

BSA Board Meeting MINUTES

July 27, 2019

JW Marriott Starr Pass, Tucson, AZ

In attendance (alphabetical): Catrina Adams, Rob Brandt, Heather Cacanindin, Jodi Creasap-Gee, Ned Friedman, Shelly Gaynor, Sean Graham, Gillian Greenough (Wiley; via voice), Rich Hund, Cindi Jones, Amy Litt, Wanda Lovan, Lucinda McDade, Amy McPherson, Amelia Neely, Ellen Norrenberns (Brown, Smith, Wallace; via voice), Beth Parada, Chelsea Pretz, Ann Sakai, Emily Sessa, Rachel Spicer, Maya Thomas (Investment Committee, arrived mid-meeting), Linda Watson, Andi Wolfe, Min Ya

Call to Order – 5:15pm

1. Minutes Approval

- March 1-2, 2019 minutes
 - **MOTION & VOTE to amend the 3/2/19 minutes to remove “pteridological” from the sections deemed inactive -> PASSES**
- March 5, 2019 minutes
- March 19, 2019 minutes
- May 17, 2019 minutes

MOTON & VOTE to approve the minutes listed above -> PASSES

2. Business Office Report – Heather

- BSA finances are healthy
- Audit Report will be discussed later, but page 23 and on includes the most relevant findings and our responses; Audit was required due to level of federal funding (750k) in FY2017
- It is time to begin MOBOT contract renewal process; building upkeep still required and this will be tied to the negotiations; ASPT is looking for space but there is no available space for them currently at our end of the building (they’d need to renovate the “pass through space”)
- New award submission system (SSE will be the first to try it out for a grad student award)
- Strategic planning is on the horizon
- NSF grant recently approved specifically for BOTANY2019 for 63k for diversity and inclusion

3. Audit Report - Brown, Smith Wallace (Ellen Norrenberns)

- Attendees all have powerpoint slides to review (BSW Audit Presentation Slides)
- In general no disagreements and no adjustments to financial statements
- One adjustment made to classification of a \$1.54M sum, which was reclassified as “unrestricted board designated net assets” from “temporarily restricted”; BSA and BSW were in agreement
- We knew at the start that the audit was late (a known compliance finding); NSF had already found several places for improvement and two years later BSW noted the same, but also noted that these areas have all been addressed since FY2017
 - No material weaknesses re: financial statements found
 - In addition to being late on audit, BSW noted lack of oversight or compliance re: subwardee BSCS (area of subrecipient monitoring); BSW could not verify that the

procedures that were in place were being followed, i.e., things were not documented well enough.

- Since 2017 many procedures have been put in place and BSW thinks that given the current procedures and policies that we would have a clean audit now
- In the report it is noted that BSA is a “high risk audit”, which happens automatically if an org has never gone through this type of audit (A1-33) before, which we have not. The bar for reporting a “finding” is much lower (audit is more stringent) than for a standard audit.
- What are the consequences of this report for future NSF grants? Likely none. NSF knows that the audit is late.
- **MOTION & VOTE to accept the audit findings -> PASSES**
 - Report finding will now be sent to NSF

Ellen Norrenberns left meeting (via voice)

4. Treasurer's Report - Lucinda / Heather

- Note that with a Oct 1->Sept 30 fiscal year we were at about 85% at the time of the profit and loss report as posted
 - Admin is right on track; Publications is in a positive position and expenses are down as expected; Management Services (SSE and SEB, working on establishing a more formal contract); Grants income is behind but we have a no-cost extension to spend that (DiggingDeeper) out more slowly; Excellent year for Development mostly due to gift from Kaplan family; BOTANY 2019 generated a small surplus, but we are expecting lower attendance at BOTANY 2020 due to location & travel expenses; Note that a lot of expenses are incurred at this meeting (last quarter): Board travel, awards, etc.
- Main point is that we are in better shape now than we were this time last year.
- FY2020 Budget: Conference is not known; Pubs is up a little based on best forecasts; projecting modest profit; awards differ because of the GSRA funding increase; Heather added funds for travel for strategic planning, and new rent (Administration). Reminder that the process is such that the Board recommends that the budget be recommended for approval to the Council, which then recommends approval for a vote at the Members (Business) Meeting.

MOTION & VOTE to recommend budget for approval by the Council -> PASSES

- BSA Investment Portfolio Accounts Update: The administrative burden for each sectional and award account (about 50 of them total) is the same regardless of the balance. Trying to figure out what everything is for and find/establish a paper trail for each. Potentially inactive allotments are highlighted in yellow (spreadsheet available online). Notes that it is easy to establish these but nearly impossible to get rid of them and we need to do some consolidating.
- We will discuss a new gift policy under the Development report.

5. Wiley 2019 Mid-Year Report – Gillian Greenough (Wiley, via voice)

- Expect to reach or surpass the number of institutions in 2018 (~5100)
- China (900 in NSTL have access to journal but gets reported as one)
- Chart 3: Move toward licensing deals will continue to increase

- Usage/downloads are up for both AJB and APPS
- 2-yr Impact Factor is still the gold standard; up relative to last year (albeit very slightly) for both AJB & APPS
- Production has been sped up (from final acceptance to EarlyView) for both AJB & APPS
- There are some quality control issues that we're (our staff) not going to let go: we do careful copyediting and make sure the manuscript is as the author wants it.
- Note on finances & reporting: accrued revenue (not earned – only earned when issues actually published, but fees collected up front)
- Wiley Marketing Report (email campaigns)
 - Sent out email to recently published authors; Top 20 article campaign (most downloaded) – authors love this for self-promotion & social media; drives traffic; Publish with us again campaign; Top cited articles campaign for authors and readers

6. Publications Report - Sean Graham / Amy McPherson

- We're in a good stable of societies with Wiley as well as an aspirational journal New Phytologist
- Strategy day: We want to support our members but we also recognize that increasing our Impact Factor is extremely important for the success of the journals (noted immediate increase in submissions when we went over 3.0 a few years ago).
 - Launching reviews for AJB in 2020 will help a lot
 - Jannice Friedman is the new reviews editor (reviews defined in clear guidelines; generally by invitation); Earliest effect we could see is in 2022
- APPS is focusing on special issues & decreasing number of Primer Notes
 - There may be some discrepancy between Board goal here and APPS goals, noting that the Primer Notes still make up the majority of the articles.
 - Note that fewer Primer Notes will also translate into a reduction of income at least in the short term, since it is all OA.
- We are on Twitter, Facebook & are considering Instagram
- PlanS: Radical plan to pressure authors to publish OpenAccess by requiring authors to publish in *exclusively* OA (non-hybrid) journals. This is still a major movement but may be a bit less urgent than initially thought, and the parameters are changing all the time
- Mexican Botanical Congress: We are being given support from Wiley to attend; Looking for BSA member to attend (enthusiastic and excellent Spanish speaker to attend for Q&A is needed).
- Sean Graham's second term is ending and Emily Sessa will be stepping in.

Gillian Greenough left meeting (via voice)

7. Conference Report - Amy Litt /Johanne

- 1060 total abstracts submitted
- 1200 people registered
- Code of Conduct Committee is populated; they had a conference call with Sherry Marts; put together a document on how the process is supposed to work

8. Membership Report – Amelia

- Want to move to 3 Year Student Membership option at \$50; it's been a big draw for professional members; not concerned about the fact that they may graduate – we will not be policing this
MOTION & VOTE to offer a 3-year student membership at \$50 (regardless of when they will graduate) -> PASSED
- Normal student membership is \$20 and a gift membership is \$10; Developing Nation gift membership is also \$10
MOTION & VOTE to approve continuation of \$10 student gift membership -> PASSES

9. Education Report - Chris / Catrina

- NSF DiggingDeeper no-cost extension approved
- NSF PlantingScience F2 grant was not funded; one reviewer commented that it lacked engineering and in general they wanted to see more pubs; One publication is submitted and they plan to resubmit grant
- Attended GRC on undergrad research training
- Question about whether it was possible to change the name of the Education Committee to the "Education & Outreach Committee". Discussion about confusion with Teaching Section and their newly renamed contributed papers "Education and Outreach" so further discussion was tabled until Thursday' meeting

10. Admin Report - Wanda Lovan

- Audit took up a lot of time but overall it went well.

11. IT Report – Rob Brandt

- New awards application (application -> evals -> scoring) has been developed for BSA, SSE and ASPT and SSE is doing first test run
- What's underway: Web redesign for SEB (needs to be finished) and Botany.org redesign which has been ongoing for several years.
- Completing migration of data to CiviCRM for SEB
- Evaluating a move for the BOTANY conference to a new conference management platform (X-CD; for abstract submission, registration and mobile conference app).
 - Commercial software so it would incur an additional cost.
 - Board requests a follow-up report for Fall conference call.
- Thursday has a scheduled report for ad hoc committee on web redesign but the committee has just formed. Their meeting likely must be scheduled post-conference via ZOOM or similar.

12. Human Diversity Report – Ann Sakai

- The committee developed a "Diversity and Inclusion Initiative" to include tribal colleges, community colleges at BOTANY2019
- NSF-RCN-UBE proposal funded to support these activities at BOTANY 2019 including
 - 12 faculty from comm and tribal colleges
 - about 8 additional PLANTS students

- Special Session (Monday afternoon) bringing in 4 speakers to talk about studies of outreach activities & programs to include underrepresented groups; how successful are they?
- Diversity and Plant Biology Luncheon: invited a tribal college professor speaker
- SACNAS (org for advancing Hispanics, Chicanos & Native Americans in science). We have recently been unable to fund poster awards. What would it take to get more BSA members to attend? Discussion tabled until Thurs.

13. Development Report – Ned Friedman

- Great year with one very large gift to fund a graduate student research award (Kaplan Dissertation Improvement Award; \$355k); wants legacy of Don Kaplan to live on; it's for morphology
 - Discussion about the goal of the donor, and the fact that not including Development in these discussions can be problematic.
 - Morphology, comparative development...what are the terms here? We need to have secondary and tertiary terms to make sure the funds stay relevant
- A donor gave 10k for an award in their name over 10 years ago, but they have been demanding that they (donor) be allowed to dictate who is on the selection committee. This is not allowed ethically. The money was refunded and the return of the funds accepted.
- DRAFT GIFT POLICY provided for consideration to recommend to the Council (See Attached Gift Policy):
 - The following would apply to all endowed, permanently restricted accounts (not necessarily named; “donor-restricted funds” regardless of how they are named)
 - Must be approved by the Board and have a formal gift agreement between the BSA and donor on file
 - 25k minimum initial investment
 - Annual draw will be set by the BSA (4% annual draw max specified in Investment Policy)
 - Nothing precludes setting up funds that will be exhausted over time that are under this minimum, but a plan should be discussed with the BSA
 - The policy includes language about exceptions for inclusion of a fund-raising plan in order to reach the \$25k minimum over some specified time period.
 - Lucinda has drafted some talking points to share with the Council and sections

MOTION & VOTE that the Board make a recommendation to the Council adopt this new gift policy -> PASSES

14. Section Report and Sectional Funding Issues – Amy (for Erika)

- Some sections had been surprised to find that they are running low on funds; one likely contributor was the shift in policy (that was well communicated) for funding symposia, i.e., to centrally funding symposia at the society (BSA) level and reducing allocations to the sections
- Difference in opinion about whether historically the decision was to *eliminate* funding to the sections or simply *reduce* it.
- One suggestion is that they can ask the BSA up to a specific amount to support specific activities (How do we define these activities?)

- Q: How many sections are we talking about? How can apply for funds?
- TABLE discussion until we can gather some information from the section leaders.

15. Student Report - Chelsea / Minya

- They have been working on updating resources on the website
 - They propose to add a new position for \$1500 for one year for a student to work with Amelia & Rich on social media; job description is included in report (5% time, hourly position, specific to BSA)
 - BSA staff has oversight on day-to-day basis and BSA branding is important
 - One motivation was attending the Plant Summit and hearing about the ASPB/Plantae social media strategy.
 - Plan to try it out for one year
 - Must be reviewable each year for renewable
 - SSE has been doing this for a while
 - MOTION to hire a student for one year under these terms
 - Discussion about increasing to 3 years for one person with annual performance reviews; second proposal to increase to two students; general agreement that this is important and a small sum of money
 - **AMENDMENT proposed such that the new motion would fund two students each year for 3 years, with annual performance reviews -> APPROVED**
- MOTION & VOTE to approve the amended proposal above -> PASSES**

16. Committee on Committees Report – Linda

- 45 appointments needed to be made this year (unusual?)
- No policy on membership numbers for some of these committees in bylaws
- Need a better database system for specific interests in committee service, past service, etc.
- This is what CiviCRM is for

17. Plant Summit Update - Heather

- Wed brown bag lunch for an update on the Summit (note that this conflicts with PLANTS lunch)
- Presentation from the Summit with commentary from our group who attended

Board went into Executive Session to discuss personnel matters related to BSA publications. Staff left (Catrina Adams, Rob Brandt, Jodi Creasap-Gee, Wanda Lovan) but Heather Cacanindin, Rich Hund and Amy McPherson were asked to stay. Ned Friedman left due to conflict of interest.

The following motions were passed during the session:

MOTION was passed to renew Pam Diggle as AJB editor for additional 5-year-term

MOTION was passed to increase AJB editor stipend to \$22.5k

MOTION was passed to renew Mackenzie Taylor as PSB editor for additional 5-year-term

MOTION was passed provide a \$2k annual stipend to PSB editor

MOTION was passed to convert APPS editor position to a 5-year-term at the end of the current term

Meeting adjourned at 9:15pm