**BSA Board Meeting Minutes**

**July 21, 2018**

**Mayo Civic Center, Rochester, MN**

*In attendance (alphabetical)*: Catrina Adams, Rob Brandt, Heather Cacanindin, Jodi Creasap Gee, Ned Friedman, Sean Graham, Richard Hund, , Amy Litt, Wanda Lovan, Lucinda McDade, James McDaniel, Amy McPherson, Allison Miller, Ya Min, Beth Parada, Chelsea Pretz, Loren Rieseberg, Ann Sakai, Rachel Spicer, Gordon Uno, Linda Watson, Andi Wolfe

*Also in attendance for part of meeting*: Ingrid Jordan-Thadan and Rachel Meyer (re: Nagoya protocol) and Gillian Greenhough (re: Wiley transition)

Call to order 5:15pm Central Time

1. **MOTION** to approve minutes from March 2018 Board meeting (Mar 9-10, 2018) as well as minutes of executive communications from May 2018 re: data policy and a price increase for AJB **-> MOTION APPROVED**

2. [Publications Report](https://cms.botany.org/file.php?file=SiteAssets/governance/2018PublicationsReport.pdf) - Sean Graham / Amy McPherson
Update from last meeting:

* Two platform moves & getting used to new production team so things moved more slowly than expected
* Lowest point was in April and since then things have improved greatly, including turn-around times; issues were getting out far too slowly
* Soon after March board meeting had the second platform move, and Amy was very concerned about “discoverability”. This has also improved.
* We will hear from Gillian Greenough later this evening, especially on outreach activities
* There was pressure to move from Editorial Manager to ScholarONE (most of their journals use this), but we refused and it’s for the best
* Sean expressed concern about effects of transition on our staff and noted that at the low point a few months ago it was really “quite bleak”, but agrees that we are back on a good track with Wiley. He suggests that we continue to “demand what we deserve” because they are a very big company and there will be lots of turn over; notes that we actually train them not the other way around

Comments re: Impact Factor (Sean)

* Sean sent a link and requests that we download some summary files to view
* AJB hovers around 3 and he recommends not worrying about minor variation around that. The question is: Why are we not higher (compared to competitors)?
* Reviewing how IF is calculated and deep dive into why we sit where we do relative to peers
* Main observation is that we have two options:
	+ We cannot decline to accept articles that we expect to receive few citations due to our mission and responsibility to our members
	+ We can/should seek out and publish highly cited review articles
	+ OTNOTs – On the Nature of Things (started 2015)
		- Bring readership; at front of journal; don’t include a lot of citations
		- They count in our numerator but not in our denominator and are probably quite favorable for us.
		- They take an enormous amount of Pam’s time (about one day/week)
		- Both New Phytologist and Annals of Botany have a review editor; one suggestion is that we use some of our investment funds to support a review editor to improve our Impact Factor
* APPS is down a bit from last year too at 1.2; completely OpenAccess
	+ Primer notes are very poorly cited but they do bring money in
* Wiley will give us some money for strategy meetings if we want to gather a group to develop a plan on reviews and possibly review editors

Comments/Discussion

* OTNOTs could serve as a starting point for longer reviews
* Competitors/peers have greater international authorship; could be a good question for Wiley
* New Phytologist has good instructions for what they are looking for in reviews (i.e., guidelines)
* Should we also go outside of our comfort zone and invite “heavy hitters” from outside of our usual frame of reference?
* We could ask our Corresponding Members to contribute something for the international connection
* Could use the Editorial Board or a committee to brainstorm a list of desired reviews and authors to distribute the work more broadly (notes model of how the Annual Reviews operates)
* The Board is currently at odds with the Investment Committee on how to spend the investment funds; counter-argument that this could be a very good use of the “endowment” funds and that it wouldn’t cost very much
* Concern that one person (e.g., paid review editor) couldn’t possibly be broad enough, especially if we want to reach new audiences and access new areas
* Won’t be effective if done on a voluntary basis
* How do Special Issues affect IF?
* Let’s have this discussion with Wiley
* Associate Editors is a great group; Wiley will support strategy/development meetings (20k per year); could gather them for 1 day meeting; why not focus on developing a strategy to improve review quantity and quality?

A **MOTION** was proposed to explore the potential to develop a paid position for something along the lines of a review editor, but the motion was **TABLED** to allow for further discussion at the end of the conference.

3. [Business Office Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/BSABusinessReport2018June.pdf) – Heather Cacanindin

* FY2018: We’re on target for budget
* Salaries and benefits is under budget and one of the largest elements of our budget
* Publications income has different timing now and we still have one more payment coming (~145k) this FY
* We anticipate a small surplus on this meeting
	+ As a reminder, 50% is held with the BOTANY conference for future meetings as a buffer and the remaining 50% is split among the participating societies
* DiggingDeeper expenses are tapering off (largest incurred in first few years)
* We are still down one staff member (Membership Coordinator)
* Revamping format of financials and working with Lucinda on investment portfolio; been in discussions with chair of Investment Committee
* GDPR policy developed; Board approved a new data policy in May 2018
* Search for Membership and Communications Coordinator yielded over 100 applicants; narrowed down to three Skype interviews, all of whom are strong candidates. They will be brought in for in-person interviews soon, and all three would be local (either they are already there now or plan to move).
* Membership:
	+ Up over this time last year but not as much as hoped
	+ Should end year around 3000
	+ Student memberships still waning; suggests we keep $10 gift rate for students (approved – informally)
	+ Approved a 4% price increase for AJB in May 2018
	+ Suggest that we stick with the print-on-demand (25-30 people) current price
	+ Our support for two other societies (SSE [Evolution] & SEB [Econ Botany]) needs to be quantified/accounted for.
		- Heather notes that there is significant year-to-year and within-year fluctuation. She estimates 20% of her time spent on this but that it varies.
		- Both societies recognize that we should revisit the contracts and she suggests an increase of 5k (SEB) and 10k (SSE) on contract
* The Investment Committee has asked about the intention of the Board re: the 350k that was moved out of the investment portfolio to support the transition to Wiley and avoid cash liquidity problems. They would like to know whether this money is going to be returned to the investment portfolio (i.e., they seem to view it as a loan). General consensus is that it is too soon to know how well the journal is going to do under the new arrangement with Wiley and what the size of the royalty payments will be. Our original intention was to maintain 4 months of operating budget in cash-on-hand and this money supports that goal. Over time, if a surplus were to develop it could and would be directed back into the investment portfolio.

6:45 pm BREAK FOR DINNER

7:10 pm meeting reconvened

4. [Admin Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/AdministrationReport2018.pdf) – Wanda Lovan

* Things in the office are generally going very well
* Prepping for an audit

5. [Conference Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/2018ProgramDirectorReport.pdf) – Amy Litt / Johanne Strogan

* 1042 registered at the moment
* Many, many sessions and 13 colloquia (everyone agreed to do one instead of symposia)
* Added two new session topics per request of systematics that ended up combined
* Walter Judd has book-signing right after the plenary lecture
* GDPR affects our European conference attendees
* Code of Conduct involved all of the participating society and engaged services of Sherry Marts to handle reports of infraction; also have a committee with reps from each society (missing Bryo and Lyco societies this year but we have the Canadian Botanical Society)
* Next year we have the whole of JW StarrPass in Tucson to ourselves at a great location
* We will bring promotional materials for the next meeting to the Latin American Congress

6. [Education Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/2018EducationStaffBoardReport.pdf) – Allison Miller / Catrina Adams

* Education/outreach LIGHTNING TALKS at the Planting Science Reception (6 @ 3min each); they’ll talk about results of Digger Deeper
* Chris Martine is the new Director-at-Large for Education
* Need to look at education website and get it updated
* They’ve been getting a lot of request for career materials and they hope to tackle that soon
* Planting Science: close to submitting a paper with author from BSCS (Biol Sci Curriculum Study)
	+ Looking for an endorsement about what works and for whom (evidence based) from the IES “What Works Clearinghouse” (WWC)
	+ “Generalizability Index” of the sample used for Planting Science research is very high which is great (this means that our sample is very broad)
* One of our Digging Deeper participants has a CAREER grant and wants to do a module for Digging Deeper, which is great
* Botany Depot is a site online that is already growing and we might consider linking to and promoting this.
* Gillian Greenough asks: Would the BSA be interested in a “Career Center”? (presumably on our “hub”)

7. [IT Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/2018ITReport.pdf) – Rob Brandt

* GDPR has been main focus of IT work outside of conference support
	+ Streamlined updates because one requirement was that things are kept up-to-date
	+ CiviCRM extension installed that manages some of this stuff
	+ Some servers need upgrading; mailing actions need to be fully integrated; Botany conference app needs updating to handle consent; need data map so people can see what we store
* Still migrating data to CiviCRM
* Continuing work on new Botany.org site
* Will likely contract out (1) membership directory and (2) awards management system
* Q: GDPR is only for the EU but CA (USA) now has its own version

8. [Wiley Report](https://cms.botany.org/file.php?file=SiteAssets/governance/summer2018/2018WileyReportJuly.pdf) – Gillian Greenhough

AJB:

* 1653 institutions have access by Wiley license or standard subscription; big increase since transition that is mostly through the license
* 41% USA – 39% EU – 5% Canada – 2% UK – 4% Australia & NZ – 6% Rest of World
* IF: 2016: 3.05; 2017: 2.79; 5 yr: 3.06
* “We could afford to self-cite more without it being problematic”
* Paper numbers are going down and we should strategize on how to increase submissions

Marketing:

* Reviewed social media accounts
* eTOC alerts to receive Table of Contents
* Building readership: exposure

Content management

* We are now publishing APPS in its cover month
* AJB is improving and catching up but is not quite there yet. January was pub-ed online 2/26; May was pub-ed online 6/20
* Where is Wiley with Atyphon? Mixed answer, depends on journal as there have been many glitches

Finances: You can follow along at home with Wiley Journal Insights

* AJB: 335K, APPS: 4.6k, TOTAL: 348k
* 26k OpenAccess across the two journals
* Online License is overwhelming majority 237k

9. [GSRA Ad Hoc Committee Report](https://cms.botany.org/file.php?file=SiteAssets/governance/CouncilMeetings/2018Council/2018AdHocStudentFundingReport.pdf) – Allison Miller

* Came up because DDIG ended and the BSA wanted to do more
* Currently we fund twenty $500 graduate awards
* 300 people responded to a survey and 98% supported expanding grad student grants (57% prof members; 30% student members responded)
	+ favored 1k for MS and 2k for PhD; currently they are not differentiated
	+ supported ~20 awards and most recognized that there was no way they could recommend a total expense amount without knowing the budget
	+ many said they would support a $30 membership dues increase for this; but there may be good reasons to question whether this is true
	+ strong consensus for fewer, larger grants
	+ don’t expand graduate funding at expense of undergrad funding
* Let’s consider highlighting a grad student awards funding increase to encourage voluntary contribution toward this goal over a dues increase at this time
* Discussion re: means of raising money and how to proceed:
	+ Through some “contemporary” targeted method we could raise this money in a short period of time; goal of 25k suggested
	+ How do we address only BSA members for fund-raising at this meeting?
	+ Have a special opportunity when you renew your membership? Have a bucket that you can see ticking up over time (on website)?
	+ What about increasing dues and allow people to opt out? 4% from the survey were opposed to a dues increase.
	+ Note that the “Bill Dahl” award money is an informal designation for money. Does the Board want to have an endowment (a true endowment) that is set aside forever for this purpose?
	+ Discussion about, if we are raising money for this, in some targeted way, would it be endowed or would it be for immediate use.
	+ We have been taking 2.5% of the investment account balance (do we have a running average time horizon? It doesn’t sound like this is formally established) and there was a discussion about why this is so conservative, and whether it should be as high as 4% or 5%?
	+ Allison proposes a goal of 25k to raise. We already have 11k annually with a 2.5% draw. We could make our best effort to raise it and if we fall short, draw more from the investment portfolio.
	+ It was noted that if we increase dues by $25 with 1000 professional members and offer an opt-out, we’d likely have enough.
	+ Maybe we should just commit to give out what we raise with specified tiers ($2k, $1k, $500) and see what happens
	+ How to avoid always giving awards to the same labs? This can be logistically challenging.
	+ Currently only the student has to be a member. It may be appropriate to require the faculty member to be a BSA member as well.
	+ How complicated and long should the application be?

**MOTION**: For FY19 we put 25k toward graduate student research awards and that we fundraise for this and cover the shortfall as needed **-> MOTION APPROVED** (Precise mechanism of fundraising was tabled pending further discussion)

10. [Treasurer's Report](https://cms.botany.org/file.php?file=SiteAssets/governance/CouncilMeetings/2018Council/2018TreasurerReportJuly.pdf) – Lucinda McDade / Heather Cacanindin

* Timing of income changed due to Wiley agreement but will work out over time
* They have been working to understand the large number of small accounts. We need a policy on setting these up because they represent an administrative burden and should be far more limited. Heather and Lucinda are working on a policy for this.
* There are many categories of restricted funds (funds with a dedicated purpose) within the investment portfolio that should be examined
* There is still a question of risk tolerance and our investment policy, which currently provides guidelines that 15%-100% equities are acceptable/allowable. The Board voted in March to recommend that the proportion invested in equities be reduced from 100% to 70%. The Investment Committee has questioned this change and requested an explanation and clearer policy.
* Our fiscal year matches the Fed (Oct 1 – Sept 30).
* Proposed budget for FY2019:
	+ Does not include expenses for strategic planning, but this would still put us ahead.
	+ The new Membership and Communications Coordinator position is figured into FY19
	+ No-cost extension expected for Planting Science (2 more years, with the latter quite lean). Discussion about the continuity of Planting Science: it is not meant to be a continuing program, per se, that we support once the NSF funding is over.
	+ Request that we discuss the issue of small accounts and their administrative burden at our meeting on Thursday.

**MOTION** to approve FY19 proposed budget as presented in the packet **-> MOTION APPROVED**

11. International Outreach – Loren Rieseberg

* Jointly sponsoring mixer at Latin American Botanical Congress in Quito; plan to promote Tucson meeting there
* Low membership fee for developing nations
* Funds available for international members to come to meetings
* Wiley is holding an author workshop at Quito (end of Oct 2018)

12. Development Report – Ned Friedman

* We haven’t been raising a lot of money
* Past Presidents’ Fund (>30 past presidents contacted), raised about 30k; should be true endowment
* Turned out this had already been started and that the terms were almost the same; they were able to combine the funds so the current total is closer to 80k
* This year they plan to write to every past officer, Board member, etc., with the hopes of raising another 20-30k
* Desire to be able to make it clear with any request that we can specify whether funds are available for immediate use or to be made part of a true endowment.

13. [Student Report](https://cms.botany.org/file.php?file=SiteAssets/governance/2018StudentRepBoardReport.pdf) – James McDaniel/Chelsea Pretz

* Conference events: five this year
	+ Elevator speech workshop
	+ Job search panel
	+ Undergrad networking event
	+ Student career luncheon
	+ Student social mixer at Ground Rounds (a little late to establish this year; Wiley is supporting it)
* Three PSB articles this past year
* Cleaned up membership to Facebook page group (filtered out fake accounts)
	+ currently ~600 members
	+ you can stay a member once you are no longer a student

14. Nagoya Protocol Update - Rachel Meyer / Ingrid Jordan-Thaden

* “Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization to the Convention on Biological Diversity”
* Websites are full of jargon but societies need to be prepared with clear policies
* If there is monetary benefit to be gained we need to make sure that this goes back to the appropriate community
* Some enforcement is going into effect in November
* She proposes that we invest some money into starting a website to communicate how to be in compliance
* NSF funding requires that an awardee be in compliance
* The U.S. didn’t sign it but we are still required to be in compliance by those that have
* A research program that involves multiple countries could become extremely complex
* We should discuss this at the meeting on Thursday

15. PSRN Update – Heather Cacanindin

* We’ll discuss this on Thursday
* Nominate 6-10 people for Feb 2019 Planting Science Summit and they will pick a few reps among them

16. Human Diversity Report – Ann Sakai

* Next two meetings have great potential to reach out to Native American groups; wants to get ahead of this; consider inviting local leaders to come speak to the group
* Note that this is a \*conference\* issue and so goes to a different group (planning meeting at 7am Wed); i.e., BOTANY meetings are a collection of multiple societies.
* PLANTS program (different from Planting Science!) brought in 14 students because they had such a great, diverse group. Heather used Facebook ads. Student feedback has generally been that this is a very welcoming society, but not all students feel this way.
* Mentoring students for non-academic careers is important and there is a great deal of discussion about this at NSF, so good to double down here.
* Consider who should be nominated as a AAAS Fellow, because the society can nominate them even if their home institution does not.
* There are seven NSF program officers here and two workshops on NSF proposals (for faculty on Monday and students on Tuesday); aiming for ½ time to be presentations and ½ time to be available for Q&A.

17. Committee on Committees - Andi Wolfe

* Committees are almost all full now.

18. Sections Report - Loren (for Erika Edwards)

* Phycology section is being revived and someone from PSA (Phycology Society) will be discussing this at the Council meeting.

Meeting adjourned 10:08pm Central Time