

**Society of Nematologists
52nd Annual Meeting
First Executive Board Meeting
July 14, 2013
Recorded by Andrea M. Skantar, Secretary**

In Attendance: Jim LaMondia (Past President), Brent Sipes (President), Jon Eisenback (President Elect), Steve Thomas (Vice President), Inga Zasada (Treasurer), Andrea Skantar (Secretary), Sally Stetina (Nematology Newsletter editor), Horacio Lopez Nicora, Nathan Schroeder.

1. **Announcements:** Brent Sipes acknowledged Inga's last meeting as treasurer, thanked her for her service and gave her a thank you gift.
2. **Call to Order:** Brent Sipes called the meeting to order at 8:01 am (2:01 HST).
3. **Approval of Agenda:** *Jim Lamondia made, and Jon Eisenback seconded, a motion to approve the agenda. The motion passed unanimously.*
4. **Approval of Minutes of Electronic Executive Board Meeting:** *Hearing no corrections to the the minutes, Brent Sipes the minutes were approved.*
5. **Committee reports:** Steve Thomas and Jim Lamondia moved and seconded to accept the officer and committee reports as entered. The motion passed.

Old Business:

- a) **Archivist:** Jon Eisenback agreed to become archivist, taking over for Pat Donald who is retiring.
- b) **Committee structure:** Steve Thomas has been compiling list of new committees and several are being revitalized.
- c) *Horacio moved that the Graduate Student committee no longer be considered ad hoc. Jon Eisenback seconded. The motion passed unanimously.*
- d) **Budget 2013 (Inga Zasada):** Calendar year budget cycle; projected deficit \$2000 (getting worse); the negative trend is due to the Journal, printing costs for libraries is not covered by subscriptions. \$26,000 membership fees. Sustaining memberships (\$500) is hard to keep them paying, many sustaining members are behind on their responsibilities; need more outreach to those members either by the industry committee or the business office or the president.

Sheridan press: \$1500 editing costs. This is new, after Nancy puts the journal together. Sheridan changed their billing. Online submission=\$30 per submission; 5 different moving parts and costs.

We dropped CAST. Other budget items web and credit card expenses have been pretty stable. Business office is expensive \$28,000 (projected \$30,000). She spends most amount of time on journal subscription issues (see Treasurer's report). Costs for business office: \$14k, in 2012 she spent time getting subscriptions up; this year \$10k.

With regard to the necessity of publishing paper versions of taxonomic descriptions, a recent Zookeys 2012 article states that submission to an online archive can substitute for paper publication (as relayed from Jim Baldwin).

Membership numbers in 300 person range; used to be 500. We have 40 or so students. Brent asked if it is justifiable to give students (and the PI grants that pay for them) a break on registration? The discount is substantial in registration; would those who have students be willing to pay more? We raised the abstract fee to \$50. In essence we are subsidizing faculty costs to bring students. Maybe we need to restructure the awards so that the money doesn't go straight to the student but goes to the registration fee and the students still get recognition/picture. The student isn't paying the registration fee most of the time, so the benefit is to the faculty.

Inga used targeted emails to remind people their memberships were going to expire. We have a committed but shrinking membership base.

Jim Lamondia moved and Sally Stetina seconded a motion that student registration should cover baseline costs and the regular member registration fee should be some percentage above that level. Motion passed unanimously.

NEW BUSINESS

- a) **Emeritus Status request (Brent Sipes):** *Suzane Spencer, newsletter editor from the 80s, member for 30+ years retired from the NC Dept of Agriculture. Plant Pathologist, NCDA&CS Plant Industry Division. Inga moved and Jim seconded that she be awarded Emeritus status; the motion passed.*
- b) **Subscription Refund Policy (Brent Sipes):** some members in response to us going electronic wanted a refund. The board agrees that there should be no refunds.
- c) **Discontinuation of printed JON (Inga Zasada)**
 \$15,000 constant cost for putting journal together through Sheridan
 \$9000 printing
 \$1200 shipping
 EIC costs-editing services help for Nancy (\$6000) Used to be \$10,000 in years past
 We're still doing 250 printed copies; mailing costs is big

\$1850 Allen Press- this is the expense for the online submission system \$30 per paper; 50 submissions in a year; could be higher or lower

Business Office expenses-\$12540 (estimated) 40 hours a month guaranteed, overages \$25 per hour; we could get rid of print and reduce business office expenses; she would spend most of time on society business. Journal activities account for the overages.

Membership dues cover business office expense, not the journal; we're open access so subscriptions will be zero eventually; member dues and abstracts income is \$25000; meetings have been an income winner; we're going to take a hit for 6ICN and joint meeting with APS 3 yrs from now.

We haven't had a dues increase in several years. The cost is now \$69.95 (with the transaction fee). Changing dues is in the constitution-members have to vote on it. Raising dues often causes us to lose an equivalent amount of members so that the net income does not go up. An alternative source of revenue increase is charging a publication fee/page charge. This fee can be charged to a grant and is a perceived benefit that you are getting something in return for what you pay (Sally Stetina).

Web costs: hosting \$1000; transactions \$500; fixed costs.
Byron's changes \$500. Not huge.

Are our membership dues comparable to other small societies? Mycology Society dues=\$90. We currently have no penalty for late renewals. Inga stated that instituting some penalty may be a good place to start.

Adding a journal submission fee might be another good way to go. Incentive for membership-lower fees to submit if you're member; pay up front for us to look at it.

Jon Eisenback moved and Inga Zasada seconded a motion that, as of Jan 1, 2014, there be a \$100 fee for nonmembers of SON, to submit a manuscript to the Journal of Nematology. Second: Inga. Motion passed.

There will need to be linkage between the SON web page and the JON submission portal so that we can know who is a member and who is not, and what fee they should pay.

Inga Zasada moved and Sally Stetina seconded a motion to discontinue all printed copies of the Journal of Nematology as of the first issue of 2014. Discussion: Taxonomic issues seem to be taken care of. Motion by Steve Thomas, seconded by Horacio Lopez-Nicora--We need discussion at the business meeting first and then we can revisit the previous motion at the second executive board meeting. Motion passed.

Jon Eisenback moved and Jim Lamondia seconded a motion that our subscription policy is such that if you pay for a volume you will receive that volume and that there is no prorated refund. Motion passed.

- d) **NA Cobb Foundation webpage (Brent Sipes):** Patty Timper wants to move Cobb Foundation web site to the SON web site. We need to be cognizant of potential conflicts with the charters of each society in how this is set up and managed and what information is allowable. *Inga Zasada moved, Steve Thomas seconded: The SON would make a donation of space (one time, approximate value up to \$500) to the Cobb Foundation to include their web pages on our web site.* Discussion: Byron does our web page; an administrator password could be given to someone from Cobb Foundation to allow access to updating their pages. We need to make it clear that the responsibility for changing content is theirs. Steve: in order to maintain tax-exempt status we need to show that there is no net benefit to SON from what the Cobb Foundation does. (If a member made a tax-exempt donation to Cobb and then Cobb awarded his student, that award would be indirect benefit). We should include a disclaimer. We can also look to see what do other society web pages (APS) do for linking their foundation web pages? 501(c)3 needed in order for people to get tax break for donations. Show that money doesn't go back to benefit the donor. SON donations are not tax deductible. *Motion passed.*
- e) **Business Office (Inga Zasada):** From the electronic EB meeting, it was noted that the business office spent >1 hour per member on membership issues. The issues that are most important are monitoring the speed, accuracy and necessity of tasks performed, and maintaining a high level of communication with executive board members who she interacts with most (president, treasurer, web editor, newsletter editor, EIC). Initially, there was a steep learning curve, but that has smoothed out. If tasks related to the printing of the journal become unnecessary (when we stop printing), Lisa would deal mostly with membership issues. Inga related that now we use online quickbooks, which is a plus. Inga suggested we could institute a cost-saving measure to cap her hours at 40 per month. She historically has never gone over 480. Workload really varies. Busy time is renewals, so it actually could take more than 40/month during that time (it is not averaged). Jon will explore other business office models/options for the future. There should be teleconference between the business office and the new NNL, treasurer, web editors, etc. to make sure that everyone is on the same page for who does what when. Inga said she would look into updating the OPs manual and defining the roles of individual people (*should work with Senyu Chen on transitioning this*).
- f) **2014 Congress:** Looking ahead to budgeting for the Congress; for the meeting in Australia we fronted them money as a loan to get things going; for Tenerife we put money into the program and symposia and students. We have not been asked yet to sponsor anything. We could sponsor SON student travel or propose an SON sponsored symposium; if we do that we would want recognition of the sponsorship.

Jon: Motion for SON sponsor a symposium at the 6ICN. Jim seconded. Motion passed. Details to be determined during electronic board meeting; Jon will contact 6ICN. Inga/Senyu will be putting \$ in budget for symposium in 2014. Motion passed.

Inga Zasada proposed and Sally Stetina seconded a motion for honors and awards committee to sponsor two travel awards for SON students to attend 6ICN. 2x \$2500

encompasses Dow-SON and other society money (SON award). (Timing must be pushed up; probably don't have to worry about honorary member travel) ***Motion passed.***

- g) **SON committee member term extension:** *Steve Thomas moved and Sally Stetina seconded a motion to have the SON committee structure be retained for an additional year to accommodate the international meeting in 2014.* The committees should plan to operate electronically and to function with officers for an additional year. ***Motion passed.*** Steve Thomas and Andrea Skantar will make appropriate changes to the OPs manual.
- h) **Website:** Sally Stetina stated that the list of members on committees and EB board meeting minutes should be integrated within the newsletter and web site; Jon Eisenback has spreadsheet of info with archive of old officers. We need timeline and workflow for functioning of committees. We could have one person be newsletter editor and web editor (Roxana Myers). ***Brent appointed Roxana Myers as Web News Editor for the Society and Jon Eisenback can reappoint her for the coming year (when Byron's role changes).*** We still need to commit to changing content at least quarterly. Jon Eisenback stated that there's an internet archive web site that allows you to see any web site as it was on a particular day.
- i) **Sustaining member:** one company wants to have two people from a single company to be a sustaining member. We need to have to have more continuity with how we deal with sustaining members. Industry committee organized the lunch; Parwinder used it as opportunity to raise money. Also new to have exhibitors. Jon suggested that we should solicit the companies for additional support and perhaps have tiered sustaining associate levels. Explore action to implement tiered sustaining member structure with lowest level \$500 (logo/name); \$2500, and \$5000, and \$10,000 levels that come with exhibit space offered and full page ad in program. Task the Industry committee with what levels they think should be offered and get industry input. We need to have an advocate/liaison at each company.
- j) **Budget 2014 (Inga Zasada):** We need comprehensive investment policy; we have \$100k available for investment; there's leeway to invest \$100k without incurring a whole lot more risk. Inga has not been able to make changes to policy as fed employee. 2011 we made \$60k (\$33k from investments). Are we able to use more expendable income? Jon Eisenback suggested that we invest some amount of money into membership initiatives that will help with increasing income in the long run. We're losing members to ONTA, folks who are in the field-oriented research areas.

RFP for members to have a small grant for new ideas that would increase membership. The funds would help to get the idea off the ground, benefit personally and for the committee who would organize it. The amount has to be substantial enough to tempt someone to compete for it. Workshop coupled to SON membership. Time to do, during joint meetings?

Steve-organic nematode control; large conferences. The organic market doesn't see nematologist as serving their needs;

1. ***Motion to have a workshop at MSU prior to 2015 meeting, targeting extension people and crop consultants, up to maximum of \$10,000. The goal is exposure of society and science, to survey crop consultants and clientele to determine future products/services. It would be a fee-based workshop. Inga moved; Jim seconded.*** Ask specific people like George Bird to organize it. Generate exposure, pays for itself, sustaining, bringing in new people. ***Motion passed.***
 2. ***Motion for RFP for up to five members-only high quality web content to demonstrate techniques, microscopy, videos, graphics, etc. to support practical nematology, with an upper cost limit of \$2000 each. Jim moved and Steve seconded.*** Jove (Journal of Visualized Experiments) is not open access. Funds to individual or university. We need to task the RFP drafting and evaluation to the extension committee-Antoon is chair; Inga is liaison. Jon will ask Paulo Vieira. ***Motion passed.***
- k) We had not been indexed by Scopus (David Shapiro Ilan noticed). Some asked for visas to the meeting (Anwar Bilgrami-Pakistan) and were denied.
- l) Inga-impact factor of the journal is 0.2. The Editorial Board needs to come up with some ideas. Would Vistas II help? What is impact factor of *Nematropica*? Solicit review articles or feature articles on specific topics. 50-100 non *C. elegans* abstracts at the *C. elegans* meeting. Workshop on parasitic nematodes/grant to work on them. There's nothing on the *C. elegans* web site about this meeting; bring in *C. elegans* person as an editor. This years' symposium speakers—could they write their talks up for JON. Soliciting review articles-Axel Elling just wrote something for another journal.
- m) Social media needs to be revitalized. Me.
- n) NNL-December Sally Stetina completes her term.
- o) Committees: Judy Theis is chair-Ops manual specifies who needs to be on it.
- p) Long range planning-membership, dues
- q) Meeting site selection- 2016 is Montreal; 2017 is joint but we don't know where. Terry Niblack is our APS contact. Memphis would be good. ICPP is in Beijing this year and then in Boston in 2018.
- r) Student committee members need to commit for 2 years. Be involved in symposia.
- s) Back to recruiting/membership:

Adjourn. A motion to adjourn was made by Jon Eisenback and seconded by Jim LaMondia. The motion passed and the meeting was adjourned at 2:40 pm.