

Minutes of the Board Meeting

Society for Glycobiology

Boston Park Plaza, Boston, MA

Nov. 13, 2007

In attendance were Board Members and Officers: Fred Brewer, Chris West, Karen Colley, Michael Pierce, Linda Baum, Mark Lehrman, David Bundle, Robert Haltiwanger, Steven Rosen and Kelley Moremen

1. **Meeting was called to order** by President Jacques Baenziger at 12:30 pm.
2. **The minutes of the previous Board Meeting** (2006, Sheraton Universal Hotel, Los Angeles, CA) were approved.
3. **President's Report:**
 - a. Thanks and Announcements:

Past President Linda Baum was thanked for organizing the successful Society meeting in Los Angeles. She steps off the board as past-president for 2008.
 - b. Meeting questionnaire: The questionnaire that will be distributed following the 2007 Boston meeting was distributed to the Board. Changes or comments to the questionnaire were requested immediately after the meeting so that they could be distributed to the attendees of the Society meeting. Comments and discussion were made at the Board meeting that the results of the questionnaire from last year were not seen and we should request that information from the meeting management company. The President stated that there was a minimal response last year indicating that a more active solicitation of responses should be made from the attendees. Concerns were also stated that the room allocation for the meeting was completely reserved far in advance of the booking deadline, suggesting that there were too few rooms held for the meeting.
 - c. Meeting Management issues: Concerns were expressed that the communication with the meeting management company was not as active as anticipated. It was unclear what issues were being covered by the management company unless the management company was directly asked rather than being completely transparent to the President.
 - d. Satellite Meeting issues: Two different satellite meetings have been developed independently of the Society meeting, and the President of the Society provided the tentative program to Jim Paulson (organizer of the CFG satellite meeting) and the organizer of the industry recombinant expression and characterization meeting. Linda Baum discussed that the industry representatives would like to become more involved and have their talks be a part of the main Society meeting so that they could justify their attendance in the entire meeting to their respective companies. This would provide an additional justification for the sponsorship that they provide. Fred Brewer asked if the presence of the satellite meetings was a benefit to the Society meeting or if their alliance with the main Society meeting should be reconsidered. The discussion suggested that the high attendance at each satellite meeting, especially the CFG meeting, was likely a benefit to the attendance at the Society meeting, since many attendees were present at both meetings. The President stated that it is a good idea to talk to the two satellite meeting group organizers to be sure that we understand what they are planning each year.
 - e. Meeting Statistics: The meeting appeared to be targeted for >400 attendees after a prior track record of 405 (Boston in 2005) and 451 Universal City in 2006). As in prior years, it was unclear until arrival at the meeting that we were going to meet budget (note added later: the 2007 Boston meeting cleared a total income of \$24,016 (excluding the cost of the

student/postdoc travel awards) following reconciliation of the books). Fees paid to Scientific Association Management (SAM), the meeting management company contracted by the Society, increased by \$1000 since 2006. Speaker reimbursement fees were the same as prior years: invited foreign speakers received a \$1000 flat reimbursement and domestic speakers received \$500. We received 46 travel award requests. As in the past, all applicants received awards and, if two applications came from the same lab, a single award was split between the two applicants. As in 2006, there were additional restrictions that were imposed to reduce the overall costs to the Society (summarized in the Secretary's report).

- f. Society web services contract: Discussion was made of the issues relating to the renewal of the web services contract for 2007. There were several problematic issues with the Society web site that prompted the hiring of an outside web services consultant to evaluate the web site and provide suggestions to the Society for revision of the site. At the 2006 Board meeting there was a recommendation to get a market evaluation and have the Executive Committee make a final decision regarding the web services contract. The consultant got bids from several other companies for a replacement of the web site. In the end, finding a company that would provide comparable web service for the same or better price was not possible. Other companies wanted to add services at a considerably greater cost than the scaled down version of the Society web site. The existing web services company, Inmerge, came back with a proposal to provide some additional features and functionality to the web site at a reduced cost compared to prior years (reduction from \$20,000/year to \$15,000/year. The updated web site was considered to be a modest improvement from prior years, but continued feedback was requested by the Secretary to assure that the site is providing the features necessary for the Society's needs.
- g. An overview of the revision of the bylaws was discussed including the revised conflict of issues statement. The Board passed the vote in favor of the revisions to the Bylaws by Unanimous Written Consent prior to the 2007 Board meeting. Each member of the Board was provided an electronic version of the conflict of interest policy, a conflict of interest disclosure questionnaire, and an affirmation of compliance statement in advance of the Board meeting. Signed compliance statements were obtained by each attendee at the meeting.
- h. Resolution of Society tax issues from 1998: Issues relating to a delinquent tax filing in 1998 were discussed at the Board meeting. In 2007 the Society lawyer was contacted by the IRS and notified that there was a delinquent tax filing in 1998 that had accrued a penalty totaling ~\$5000. This evidently resulted from a communication error on the filing of a delay in the 1998 tax filing and subsequent notification from the IRS was not forwarded correctly to the lawyer following a move of their office. The records of the tax filing were retrieved from the accountant and forwarded to the lawyer and she is appealing the delinquency and the subsequent penalty. She hopes that the issue will be resolved early in 2008.

4. **President Elect's Report:**

- a. The President-elect announced that the 2008 meeting will be held in Ft. Worth (Renaissance Worthington Hotel) on Nov 12-15, 2008. The program for the meeting will be assembled in early 2008. The site location was discussed and the importance of maintaining a high attendance at the meeting was stressed as a key to maintaining the fiscal solvency of the Society.
- b. The President-elect, as the chair of the Awards Committee raised an issue relating to the timing of the Karl Meyer Awards. There was a concern that the timing of the nominations for the award was so late that the committee felt rushed to make a decision in advance of the Annual Meeting. The key concern was that the awardee needed to be notified and given sufficient time to plan to attend the meeting. The suggestion was made to move up the deadline for the submission of the nominations by one month. The Secretary responded that the website and email reminders would be adjusted to reflect the earlier time frame. A second

question was raised to determine whether the nominator and nominee needed to be a member of the Society in good standing. It was decided that this should not be a consideration for nominators or nominees. The third question that came up was the wording of the criteria for the nominee. The present award criteria state that the nominee should be a “well-established currently-active scientist”. Questions came up in the deliberations of the Nominating Committee as to how to interpret these criteria. Suggestions were made to create a separate mechanism to award lifetime achievement in the field of glycobiology. A subcommittee was designated to draft guidelines for a separate award from the Society to recognize lifetime achievement in the field. A suggestion was made by Linda Baum to name the new award after Rosalind Kornfeld to recognize her contributions to the field and the Society. Linda Baum was nominated as a chair of the committee charged to establish the guidelines for the Rosalind Kornfeld Lifetime Achievement Award. The Board voted unanimously to establish the award based on the guidelines decided upon by the committee.

5. Secretary’s Report:

- a. Minutes of Board Meeting from 2006 were distributed and election results were summarized: Tom Oeltmann was elected as President-Elect and Michael Pierce was re-elected to the position of Treasurer. For 2007 the Awards Committee was comprised of Jacques Baenziger, Tom Oeltmann, Ajit Varki, Jerry Hart, Jeff Esko. The Nominations Committee was comprised of two members elected by the membership (Rick Troy, term ending in 2009 and Paul Weigel, term ending in 2008), the Past-President acting as chair (Jacques Baenziger), and one appointee by the board (Marilynn Etzler). The Program Committee was established by the President in consultation with the Past-President, and the President-Elect. The Publication Committee has three ad hoc members of the committee selected by the Board of Directors. None were up for re-election in 2007. Jeff Esko was chosen by the Awards Committee to receive the Karl Meyer Award. Travel awards (varying from \$375 - \$1000) were given to 46 students/postdocs to attend the meeting at a total cost of \$35,125. Based on criteria from prior years applicants were strongly urged to become members of the Society since in past years a large number of the applicants for the travel awards (and their mentors) were not members of the Society. Language was added to the instructions for the travel awards indicating that the applicant and the mentor are strongly encouraged to become members of the Society and emails were sent to the applicants and mentors requesting that they become members or their travel awards would be reduced. Travel awards were funded at \$1000 per lab. If two applications were received from the same lab the award was split evenly (\$500 each). If the applicant was not a member the award was reduced by 25% and if the mentor was not a member the award was reduced by 25%. An additional concern arose at the meeting where an alternate member of a lab (a postdoc) arrived at the meeting with the poster from the awardee, but the awardee (without prior notice) did not attend the meeting. The alternate member of the lab requested the travel award in place of the awardee. The Board decided that an award of \$500 could be provided if the postdoc had a reasonable excuse for why the applicant did not attend. Membership rolls for 2007 in the Society were 364 (memberships accepted between Sept 1, 2006 – Aug 31, 2007). The annual cycle for membership is now Sept 1 -> Aug 31 so that anyone that becomes a member after Sept 1 (but prior to the November annual meeting) will get member rate registration for the November meeting as well as the subsequent annual meeting. This was considered an inducement for potential members to get into the system prior to the meeting. Journal subscriptions start on Jan. 1 of a given year and continue to Dec. 31 of the year of membership. The significant reduction in the cost of electronic access to the journal, *Glycobiology*, was also considered a significant inducement to renew memberships.

6. Treasurer’s Report:

- a. A summary of the treasurer's report of the Society accounts was presented. The Treasurer described the two separate bank accounts that handle Society expenses. One account is maintained by the Treasurer, while the second is held by the meeting management company, Scientific Association Management. The balance of the Treasurer account was maintained at a level similar to prior years. A total of \$35,125 was spent on student travel awards for 2007. In general, the Society has been spending ~\$40,000 per year for travel awards. Yearly receipts from memberships, journal royalties, and interest and dividends equaled \$34,121. Expenditures for 2007 were \$63,992 per year. The total balance of the society funds is \$174,884. The meeting management company stated that the balance sheet following the 2007 meeting should show a net income of >\$20,000 following payment of all expenses. Attendance was 417 for the 2007 meeting. Royalties from Oxford were reduced for 2007 as a result of going to the less expensive electronic access to the journal. Costs for consultants to review the web services cost about \$1000. A suggestion was made to add links to the Nature Gateway website on the Society website.

7. **Editor's Report:**

- a. No report.

8. **Committee Reports:** The Nominations Committee inquired as to whether the President should be elected for a 2-year term to preserve institutional memory. Fred Brewer indicated that this is a policy for the American Chemical Society. Concern was raised that it would be difficult to get nominees for the President-elect position if they knew that they would be a President for 2 years. A suggestion was made that the President-elect should be a permanent part of the Program Committee in order to get additional experience with running the meeting. It was also suggested that the President-elect should be copied in on all correspondence so that they could come up to speed with issues of the Society. Linda Baum suggested that there should be named talks to attract additional sponsorship. Linda also indicated that AAI would like to have a Society sponsored satellite meeting and she would help organize one. A question was also raised as to whether the Nominations Committee should be nominating non-North American (e.g. European) members as potential choices for President-elect position. The conclusion of the Board discussion was that it was probably not a good idea because of logistical problems in organizing a domestic meeting from Europe. A question was also raised regarding the IGO meeting in November 2009 and a European Glycobiology Group meeting in November 2009. Both organizations requested that the Society for Glycobiology shift their meeting to the summer of 2009. The Board decided that there would be no change in the date of the November 2009 Society Annual Meeting.

9. **Old Business:** There was no additional old business in addition to the Officer's Reports.

10. **New Business:**

- a. There was no additional new business.

Respectfully submitted,

Kelley Moremen, Secretary
Society for Glycobiology