the Development Committee in March 2019. **The Development Committee** will use this information to develop a 2020 World Congress grant. This action item is **ongoing**. **2019 September Update:** Wayne provided with a link to a document regarding NIFA grants to the Business Office. After this meeting, the Business Office will begin to look at what would be required to file a grant for the upcoming meeting. This item is **ongoing**.

7. Action Item: Ad hoc committee will be formed to discuss the criteria and award level for the Michael Horn Endowment Fund. John Finer will chair this committee. Jerry Ranch and Dave Songstad were suggested as members on this committee. **2019 June Update:** The committee has been formed with Liz Roemer, Jack Widholm and John Harbell. They have been charged to see how to spend and how to grow the awards. Easiest is to spend as student awards. Conference will meet via conference call. This action item will be **ongoing**. **2019 September Update:** Need to follow up with the committee to get traction on this action item. The action item is **ongoing**.

Outstanding Action (2019 June BOD Meeting)

8. Action item: The Development Committee will work to getting the past and current student co-chairs involved in grant writing for session support. **2019 September Update:** The action item is **ongoing**.

NEW ACTION ITEMS (2019 September BOD Meeting)

9. Action Item: **Marietta** will provide membership list sent to President and Past President as Chair of the Nominating Committee.

10. Action item: **Marietta and Michele** will contact Dave S. discuss the possibility of having two issues strong on issues with medical/health angle to increase chance to get the IVP accepted into Pub Med.

11. Action item: **Wayne Parrot, John F. and Harold Trick** will pose questions on the Society website forum to help kick start discussions.

12. Action Item: **Wayne** with student reps (**Bretton Hale and Cristofer Calvo**) will look into how to renovate the Non-competitive Oral Presentation Session as a session on Science communication, graduate student mental health or a workshop on how to present research. **Marietta** will assist with scheduling the session in the program once it is determined.

13. **Action item:** **Alan** will contact local Thermo rep for Rep in San Diego for a possible student workshop and provide info to **Brett, Cristofer, and Marietta**.
14. Action Item: **Marietta** will pursue the Maritime Museum and the San Diego Natural History Museum as potential venues for the 2020 World Congress.
15. Action Item: **Marietta** will get a hold the appropriate people (Sukhpreet Sandhu, Max Jones, and Sadanand Dhekney) for a phone call to strategize to write a proposal to USDA, FDA or other funding source.
16. Action Item: **Harold Trick** will contact Randy Niedz and other PB section officers to recommend someone forward for Program Chair by end of October.
17. Action Item: **Marietta** will look at St. Louis, MO, Grand Rapids, MI, and Memphis, TN for the 2022 meeting.
18. Action Item: After the 2022 Hotel contract is signed, **Marietta** will look into Asheville, NC; Portland, ME; Savannah, GA; and Athens, GA for the 2023 meeting.
19. Action item: The **Publications Committee** to talk to Springer on the subject of Plan S as it affects our royalty stream.
20. Action Item: **Alan** will work with **Marietta** to register SIVB with Amazon Smiles and Your Cause for non-profit donation status. They will formulate a plan to promote the donation option.
21. Action item: Award Committee should examine renaming the Young Scientist Award for future nominations as it may be considered discriminatory. "Early Career" may be more appropriate. **Marietta** will take this issue back the Awards committee.
22. Action item: Award committee will look at removing "trade secret". **Marietta** will take this issue back the Awards committee.
23. Action Item: **All Board members** will look over the draft and provide comments of the Code of Ethics and Professional Conduct and provide **Marietta** comments by next Friday.
24. Action Item: **Wayne** will get together with **Marietta** to learn how to work with Zoom.
25. Action Item: Form a subcommittee to come up with a description to help individuals on how make an endowment to the Society. The subcommittee consists of **Alan, Dwight, Barbara and John Harbell**.