



Society of Nematologists Executive Board

55TH ANNUAL MEETING (2016) 1ST EXECUTIVE BOARD MEETING MINUTES

MEETING DATE: 7/17/16
LOCATION: Montreal, Canada
ATTENDANCE: Byron Adams, Patty Timper, Nancy Kokalis-Burelle, Steve Thomas, Andrea Skantar, Koon-Hui Wang, Roxana Myers, Jon Eisenback, Paulo Vieira, Axel Elling, Senyu Chen.
Guest: Mario Tenuta

(Executive Board will be referred to as EB in these minutes).

- 1. Announcements:** President Byron Adams thanked members of the EB for coming and participating throughout the year, and reminded everyone of the President's reception Tuesday night.

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
Call to order	President Byron Adams called the meeting to order at 8:13 am EST time, seconded by Timper.	
Approval of agenda	Andrea Skantar made a motion to approve the agenda, Byron seconded.	Motion passed unanimously.
Motion to approve consent agenda	None	
Approval of minutes of electronic EB meeting	Byron Adams moved and Koon-Hui Wang seconded.	Motion passed unanimously.

6. Executive Board Reports (See written report attached)

- Past President: Steve Thomas
- President: Byron Adams
- President-Elect: Patricia Timper
- Vice-President: Nancy Kokalis-Burelle
- Secretary: Koon-Hui Wang
- Treasurer: Senyu Chen
- Editor-in-Chief, JON: Andrea Skantar
- Web Page Editor: Roxana Myers

7. Other Reports (See written report attached)

- N. A. Cobb Foundation: Terry Niblack
- Archives: Jon Eisenback

8. Standing Committee Reports (See written report attached)

- Biological Control- Louise-Marie Dandurand (Richard Sikora)

- b. Ecology – Zhiqing Cheng (No report)
- c. Education – Robin Giblin-Davis
- d. Entomophilic Nematology – Harit K. Bal
- e. Extension – Billy Crow
- f. Finance Advisory – Senyu Chen
- g. Graduate Students – Ben McInnes
- h. Honors and Awards – Inga Zasada
- i. Industry – Axel Elling
- j. Long Range Planning – Steve Thomas
- k. Meeting Site Selection – Nancy Kokalis-Burelle
- l. Membership – Ed McGawley
- m. Plant Resistance – Sally Stetina
- n. Regulatory – Steve Thomas
- o. Systematic Resources – Qing Yu

9. Affiliated Organizations

- a. AIBS (See notes attached to the written report attached)
- b. IFNS – Axel Elling reported: Pierre Abad will be the Chair of the local arrangements committee for the 2020 International Congress of Nematologists (ICN) in Antibes, France.
- c. NSCA – Byron Adams reported: Funding for biological collections has been placed on hiatus at NSF and the NSCA is highly concerned. NSF has said the program is not in jeopardy of going away, they just want to re-think how they've been funding museums and collections-based research. NSF anticipates issuing a new RFP next year.

10. Old Business

- *Budget 2015-2016* (Senyu Chen reported, refer to pg 8 in the 2016 SON Annual Report Binder). During 2015 (Jan –Dec 2015), the Society had income of \$11K. SON budget is in good condition, but expenditure in 2016 might be high. Senyu Chen suggested that the treasurer should be involved in the organizing committee for future meetings.
- *Other business from the consent agenda:* None
- *Business office transition:* (Steve Thomas) Business office transition from Rosewood to Steve Thomas has taken longer than expected. Rosewood shipped 103 copies of the back issues of Journal of Nematology (Issue 45) but never sent the business records or bank statements. Patty Timper suggested distributing these issues during the SON meeting in New Mexico. Lisa Miller did not file the SON taxes in 2016 and is difficult to reach by phone or e-mail. Steve is figuring out how to get the transactions through QuickBooks. A suggestion was made to ask Terry Niblack to visit her in person in Laudeville which is close to Wooster, one hour from Columbus. Senyu Chen said that last year when he was checking if Bayer paid the annual fee, he noticed that she received the payment but failed to file it in QuickBooks. It is important to get the financial records. Steve Thomas volunteered to contact Terry Niblack to visit Lisa Miller. Roxana Myers said Lisa may have failed to record some multiple year dues payments by members. Byron Adams said he did download some member payment records and can retrieve that information. Steve Thomas planned to figure out how to restrict Lisa Miller's future Quickbooks access to the SON files.
- *Journal transition to BioOne:* (Byron Adams) By transitioning JON to BioOne, the Society can make money when someone downloads JON articles online. The concern is that not all SON members will have free access to the journal articles through online searches unless your institute subscribes to BioOne, even though the University of Florida would still have the archive of the Journal. Patty Timper suggested that we can upload JON articles to the SON website and allow members login access. This

could be a revenue source for the Society. Nancy Kokalis-Burelle said that the journal impact factor is steadily going up. Byron Adams: Larry Duncan had his secretary handle the Nematropica editing (ONTA model). **Nancy: We should ask if Allen Press can reduce the current price.** Patty: We can have a shorter version of the instructions to authors to facilitate better following of the instructions. It's difficult to do the ONTA model that uses the traditional submission method. We need the submission platform. Nancy: Allen Press offered the cheapest rate at that time, we can narrow down the editing cost by asking the authors to tighten the formatting. Patty said we don't have to go to BioOne now as we are still okay financially. Andrea Skantar reminded the EB of the promising outlook for the Society looking at the 6 Nematology job positions offered in the last two months. Senyu Chen said that there is a concern that developing countries will be unable to access the journal through BioOne. Byron agreed that this is an ethical issue. We can promote the society through the newsletter, website and social media. Paulo Vieira said we should pay to get a good quality journal and to be more professional. Discussion was made on how to overcome the \$17K expenditure for the journal editing costs. Editors should be stricter on authors to better follow the required format. We can revisit the submission fee but not too high like the \$1500 required by PLOS One. **Senyu Chen will send Andrea Skantar the invoices we recently paid Allen Press.** Byron encouraged the board to think about various publication models to cut costs, but we don't need to decide on BioOne now.

Miscellaneous: Roxana Myers asked if the "Discussion" tab on the webpage is useful and should be promoted? Andrea Skantar said people use Facebook for discussion. Jon said he has a collection of nematode species description that can be uploaded to the webpage. He can use the Virginia Tech website and link it to the SON webpage. Byron Adams and Roxana said they are working on setting up a member directory on the website.

11. New Business:

- a. *New EB member coming on:* Ed McGawley, web editor; Guiping Yan, EB liaison. Byron Adams thanked Roxana Myers and Paulo Vieira for their great and excellent service to the Society.
- b. *Business office transition:* (Steve Thomas/Roxana Myers)

Stripe account and EFT fee impact on income – This year total online transactions were \$108K but the processing fee of the Stripe payment provider cost the business office \$3K. SON used to charge a processing and handling charge to cover the credit card fee, but that is not legal. Some members declined to pay this charge. Steve Thomas asked permission from EB board to not allow EFT fees to be charged to the business office. Byron Adams suggested a motion to "Use of EFT for payment of membership dues or meeting registration must cover the whole cost including bank transfer fees."

Patty Timper made a motion "SON set a strict policy that the full amount of any transaction be received in U.S. dollars, and the payee will be responsible for any EFT fees." Steve Thomas seconded. All in favor. Motion approved.

Membership list: Current number of paid 2016 SON members was 176. This number is used for calculating the number of Fellow and Honorary awards.

- c. *Policy on soliciting SON donors in support of ancillary projects (addition to OPS manual).* We need to designate an SON representative from the local arrangements committee to be the contact person to contact all potential supporters from the local area. Jon Eisenback suggested to designate the local arrangements chair, but concerned that it will be changed every year. This is also what SON has practiced so far. Patty Timper said it might be better that we appoint one person for this task over a 3-

year period so that we will have a more experienced person in charge. A series of suggestions followed this discussion:

“Appoint a liaison for the local arrangements committee to contact local industries”.

Or “appoint a more senior liaison to the industry committee (that is not an ARS employee)”.

Andrea Skantar suggested outlining an instructional procedure for the local arrangements committee.

“Ask the Industry Committee chair to make a point of contact to be the person to contact the industries”. Some concern about a conflict of interest if we appoint someone from the Industry Committee. Axel Elling said it is not necessary for the Industry Committee chair to be the point of contact, but the industry committee should be intimately involved. There are worries that the Industry Committee seems to be most unstable in terms of frequent changes of hire or representatives. Byron Adams suggested that the chairs of the extension and industry committees work jointly as liaisons for the local arrangements chair.

Thus it is suggested that we add a duty for the Extension and Industry committees to work together to solicit support for annual meetings and sustaining members: i.e. Local Arrangements Committee should contact the Extension and Industry Committee chairs prior to the local arrangements meeting.

Byron Adams made a motion to accept the addition of duties for the Extension and Industry Committees to work together to solicit support for annual meetings and sustaining members. Patty Timper so moved, Axel Elling seconded. All in favor. Motion passed.

Steve Thomas moved that the Local Arrangements Chair consult with the Chair of the Industry and Extension Committees regarding donation solicitations for the annual meeting. Axel Elling seconded. Patty Timper added that it was very good to have industrial support for the social events (e.g. food for the Graduate Student Social this year). **All in favor, motion passed.**

Break at 10:00, resume at 10:12 am.

d. Status of needed web page tools:

- *Ability for committees to add content:* Roxana Myers said the Committee page is set up to add in content for each committee by web editor. Need to train the new web editor how to add content to the webpages.
- *Ability to manage membership records and directory:* Right now the Web Editor is answering inquiries related to membership records and meeting registration records. Roxana Myers is in the process of creating a procedures manual to allow the business office to have the access directly.
- Ono Web Design, the web developer, wants to charge more for individual leveraging web tools to ease the burden on the business office in general.
- Discussion on what we can add to the webpage to make the business office more efficient:
 - 1) Need to have the membership list and list of meeting participants easily downloaded;
 - 2) Patty Timper asked if we can have a back up to prepare for future hacking. Roxana Myers said we are in a good position now and can do webpage backups;
 - 3) Steve Thomas said the ability to download webpage info would help to transfer the information into Quickbooks. Senyu Chen said you can also download Stripe Gateway for the same purpose, but we need to figure out how to transfer it into Excel;
 - 4) Would be good to add a new e-mail notification of new members to Newsletter editors (Jon Eisenback, Paulo Vieira) and Secretary (Koon-Hui Wang) to update listserv;
 - 5) We can add a web editor job to update listserv;
 - 6) Ask Brent Sipes if we can make a listserv message to say if you want to change your e-mail or unsubscribe from SON Listserv please notify Koon-Hui Wang;
 - 7) Byron Adams recommended that we task the web editor to be responsible for updating the listserv.

- Roxana Myers: Most recent update on SON membership: 176 members. Byron Adams said that the old website allowed us to track members that did not pay due and notify them electronically. We used to have 700 members. Roxana said there were lots of non-members registered for the meeting this year. Byron Adams is forwarding the old list to Roxana, Steve and Newsletter editors to reach out to the expired members. Some e-mail questions come into SON e-mail can be forwarded to business office or Newsletter editors.
- Andrea Skantar asked to add a Twitter feed to the webpage. Roxana said she'd already informed the web developer.

e. *Issues from OPS manual*

- Modify ops manuals (“Students may enter, but they cannot receive a first place award more than one time per degree”). Nancy Kokalis-Burelle said that it would be discouraging for students to only be allowed to win one time in the Student Presentation Competition. Patty suggested striking this statement from the ops manual. **Patty Timper moved that we strike the limitation on one first place award per student for student competition. Steve Thomas seconded, all in favor, motion passed.**
- Do we want to limit the student oral competition to one session? Comment from Steve Thomas: “With discontinuation of the student poster competition, should there still be limits on the number of participants?” Patty Timper said we can modify this statement to be an option only. **Action needed: Adams suggested assignment for Patty Timper to reword this in ops manual.**
- Need student committee to write a mission statement. **Action needed: Axel Elling will pass the task to the Student Committee.**
- **Change the ops manual (pg 53): Student fees are usually 50% (change from 50-60%) of the regular members’ meeting registration fees.** We have consent from EB to make this change in ops manual.
- Senyu Chen said we should check on how to deal with people that ask for a registration refund if they can’t attend the meeting. Pg 53 in Ops manual said this is up to the Local Arrangements Committee to decide how much to refund if they cancel with short notice. Last year, Byron Adams responded to a member that asked for a refund to extend their registration to the following year. Senyu Chen said this is a good approach if there are only a few cancellations. If there are too many cancellations, we should make a statement in ops manual to set the rule clear. Mario Tenuta said at least a 3-week notice is needed to cancel hotel room reservations without a charge. We can use this as a guideline for the length of time to cancel the meeting registration fees. The tour is not an issue but food and drink is. Not getting Visa approval for travel is usually the reason someone cancels their registration.

**Add a statement in ops manual under Local Arrangements Committee (LAC) section:
“Whoever wants to cancel their registration should notify the LAC of the cancellation one month prior to the meeting to receive a 75% refund, after that registration is not refundable, but they can apply their registration fees to next year’s meeting”.**

- **Pg 53: Change “Friends of Society” to “Sustaining Members”.**

f. *Wording on membership committee description on the webpage* needs clarification. Suggest assigning the membership committee to rewrite and clarify. **Action needed: Axel will notify Membership Committee.**

Old business:

g. *Inclusion of branding and logo usage statement in OPS manual.*

Andrea Skantar said to register SON logo as a trademark cost about \$200. We need to describe the logo in words and images (color, worms). There is no need for a lawyer to file a trade mark. Steve Thomas can work with Andrea. **Steve Thomas moved that “The SON logo be officially trademarked”. Byron seconded. All in favor. Motion passed.**

h. *Resolution of numerous issues in regards to Industry participation.*

We need better recognition for industries that contribute at different levels. Patty Timper suggested that we ask Mario Tenuta to write up a recommendation in this regard for Ops manual. Byron Adams said we also need the sustaining members to be involved. Axel Elling suggested that sustaining members (contribute \$500) will get a logo on the SON website, and it isn't necessary to provide a discount for their meeting registration fee. Mario provided recognition to all the companies that contributed sponsorship to the meeting on the registration website. In addition, he also listed out which company sponsored which event. This should be written in the ops manual under LAC to remember to give recognition to each sponsor. We should ask Mario to write down his experiences and guidance for future LACs. For example, how to make a display for the sponsorship.

Change the Ops manual pg 53: **Delete “small, med, and large” and change it to \$500 for sustaining members (flat rate). They will get a logo of the same size, the date must be updated.** This should be renewable each year (no multiple year subscriptions) between November and January of each calendar year. The membership will last from Jan 1 to Dec 31 of each year. The chair of the Industry Committee should notify the sponsor contact to notify us of any changes to their contact information. Business office will key in the Sustaining Member list online. A customized letter will be sent by the website to ease the reminder for sustaining member dues.

Break at 12: 15 pm, resume: 1:24 pm

i. *Disposition of Zazzle et al., initiative with Cobb Foundation*

Andreas Skantar said some images were already uploaded to SON Zazzle account, only advertised on Twitter once, not much advertisement yet. Now it is set at a 5% profit for SON but this can be changed. The donation will be transferred from Zazzle to Cobb Foundation. We need to have proof that SON is a non-profit organization, a point person to send the check to, and an e-mail of the Cobb contact to be listed. Zazzle won't send the check until we reach a threshold amount. Axel Elling: Some members from Cobb have concerns on the legitimacy of Zazzle's sales. We can add the old t-shirt designs to Zazzle. Cobb Board would like to know more about the designs that will go into Zazzle before they are sold. Paulo Vieira said that we can encourage people to donate their designs but just make sure that their credits be included. Jon Eisenback said if the pictures from NemaPix are used, instead of just crediting NemaPix, we should give credit to the original individual. More review should be done on originality before it is uploaded online. **We will wait for Cobb Foundation to provide feedback on this.**

Discussion on how we need to make sure SON's and Cobb Foundation's financial decisions are separate. Having a shared website between Cobb and SON might be a gray area. Steve Thomas quoted a tax attorney's advice: SON cannot be perceived in any way as maintaining the Cobb Foundation.

i. *Budget 2016-2017:*

Senyu Chen will report more at the 2nd EB meeting. This year, most income is from membership dues, meeting income is very unpredictable. He predicted that this year we might have \$42K deficit. Annual meeting site selection should consider our budget. Some reminders about our learning experience from

the Lansing's meeting: we should avoid having a meeting tour to cut costs. However, this year we had to follow the ONTA tradition to include a meeting tour.

k. *Business:*

Steve Thomas said there is no cost for the Business office this year, but things might change later. Until we get the website automation down, we are not sure what the cost will be. Some discussion about journal expenses being too high and how to be more sustainable. Adams said that this is something SON contributes to the society through publication of the journal. We addressed this earlier (10 d), we will figure out if the charges from Allen Press can be reduced (submission fee, tighten up formatting). Would Allen Press allow us to do page charges or submission fees? Will they charge SON for processing this payment? How would Allen Press know which manuscript is a non-member submission?

Byron Adams asked Andrea Skantar to explore the possibility of charging a submission fee for manuscript submissions and report to EB during next e-meeting.

l. *Appropriate promotion of benefits for emeritus membership*

We need to let Emeritus members know about their benefits. **Action: Besides putting it in the Newsletter, we can add a drop down button for emeritus status meeting registration on the website** (Emeritus members would pay student rates). Should also include this information on the membership renewal form that Emeritus members pay the student rate for meeting registration. **Add this to the ops manual.**

Modification Ops manual Pg 63: Abstracts of members who are unable to present their paper/poster in the meeting will not be published in JON unless they have a good reason for not being able to attend. **Future notices for Call for Abstracts should include this reminder.**

n. Mechanisms to assist new officers with example files. We can create google drive files to share this information.

Discussion that some of committee members are not correct (Industry and Ecology committees). There is a standard committee report form in the ops manual.

Byron Adams shared the business meeting agenda with EB to solicit changes needed.

12. Adjournment	Axel moved, Andrea seconded to a motion to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 3:13 pm EST.	
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Respectfully submitted by Koon Hui Wang.

Approval of minutes by EB on Oct 19, 2016 with 4 votes in favor of approval and 0 against.