



Society of Nematologists Executive Board

56TH ANNUAL MEETING (2017) 1ST EXECUTIVE BOARD MEETING MINUTES

MEETING DATE: 8/13/17
LOCATION: Williamsburg, VI
ATTENDANCE: Patty Timper, Nancy Kokalis-Burelle, Billy Crow, Byron Adams, Andrea Skantar, Kathy Lawrence, Koon-Hui Wang, Paulo Viera (left for LAC task at 8:39 am), Guiping Yan, Cynthia Gleason, Axel Elling (joined at 2:00 pm), Erik Ragsdale (joined at 2:27 pm).

Guest: Jon Eisenback 8:37 am-8:50; Steve Thomas: 1:50-2:57 pm

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

1. Announcements: President Patty Timper thanked members of the EB for coming and participating throughout the year.

SUBJECT	DISCUSSION / INFORMATION	ACTION / STRATEGY / RESPONSIBLE PERSON
2. Call to order	President Patty Timper called the meeting to order at 8:19 am EST time, seconded by Koon-Hui Wang.	
3. Approval of minutes	Byron Adams made a motion to approve the minutes; Kathy Lawrence seconded.	Motion passed unanimously.
4. Approve of consent agenda	Andrea Skantar made a motion to approve agenda, Lawrence seconded.	Motion passed unanimously.
5. Approve of minutes from electronic EB meeting	Wang moved and Billy Crow seconded.	Motion passed unanimously.

6. Executive Board Reports (See written report attached)

- a. Past President: Byron Adams
- b. President: Patricia Timper
- c. President-Elect: Nancy Kokalis-Burelle
- d. Vice-President: Billy Crow
- e. Secretary: Koon-Hui Wang
- f. Treasurer: Kathy Lawrence
- g. Editor-in-Chief, JON: Andrea Skantar
- h. Web Page Editor: Mario Tenuta (no report)
- i. Newsletter Editors: Jon Eisenback and Paulo Vieira

7. Other Reports (See written report attached)

- a. N. A. Cobb Foundation: Richard Davis
- b. Archives: Jon Eisenback

8. Standing Committee Reports (See written report attached)

- a. Biological Control – Louise-Marie Dandurand
- b. Ecology – Uffe Nielsen
- c. Education – Tom Powers (no report)
- d. Entomophilic Nematology – Harit Bal
- e. Extension – Travis Faske
- f. Finance Advisory – Kathy Lawrence
- g. Graduate Student – Christeena Sevy (no report)
- h. Honor and Awards – Richard Davis
- i. Industry – Axel Elling
- j. Long Range Planning – Byron Adams (no report)
- k. Meeting Site Selection – Billy Crow
- l. Membership – Inga Zasada
- m. Plant Resistance – Andreas Westphal
- n. Regulatory – Janete Brito
- o. Systematic Resources – Tesfamariam Mengistu

9. Affiliated Organizations (See written report attached)

- a. AIBS – Pete Masler
- b. IFNS – Axel Elling and Robin Giblin-Davis
- c. NSCA – (no report) need renewal this year. Task Systematic Resources Committee to renew.

10. Old Business

- a. Other business from the Consent Agenda (see New Business)
- b. Budget 2016-2017: (more detail in written report)

Overall SON membership is down, but net income is up. Membership dues and annual meeting profit were the main incomes. In this meeting, 125 rooms were reserved, but only 90 rooms were occupied. Local Arrangement Committee (LAC) might have to pay a fee for the rest of the rooms (10-35 rooms). Some members had confusion when called in or login online and thought the rooms were all booked, so some members had to go to other hotels. If charged, there will be a 20% fee. The meeting made good profit for the society. The Journal of Nematology cost about \$4000 more than last year. Skantar thinks the \$23,387 expenses for JON was higher than expected. Skantar explained that this could be due to our annual meeting this year was one month later than last year. Charge for Allen Press (editorial manager) is for 4 issues; Sheridan Press charges might be for 5 issues. We also published more papers per issue this year, which might be the reason why JON cost more than last year.

LAC projected an expense of \$75K for this year's meeting, Vieira said that LAC tried to save money by bringing in projectors, screens and poster boards. Due to the high cost of renting poster boards, LAC bought 20 boards at very affordable price. It would cost >\$3000 to rent those from the hotel. Jon Eisenback also brought in sound system himself. LAC saved expenses on program book printing, but spent more on inviting special speakers due to special request.

Lawrence added that this year's web design charges were the main spending from the EB. Other expenses were as projected by Senyu Chen. We did give out more student awards this year partly due to receiving more donations from sponsors such as Syngenta. Student travel awards were higher this year, and were handed out at the Banquet.

It is not clear where the \$5,000 gift came from. Adams said that the money might be from USDA APHIS for updating the Widely Prevalent Nematodes list to USDA APHIS. Lawrence will check with Steve Thomas and Chen. Last year, Timper used that \$5000 gift for inviting speakers.

In general, SON is doing fine financially. Business office was projected to spend \$10K but no charges were received so far. Patty Timper suggested that the \$1000 gift from Syngenta should move to gift item in the budget. Lawrence added that meeting sponsors' donation were not listed in this budget yet, once added, the meeting expense would look less.

Some challenges faced are: 1) when members pay membership with credit card on SON website, it only showed the payees' e-mails, not their names; hence it is difficult to track the new members; 2) membership numbers are down, 3) some international students that received awards need cash instead of check due to difficulty in bank transaction.

Eisenback and Vieira came into the meeting room to hand EB members their registration packages and program books. Timper asked if tours were included in the meeting. Eisenback said that it cost too much to include a tour in the program but a self-guided tour ticket was included in the registration package for members to visit the colonial street and it was good throughout the meeting. People can visit the street at flexible time, this also save cost for the society.

Timper suggested that the treasurer to share the budget report with EB once in a while during the electronic meetings, instead of once a year during annual meeting. Credit card fee costs less to the society now because we fold in the abstract fee with the registration. Credit card fee is not a % charge but a charge by transaction. Crow pointed out that if a PI pays registration for all the lab members in one transaction, it would cost the PI less on credit card fee. Currently, the meeting registration through the website only allow each transaction to pay one registration at a time. ***Recommend the web editor to enable one person to pay for multiple registrations. Crow suggested that we tell members at the business meeting that the reason why registration is high this year is due to combining abstract and meal in the registration.*** This approach actually helped the PIs to cover some expenses for students rather than letting the students having to pay for every meals. If we are able to save cost on credit card fee, it will also reduce handling cost for business office. The South Africa meeting required wire-transfer to pay registration fee which was also a costly transaction. ***Timper suggested Lawrence to write down anything that is potentially an obstacle challenged by the treasurer into Ops Manual.***

ESN (European Society of Nematologists) is hosting a meeting in 2018. It will be good to ask their program organizers to involve early career nematologists when they contact our VP for invited speakers. Crow asked when we have the joint meeting with ICN, do we still have the same change of term in EB? Timper said yes.

Lawrence wrapped up the budget report saying that: although we don't have an endowment fund anymore, SON investment is doing very well. SON did transfer some money to Cobb Foundation in the past. Zasada suggested that we should start using the money we gained from the investment.

Break at 9:45-10:07 am

c. Journal transition to Exeley Inc. and author charges

Skantar reported that JON received more manuscripts submission in 2017, but overall numbers of publication in 2017 was slightly lower than last year, probably due to more rejections. Quality of submission is lower, many are not following guidelines. When the journal was in actual printed copies, we published a shorter version of the JON guidelines once a year. The checklist in bullet point requirement at the beginning of the manuscript submission is helpful but some authors checked the bullets but don't necessarily follow the instruction for publication. Impact factor of JON is on the right track. Cost of JON publication is mostly on page charge and type setting. Colored graphs do cost more, and more authors like to submit manuscript with color now. Sheridan cost about 30-50% less than Allen Press. Better editing by editors reduces publication cost, but it is not clear how much the cost would be reduced. The main challenge is getting reviewers to agree to review especially on symposium papers. Editors need to make a cut off time to wait for reviewers to respond to review. Kokalis-Burelle asked about the technical editing charges by publisher, as they can't edit much on scientific editing. Skantar said we are considering to transition journal publication to Exeley – Exeley is willing to allow us to select services we want, we hope to get a cheaper publication cost compared to Sheridan. Now JON has an average of 9-10 papers per issue.

Timper said that the main concern on JON publication is to cut costs. Two approaches: cutting cost on publishing, and charging submission fee to cover some costs. Now the journal is posted on Florida website for free. Exeley is offering a new option to publish our journal. The model used in Exeley will help with SON web exposure (See <https://www.exeley.com/mainMenu> for samples of the last two issues of JON posted in Exeley). They will move our archive issues and upload to this website. They can also add DOI for each manuscript. Skantar thought that this would be money well spent for the society. Timper asked if we could get the specific publication cost and color graphic cost as this will help in decision-making. Kokalis-Burelle asked if it would be better to keep the editorial mode within the current Peer Track system so that we don't have to start a reviewer list again. Timper asked if it is ok to still keep JON on Florida Center for Library Automation website (<http://journals.fcla.edu/jon>) as a backup until Exeley publication of JON system takes off. Skantar said Exeley also offers supplemental figures and prepress options. Lawrence said we could use the investment account to pay. Timper suggested we try Exeley for now.

Timper raised the question on whether it would be well received if we start to charge manuscript submission fee. Roland Perry had suggested a flat publication fee for member vs non-member. However, now lots of authors are non-members. Timper suggested charging \$150 for members and \$200 for non-members; and charge more for other additional options (color or not). Now it costs SON about \$4000/issue or \$400/manuscript. For Plant Disease, APS is charging \$50/page for the first 6 pages, \$80/page thereafter. **Timper said we should promote on SON webpage that JON is an open access journal.** Timper asked if these proposed charges for manuscript publication is acceptable? Skantar said the purpose was mainly to offset publication costs. Crow said that's a good start we can increase the price later. Kokalis-Burelle said if it is too cheap, people might not value it. Skantar said this type of publication is also mobile friendly. Crop Science is charging \$500/manuscript for open access. We should make a cost comparison among different journals on SON website so that members / authors would understand. If we charge publication fee more than membership fee, then we will encourage more memberships. Based on some of the price

comparison, Timper suggested that we charge \$200 for members, \$400 for non-members for each manuscript publication. Skantar added that currently we have plenty of submissions.

Lawrence made a motion for JON to charge publication fee of \$200 for member and \$400 for non-member per publication as open access publication to offset publication cost of JON. Guiping Yan seconded the motion.

Discussion: Yan said that this charge is considered cheap and acceptable because if we compare price with APS, Plant Disease publications easily cost \$300 per paper and Plant Disease is not an open access journal. Most open access journal cost more than \$1,000 per paper. JON is one of the core value of SON, thus it is well justified for EB to try to subsidize JON. JON had been costing the society historically, thus charging a nominal flat fee is justifiable.

Timper called to vote, all in favor, the motion passed unanimously.

Timper asked when the publication charge should be effective. Skantar suggested for March because March is when the new editor will take over. Kokalis-Burelle asked if Exeley also makes webpages. Their webpage is prettier than our current SON webpage. Skantar said that webpage could enhance the JON paper submission. So far Ono Design is difficult to work with and still doesn't produce a membership list. Timper added that we also need to find out if members can pay publication fee through the current SON website. Most common situation is that the publication fee is not paid by the first author. Thus, we need to have a website that can facilitate this.

Steve Thomas said that we can download information as a spreadsheet from the current website. Lawrence said that the credit card statement only showed e-mail addresses. We need the name for membership list. Ono Design is using 'Stripe' as the company that processes credit card payments. *Timper would like to ask Mario Tenuta to work with the treasurer to add the following information to the webpage at time of registration, so that Stripe report should show: name, e-mail, membership number, and membership status.* We need to know the number of members because it affects the number of Fellows of the society. The nomination is usually called in March.

Timper suggested that we start to charge publication fee based on submitting date starting from January. Skantar asked if there is a contract that we need to complete with Sheridan. Kokalis-Burelle thought that we had already honored the contract we signed. Inga Zasada has the Sheridan contract. Skantar said we need to have enough time for advertising to allow authors to be aware of the publication fee. Timper said the editor has the final say on the notification of accepting a publication. For example, the editor can add a statement when notifying the authors on the status of their manuscript: "Your paper will be accepted for publication pending on payment of publication fee, please visit the website to pay". Even if we might not have signed on with Exeley yet, Timper said we would like the publication fee to be effective on *January 1st*. *We need Mario Tenuta to add the payment of publication function to the webpage, and allow this information to be accessible by Editor-in-Chief.* The charges should happen upon the final acceptance before the galley proof. Since the charge is not by page, we can do that before the galley proof stage. It is the Editor-in-Chief prerogative to approve a paper. *Mario Tenuta can investigate with Ono Design if publication payment can be added to the current webpage,* it shouldn't be an additional charge from Ono Design. Need to make sure different payment rates for member vs non-member. Just need one author as member to login to pay. By starting this in January would also allow notification time for Sheridan.

Nancy Kokalis-Burelle said that we are moving in the right direction for the Journal.

Timper and Cynthia Gleason both concerned about whether we should waive publication fee for authors from the third world countries especially if they have technical difficulty to pay the publication fee. Byron Adams agreed that it is important for us to do so.

Byron Adams moved that we can add language to the letter of publication payment so that authors unable to pay publication fee can have the fee waived. This is up to the Editor-in-Chief to decide. Lawrence seconded the motion, all in favor. Motion passed unanimously.

Lunch break at 11:47 am.

d. Web page – Phase II

Roxana Myers and Steve Thomas said that some of the Phase II work has been done. However, the membership list is still not up on the website. Thomas said that the Phase II had made the meeting registration work easier. Adams said membership information is in the database.

e. Business Office transition (see New Business)

11. New Business:

a. New Board Members: Cynthia Gleason (Liaison) and David Bird (VP).

Billy Crow took this opportunity to ask the liaisons to make sure each standing committee elect their chair and vice chair at the meeting, and make sure all members are staggered (i.e. not all rotated off at the same time). ***EB wants more from the committee beside annual reports, we want content describing the committee activities on the website.***

b. SON Website - content from committees (see section e).

c. Student Competition – This year more students entered the student competition than what we can fit into two sessions. A total of 30 students' abstracts were submitted to enter competition, the Honors and Awards (H&A) Committee had to turn down some to only allow 16 students to compete. Honor and Award committee prejudged student abstracts to select the top 16 to enter the contest. Nancy Kokalis-Burelle forwarded all the students that signed up for the competition to the Chair of H&A. Timper asked if we should separate students in competition into categories (Applied vs Molecular)? Otherwise, are there other models that we can do to allow more students to compete? Or we can check if the students were in competition last year and give more opportunities to other students. This might not be a problem every year. Lawrence asked if we could award MS and Ph.D. separately. It's encouraging to see high number of students participating. Should we recruit more judges? We had eliminated the poster competition years before because poster judging takes lots of effort. Kokalis-Burelle said we could consider to do poster competition again because many students were disappointed that they didn't get in the oral competition.

Both Koon-Hui Wang and Byron Adams suggested 3-minute slide presentation (thesis) / elevator pitch approach. We should set a rule that no slide animation is allowed in this slide presentation model. Students would have good practice to present effectively. This can allow all students that apply for competition to present. Let the students choose which format they want to present. Crow suggested we should give more awards to student. Can ask the Honors and Awards (H&A) Committee to recruit more members for additional student competitions. Timper reminded that it is difficult to recruit more members into H&A as 50% of the members need to be previous awardees

but we can recruit more judges. EB can ask H&A to add two more members to the committee. Make two student competition sessions, students can select one of these sessions: “Conventional” vs “3-minute presentation”. Crow suggested asking student advisors to guide the students on which session to participate. Or we can limit to one student per lab/adviser to participate in the 15-min presentation. 3-min talk will not have questioning period.

Lawrence moved that we increased the two student awards to \$500 for 1st and \$250 for the 2nd place. Crow seconded the motion. Discussion on whether or not we can afford the 3rd place. If H&A decides to have the 3-min talk then we can award \$300 for the 1st place and \$150 for the 2nd place. Adams argued that we award the same amount for the 3-min talk as the 15-talk. It’s a different skill set and can be more challenging for the 3-min talk. So \$500 and \$250 for the 1st and 2nd place for both student presentation competitions. Let the student choose the competition they want to participate. **All in favor, no oppose, motion passed unanimously.**

Timper asked Wang to make changes in the ops manual to reflect the modification in student award amount.

d. Budget 2017-2018 (Reported in New Business)

e. Business Office (Steve Thomas)- combine old with new business

Steve passed around reports on his monthly activities. He told EB that he would stay on as Business Office Manager for one more year. Most of his time was spending on straightening 501(C) 3 certification and attempts to obtain a new copy of Article of Incorporation of SON (the original was destroyed in a fire). SON was incorporated in Maryland. Thomas said starting in January, he might free up his time from teaching Nematology. Meeting registration name list does not allow him to sort names by last names. Need more work to improve SON webpage to stream line the business operation. Myles from Ono Design wanted to have only one point of contact and will charge more to train new person. Things associate with website still need to be addressed. Membership renewal report does not show member’s name. Stripe, the credit card gateway, only shows usernames and e-mails. This made it difficult to generate membership directory.

Credit card transaction fee can be a combination of % of pay amount and number of transactions. If basing on username and e-mail can help to figure out member list, next problem will be if the member changes their username. We need to have a person to be the chain of command for all issues related to website. It’s up to Tenuta and Ono Design to decide what to do next. Not clear on whether Ono Design will make the directory or just prepare the data base for us, so that SON can make the directory ourselves. Tenuta is tasked to resolve this. Adams said previously the membership number assigned to each member is the way to go. Maybe we need to go back to generate membership number. Thomas said we can still trace back who is member or non-member by their e-mails.

Thomas said that the business office needs a centralized list of SON vendors and accounts (list of all accounts that SON deals with). Please send all this information to Thomas. He will update them into the website or secure them with the business office. Old credit and debit cards (Square Space) have been canceled. Adams said the Square Space account might be from the previous business office, and we no longer need this. Thomas is in the process of transferring the account to pay webhost to whatever Ono Design prefers.

Adams made a motion to authorize business office to hire an accountant to renew the 501(C) 3 status and help with annual tax status. Lawrence seconded. All in favor, motion passed unanimously.

Timper said going forward, we should hire a contract person for business office again that are not hourly paid. Ask Steve for an idea on how much to compensate a person. This had previously been done in SON, but if the person work longer than certain hours, than it will be charged by hour. Timper said it will be good to hire someone that knows the society well, similar to what we had with the Schmitt family. We want to compensate the person decently. Timper and Adams thanked Thomas profusely for taking care of the business office without compensation.

Timper reminded that we need to make sure Regulatory Committee knows that USDA provided SON a \$5000 for maintaining the widely prevalent nematode list. Russell Bullock and Tonia Quintero will be the contact person. Joseph LaForest will be at the meeting to discuss more about this at the Regulatory Committee meeting.

b. SON Website - content from committees

To increase membership, Inga Zasada (Chair of Membership Committee) suggested EB to encourage each standing committee to produce videos, plan for symposia, grant writing sessions, or upload a list of resistant cultivars on website to increase visibility of the Society and make use of the investment profit generated to provide incentive for members to contribute to the website. Timper gave an example for Resistant Committee to generate a list of resistant cultivars of different crops would be very valuable information. *She encouraged committees or individuals to upload educational content to SON website through screening and review of the Education Committee.* Some content would be for the public and other content would be for SON members only (password protected). EB can evaluate committee proposals and provide funding for different web projects. It is important to go through a reviewing process (maybe by Education Committee) to make sure the content is valid. Kokalis-Burelle suggested that some techniques from a journal article could be made into videos. Adams said liaisons could tell all committees to do this. No need to be restricted to Nematology. Adams said we could promote any science, advocate for Nematology, so we can generate public and governmental support for science.

Kokalis-Burelle said that we need to announce the amount that we can spend for these activities. EB can grant money to different committees after evaluating their proposals. This could all be promoting the science of Nematology. Example can be YouTube videos, creating a database with useful information. These will be useful for teaching in Nematology too. We want to engage students to do this. Skantar suggested ideas for web content such as techniques, video competition, and snap chat in 30 seconds. See examples of ideas proposed by Zasada in her Membership Committee written report.

Crow made a motion for EB to entertain a grant proposal competition for SON standing committees to propose website projects that can promote the science of Nematology. Successful proposals will be granted upon review from EB. Kokalis-Burelle seconded.

Discussion: Adams said we should draft a RFP. Projects should not be limited to website information, they can be a training workshop. Eric Ragsdale asked should we draft the RFP now. Timper said we should announce this to the members at the committee meetings. Then we asked Zasada on the available amount in the account. *Timper will start a RFP draft and send out to EB to review soon. Lawrence will ask Zasada how much we can spend and what guidelines should be*

followed to spend investment fund. If individual has ideas, they should go through a committee to submit a proposal. *Kokalis-Burelle suggested that we set a similar deadline to abstract due date for next meeting (around March).* So that we can announce the award at the meeting. Students probably would want to come up with an idea.

All in favor, no oppose, motion passed.

12. Adjourn

Motion to adjourn the meeting, Axel Elling seconded. All in favor, meeting adjourned at 4:10 pm.

Respectfully submitted by Koon Hui Wang.

Approved of minutes by EB on 12/14/17 with 5 votes in favor of approval and 0 against.