

Society of Nematologists
Minutes of the Electronic Meeting of the Executive Board
1 September 2010 – 14 July 2011

Present: Parwinder Grewal (President), Jim LaMondia (President-elect), Brent Sipes (Vice President), Russ Ingham (Past President), Inga Zasada (Treasurer), Richard Davis (Secretary), Kris Lambert (Journal of Nematology Editor-in-Chief), Byron Adams (SON Website Editor), Sally Stetina (Nematology Newsletter Editor), Paula Agudelo, David Shapiro-Ilan, and Billy Crow.

1. **Call to Order:** *Jim LaMondia moved, and Richard Davis seconded the motion, to commence the Electronic Meeting of the SON Executive Board. The motion passed.* All members of the SON Executive Board agreed to participate in the meeting. Parwinder Grewal called the electronic meeting to order on 1 September 2010.

2. **Items of Business:**

- A. Ana Flisser, President of the Mexican Society of Parasitology, requested that SON support their bid to host the International Congress of Parasitology Associations (ICOPA) in Mexico in August 2014. After brief discussion, a request for additional information regarding the ICOPA meeting was made, and we discovered that the bid from the Mexican Society of Parasitology to host the ICOPA meeting had already been accepted. In an effort to strengthen our Society's relationship with the Mexican Society of Parasitology, President Grewal sent a letter of congratulations on behalf of SON to the President of the Mexican Society of Parasitology.
- B. On 31 August 2010, Cecilia Schmitt sent a letter to Son Executive Board resigning from her role as SON Business Office Manager in order to pursue other business ventures. Her resignation was to be effective 28 February 2011. She graciously provided a rather lengthy list of items/duties that SON should consider when soliciting bids for a new business manager. The EB expressed surprise at the resignation, but also gratitude for all of her (and Schmitt and Associates) service during a period of many years.
- C. Kris Lambert, as Editor-in-Chief of JON and as a member of an ad-hoc committee tasked with soliciting and editing a series of papers to be published in commemoration of our 50th anniversary, requested that the EB approve \$4000 to assist with the cost involved in organizing and editing the manuscripts. The ad-hoc committee of editors is composed of Kris Lambert, Terry Niblack, David Bird, and David Chitwood. The project will be modeled after "Vistas on Nematology," which was published in conjunction with the Society's 25th anniversary. For lack of a better working title, the new project is referred to as "Vistas II." Kris asserted that the primary need was to allow the editors to have a face-to-face meeting to facilitate the project. *Inga Zasada made a motion, which David Shapiro seconded, that SON reimburse the editors (Lambert, Niblack, Bird, and Chitwood) of Vistas II, the 50th anniversary compilation of invited papers, up to \$1000 each (\$4000 total) for travel, materials, and other expenses necessary for organizing and editing the manuscripts. The motion passed.*
- D. Following consultation with the EB, President Grewal appointed an an-hoc committee to develop a plan for transitioning our business office functions to a new company and then

soliciting bids from companies to fill that role. The committee members were Inga Zasada, Brent Sipes, Byron Adams, and Nancy Burelle. Based primarily on issues identified by the committee, the EB had extensive discussions on what functions the new business office manager should be required to handle. Bids were solicited, and bids were received from six companies. After reviewing and discussing the bids, additional information regarding references and past work was sought for the company submitting the lowest bid. ***Jim Lamondia moved, and Richard Davis seconded the motion, that SON commit to a one-year-long contract with Rosewood Business Solutions to manage our Society's business office functions. The motion passed.*** Rosewood Business Solutions is owned and operated by Lisa Miller in Loudonville, OH. There was extensive discussion regarding what should be in the contract, the specific wording of certain parts of the contract, and what expenses SON should cover during the transition to Rosewood Business Solutions. Rosewood Business Solutions required that SON purchase the software to be used for accounting purposes, so ***Richard Davis moved, and Jim Lamondia seconded the motion, that SON purchase a copy of QuickBooks Pro or comparable accounting software for use by the SON business office. Ownership of the software will be retained by SON. The motion passed.*** The cost of the software was expected to be about \$230. The email address used by Rosewood Business Solutions to conduct SON business (SocietyofNematologists@gmail.com) will remain with SON regardless of who is contracted to run our business office in the future. After a contract had been developed and revised, ***Russ Ingham moved, and Richard Davis seconded the motions, that the EB approve the contract with Rosewood business Solutions. The motion passed.***

- E. Byron Adams presented the EB with a draft of the new SON website (<http://nematologists.org/>) for comment and review. The new website is a significant update to the old website and provides new functions such as online voting and online discussion/meeting capabilities, and it allows for expansion in the future. SON paid for the website development and owns the code, so we can move it to a new host or modify it as we desire in the future. After review and comment by the EB, revisions were made, and the website was made available to the public. Adding content to the website is an ongoing process.
- F. At the request of the Journal of Nematology Editorial Board, the EB is discussing the options for moving to online manuscript submission and management. The decision will have to balance the cost of the new service and the workload for SON (e.g., JON Editorial Board, SON Website Editor). Commercially-provided services would be little work for SON, but may be too expensive; open source software (freeware) would cost much less, but would be more work for SON.
- G. With the transition to a new SON business office, it has been necessary to change who has signature authority on the SON bank account. Previously, the SON Treasurer and the SON Business Office had signature authority; the SON Treasurer changed every three years, but the SON Business office remained constant for many years and provided some continuity as well as backup for the Treasurer. The EB decided that it would be more appropriate to have all signatories be elected officers. It would minimize the work involved in changing signature authority if the Treasurer and the SON Vice President that is elected at the same time as the Treasurer were the two signatories. In this system, signature authority will only have to be changed once every three years. If for any reason

the Vice President cannot accept signature authority, then the Past President (who was given signature authority when they became Vice President three years earlier) will retain signature authority for an additional year until the Vice President elected the following year can accept signature authority. ***Jim Lamondia moved, and Richard Davis seconded the motion, that signature authority on the Society of Nematologists bank accounts be given to the SON Treasurer and the SON Vice President who is elected at the same time as the Treasurer. The motion passed.***

- H. The EB received a suggestion from Drs. David Chitwood and Richard Sikora that the 50th Anniversary Meeting of the Society of Nematologists be dedicated to four original members of SON who played a crucial role in founding our Society. Based on this suggestion, ***Jim Lamondia moved, and Richard Davis seconded the motion, that that the 50th anniversary meeting of the Society of Nematologists be dedicated to Don Taylor, Fields Caveness, O.H. Elmer, and Robert Jenkins in recognition of their efforts to create our Society. The motion passed.*** Byron Adams suggested that it would be a nice symbolic gesture for the first item of business conducted using the new electronic meeting tool of the new SON website to be a motion honoring those who started our Society. An electronic meeting was initiated and this discussion, motion, and vote were the first SON Executive Board actions handled via the new website.
- I. Minutes of the 2010 1st Executive Board Meeting and the 2010 2nd Executive Board Meeting were distributed to the EB. Following a few corrections and revisions, ***Jim LaMondia moved, and Parwinder Grewal seconded the motion, that the minutes be accepted. The motion passed.***
- J. Roland Perry requested that the Executive Board grant him Emeritus Membership status. ***Jim LaMondia moved, and Russ Ingham seconded the motion, that Roland Perry be granted Emeritus Membership status. The motion passed.***
- K. ***David Shapiro moved, and Russ Ingham seconded the motion, that George O. Poinar be granted Emeritus Membership status. The motion passed.***
- L. Nancy Burelle initiated a discussion about transitioning the journal of Nematology to electronic submission and management of manuscripts. The Florida Center for Library Automation at the University of Florida has an online manuscript system that may meet our needs. The system would be free for SON to use, and it could be used for JON to transition into online publication. Caitlin Nelson at the Florida Center for Library Automation provided an online demonstration of the system. The JON Editorial Board will pursue this and provide additional information and recommendations to the SON Executive Board.
- M. ***Russ Ingham moved, and Richard Davis seconded the motion, that the electronic Executive Board meeting be adjourned. The motion passed.*** The meeting ended on 14 July 2011.

Respectfully submitted,
Richard F. Davis, Secretary