

SICB Exec Committee

5 January 2004

New Orleans Marriott

Present: Mary Alice Coffroth, Ron Dimock, John Edwards, Frank Fish, Bob Full, Patricia Glas, Henry John-Alder, Catherine Loudon, Rich Mooi, Dianna Padilla, Kyle Selcer, Stacia Sower, Nora Terwilliger, Gunter Wagner, Marvalee Wake, Donna Wolcott, Thomas Wolcott, Sally Woodin

BAI Staff Present: Brett Burk, Sue Burk, Mike Johnson

Welcome

Sally Woodin welcomed everyone in place of John Wingfield and called the meeting to order.

Minutes

Minutes from the SICB Executive Committee Meeting, 4 January 2003, were approved with editorial changes. Sally Woodin noted that her name was missing from the list of attendees. Ron Dimock noted on page 5, \$70,000 should read \$700,000. The minutes with edits were approved by consensus.

Future Venues Report

Sue Burk reported the progress for future Annual Meeting Venues. For 2005, the meeting will be held at the Town & Country in San Diego, CA from 4 January through 8 January. For 2006, Orlando, FL has been chosen as the host town. Final negotiations were underway with the Wyndham, offering a rate of \$109 single/double. Within close vicinity to the hotel are plenty of reasonably priced restaurants, shopping, and Disneyworld. A vote was taken, and the Wyndham was approved unanimously. For 2008, the meeting will be held at the Riverwalk Marriott in San Antonio, TX as previously approved.

Sally Woodin asked that final discussions for the 2007 venue be held off until John Wingfield arrives. Woodin did mention the possibility of a meeting in Mexico to include more Latin American participation. Woodin asked that division chairs take this idea to their divisional meetings for discussion and input. She also suggested setting aside funds to assist with travel. Stacia Sower pointed out that Mexico as a venue may reduce the amount of participation from US Government employees due to foreign travel restrictions and from students due to the cost of travel. Sower also mentioned that this year's meeting in New Orleans is the largest in 10 years, and that New Orleans may need to be considered as a regular host city for meetings. Sue Burk made the recommendation that San Diego and San Antonio are good cities to visit for including more Latin American members. Sue also mentioned that exhibitor participation would also drop if the meeting were held in South America due to customs issues.

Introduction to Strategic Planning

Marvalee Wake began the Society's strategic planning process as President. Sally Woodin asked that all members review the information in the board packet for discussion during the next Executive Committee meeting. John Edwards made a motion to strike the phrase "in the 21st century" throughout the document. The motion was seconded and approved unanimously.

Committee Reports

Advisory Committee – The committee will be meeting this week and will report at the next Executive meeting.

Editorial Board – John Edwards noted that the Editorial Board report is included in his report in the ICB report. Edwards noted that the board will be meeting in New Orleans later in the week.

Ad-Hoc Diversity Committee – Brett Burk reported that 8 minority students and 2 faculty members were being sponsored at this meeting through the committee's actions. Dianna Padilla asked for additional volunteers to be mentors and invited anyone interested to attend the diversity breakfast.

Divisional Reports

No discussion offered at this time. Additional reports will be presented at the next meeting, after the divisions have had the opportunity to meet.

Program Overview

Stacia Sower reported on the progress of this year's meeting. This was the largest meeting in 10 years for the Society. Sower pointed to the numbers in her report in the board packet. This year, another successful Program Committee meeting was held in September in preparation for this year's meeting. This year's program was assembled at the meeting in two days. Patricia Glas mentioned that she has been involved in this process and it was a fantastic organizational tool for improving the arrangement of presentations and the flow of the entire meeting. Beginning next year, a draft of the meeting grid will be emailed to Division Chairs as soon as possible after the Program Meeting.

Sower asked for input regarding the length of 15 minutes for oral presentations. Several members of the committee felt that this time was too short and provide too little time for discussion and questions after the presentation. It was pointed out, that if the times were longer, not as many abstracts would be able to be accepted for oral presentations and more would have to be given as posters. If this were to happen, the success of a poster session would hinge on the high quality of posters and the value of this to the presenters. One suggestion was to offer a poster prize. Stacia asked that division chairs discuss this during their division meetings and bring feedback to the next meeting.

Finances

Ron Dimock reported that with the continued professional management of SICB's investments, we have reason to be cautiously optimistic. Dimock highlighted several features of the current budget. The Society's primary income sources are the journal and dues. The journal constitutes roughly 50% of the overall income. There is currently a downward trend in the number of institutional subscriptions throughout societies. SICB's have dropped roughly from 820 to about 683 since 2001. Our membership dues are now at \$85 due to the step down promised over the past three years. The 2002 Annual Meeting in Anaheim finished in the black for possibly the first time ever. Dimock thanked BAI for their involvement in this significant turn around in meeting finances. Dimock also pointed out the student support has been substantially increased. This year, there were almost twice as many students as usual involved in the student travel support program, each being subsidized at roughly \$140 per student.

External Funding Policy

Ron Dimock asked the committee to review the proposal in the board packet regarding funding of Divisions or members of the society to participate in external union or society events. Marvalee Wake added that we would need better clarification on how the funds would be spent but having a general policy and budget line item for this would be helpful. Nora Terwilliger stated that a request from International Union of Physiological Sciences, of which SICB is a member, prompted this discuss. The original proposal was for \$10,000 in 2005 for bringing in international students and presenters, and \$5,000 in 2004 for organizing the IUPS Congress meeting. SICB's logo would be included in the program to reflect its financial support. *Nora Terwilliger made a motion to establish a line item for external affairs and that allocation from that line item be explicitly discussed and voted on by the executive Committee as a whole, Pat Glas seconds. The motion failed with one in favor.* The Finance Committee did feel that \$2000 was an appropriate contribution.

Ron Dimock makes a motion to approve the budget as published, Marvalee Wake seconds the motion. Motion is approved unanimously.

Integrative and Comparative Biology Report

John Edwards reported on the current state of the journal. Edwards reported that the only limiting factor to timely publication is the time required for receipt, review, revision, and publishing of submissions. To help encourage the timely submission of papers from symposia, Edwards suggested making the reimbursement of expenditures for symposia be dependent on manuscript submission. Edwards reminded the board that the Editorial consortium is due for review and he is willing to continue as Editor or equally willing to step down if that is the decision. Edwards thanked Jennifer Tousley and Claudia de Gruy for their fantastic job with the Journal and SICB this year.

BAI Evaluation

Ron Dimock informed the committee this review was requested by BAI and not SICB. Dimock asked that everyone complete the evaluation and return to him at the next Committee meeting.

DEDB/DDCB MOU

Patricia Glas reviewed the MOY planned for joining DEDB and DDCB. The MOU was constructed such that it could be easily reversed if the trend reverses. Gunter Wagner will take the MOU to the DEDB membership for its review and comments.

SICB Exec Committee

9 January 2004

New Orleans Marriott

Present: David Borst, Sunny Boyd, Mary Alice Coffroth, Ron Dimock, Frank Fish, Bob Full, Patricia Glas, Henry John-Alder, Catherine Loudon, Rich Mooi, Dianna Padilla, Stacia Sower, Nora Terwilliger, Gunter Wagner, Marvalee Wake, John Wingfield, Donna Wolcott, Thomas Wolcott, Sally Woodin

BAI Staff Present: Brett Burk, Mike Johnson

Budget Modifications

Ron Dimock asked for any budget modifications at this time. Donna Wolcott asked to readdress the request for \$5,000 for support of IUPS, it is the first time this meeting will be held in the US in over 30 years. *Nora Terwilliger moved to reinstate the \$5000 to the budget to support symposia at the IUPS Congress, David Borst seconds. The motion passes with two opposed and two abstentions.* The support for such support could benefit the Society in the long term. These types of support may bring more international recognition to SICB and help in recruiting more international members. John Wingfield pointed out that this is setting a precedent which may be likely to provide this support for other divisions in the future. It was suggested that there be an overall cap on such support and perhaps allow the divisions to apply every few years for support. Wingfield suggested that a policy for this support will be worked on this year.

Sally Woodin congratulated DIZ for raising money for the Libby Hyman fund through the auction this year, especially Rachel Merz for spearheading the auction. *Woodin moves that SICB match the amount raised for the Libby Hyman fund from the SICB general funds (\$6,000), Ron Dimock seconds that motion. Motion passes with one opposed and 5 abstentions.*

Symposia Reimbursement

Brett Burk announced the new procedure for symposium reimbursements. Many presenters are not aware of the reimbursement request procedure. From now on, BAI will send an email to the presenters letting them know to check with BAI regarding the progress of reimbursement requests. This should provide a better mechanism for the tracking of reimbursements.

Congressional Fellow

John Wingfield pointed to a proposal from Peter Smallwood included in the board packet. The proposal is for SICB to support a congressional science fellow managed by AAAS. Wingfield favors this type of representation, but the program would cost close to \$60,000, though there is a possibility to cut cost by sharing a fellow with other similar organizations. The fellow would be an advocate for SICB, providing “good science” that would be available to congressional members. SICB would not be able to place requirements on them for reporting to SICB or for speaking for us, but he usually would. David Borst pointed out that SICB used to support such a fellow who would attend the Annual Meeting and open dialogue amongst the membership.

Borst felt it was a useful program in the past. At this time, it was suggested that SICB investigate ways to raise the funds for this program by either raising dues, splitting the fellow with other organizations, or raising donations specifically for this program. It was decided that John Wingfield will further investigate the options for a Congressional Fellow with Peter Smallwood.

Media Fellow

John Wingfield initiated discuss regarding sponsoring an AAAS Science and Engineering Fellow. The Society can sponsor a fellow for \$8,000 a year, currently 8 societies are sponsoring a fellow. AAAS is encouraging multiple societies's to share the sponsorship of a fellow. This fellow is generally a faculty member but may also be a postdoc. These fellows learn to communicate the science and then work with large media organizations (i.e. NPR, NBC, New York Times, etc.). It was suggested that the Society's money may be better spent on bringing a media professional to the Annual Meeting to teach the membership to communicate with the media. It was decided that, at this time, the Society is not ready to further pursue a media fellow.

Strategic Plan Discussion

John Wingfield would like to take the Strategic Plan and distribute it to the membership for comments and suggestions. Frank Fish indicated he would provide Brett Burk with some proposed changes and additions to the plan. It was suggested to add "postdoc" after "graduate students" in 1.2. It was also suggested to add "and members" to the end of 6.5. Wingfield reported that after the changing or wording, the Strategic Plan will be distributed to the membership and posted on the website.

Bradley Rule

John Wingfield stated that the Bradley Rule is not an officially adopted rule for the Society, it is more of a useful guideline that has been followed in the past. Wingfield raised the question of whether this rule should be officially formalized. It was decided by consensus not to formalize the rule at this time.

Future Venues

John Wingfield started the discussion on the possibility of the meeting being held in Mexico. Both DVM and DIZ approved the idea of Mexico as a venue. A serious concern would be having foreign students obtaining visas in order to attend. It was suggested that it would be better to assist bringing international students to meetings in the US. If a meeting were held in Mexico, students would be interested in receiving travel as well as housing support. The possibility of holding a meeting in San Diego to help attract South American members was suggested. The option of Puerto Rico as a venue to help avoid visa issues was also suggested.

Minority Diversity Committee

John Wingfield pointed to the ad hoc Diversity Committee as a very successful committee thus far. This committee is crucial in recruiting minorities into the Society. Several local minority students were invited and attended this Annual Meeting and were excited about the Society and this field of science. The committee has requested to become a standing committee. *Wingfield made a motion to set forth this proposal in the Spring*

newsletter and on the summer ballot for a vote of the membership, David Borst seconded the motion. The motion was approved unanimously.

Student Support Initiative

Student support is a large part of the Society's strategic plan. Sally Woodin has written a proposed letter to be sent to the membership asking for donations and proposing the addition of a webpage that can be used to directly donate funds. *John Edwards makes a motion to adopt the letter soliciting donations, Stacia Sower seconds the motion. The motion is approved unanimously.*

Annual Meeting and Presentation Time Limits

Katherine Loudon reported that several divisions responded to her regarding the 20 minute time limit for oral presentations and a 30 minute limit for symposium. At this time, Loudon has suggested keeping these limits. These limits may be re-evaluated in September depending on the number of oral presentations submitted. It was also recommended that the time limits need to be strictly enforced in order to keep the sessions on track.

There was also a suggestion to hold the Society Social on the last night of the meeting as a celebration of the actual end of the meeting. This year, the addition of a band to the social was well received by the students. Stacia Sower suggested having the local committee help organize the social event as they did this year.

Sally Woodin proposed the enforcement of poster size next year. Stacia Sower pointed out that the size requirements are posted on line. Sower also reported that the area for the poster sessions next year will be larger and less confining than this year. There was also discussion of a set of "poster guidelines" that would assist the students in choosing coordinated colors and fonts for their posters. This would assist in the overall effect and readability of the posters that is sometimes lacking.

Other suggestions for future meetings included providing internet kiosks in the exhibit hall, the addition of a program grid to the program (Sower reported this will be added next year), and placing evaluation forms in the back of the room for both oral and poster presentations to provide feedback to the author.

Closing Remarks

John Wingfield thanked Stacia Sower for her hard work and innovations to the program and Annual Meetings. Wingfield presented Sower with a plaque and welcomed Katherine Loudon as next year's Program Officer. Wingfield also thanked Wendy Ryan who was not able to attend and welcomed Henry John-Alder as the new Education Council Chair. Wingfield presented a plaque and thanked Dianna Padilla, welcoming George Lauder as the incoming Executive Committee Member-At-Large. Wingfield also thanked the division officers who will be stepping down as of this year: Gunter Wagner, Nora Terwilliger, David Pfenning, and Mike Moore.