

AMERICAN SOCIETY FOR VIROLOGY

ASV Business Meeting Minutes for Review
Hilton Madison Monona Terrace
Madison, Wisconsin
Monday, June 26, 2017

1. President Rebecca Dutch called the meeting to order at 11:15 a.m. She introduced local host Kristen Bernard to give an update on the 2017 meeting.
2. **Announcement by Local Host.** Local host Kristen Bernard presented on the behalf of Paul Friesen and herself. She thanked their 75 volunteers, Ann Palmenberg for managing the speaker ready room, their local committee, and Thea Sawicki and Judy Gaza. The count for registrants was 1384 online registrations and 40 in-person registrations. A total of 357 people signed up for satellites. There are 6 special events during the meeting, and 14-15 lunch tables that the Education and Careers Committee organized. In regards to the budget and donations, Paul raised over \$50,000 in donations, and a return of over \$200,000 is expected for this meeting.
3. **Approval of Minutes.** The President requested a motion for approval of the previous year's Business Meeting minutes. Approval of the minutes was moved, seconded, and approved.
4. **Treasurer's Report.** Presented by Thea Sawicki. The current treasurer's report was for the dates of June 1, 2016 to May 31, 2017. The BMO Harris checking account had a balance of \$224,288.15. Major sources of income Thea highlighted were membership dues and fees (\$180,242), and meeting proceeds (\$252,384.15). Donations include meeting support of \$4,500 for the 2016 meeting and approximately \$20,000 for the 2017 meeting. Donations for satellites totaled \$3,500 from Pfizer, raised by Glenn Rall for his satellite, and \$10,000 from USDA/APHIS for the Plant Virology Satellite, raised by Bryce Falk. She stated that we received a Canadian tax rebate from the 2015 meeting of \$38,000. ASV is currently in its 2nd year of a 5-year R13 award for travel grants from the NIH. This year's award was \$12,000.

Expenses include travel awards, speaker expenses, satellite speaker expenses, annual meeting expenses (including Council meetings), FASEB abstract management, mobile app fees, the secretarial grant to the University of Toledo, donations and support, office supplies, accounting and financial consulting fees, the Virology Jobs site, and securities purchased or funds reinvested. Thea congratulated both Judy Gaza and Loryn Clauson on their amazing service to the Society.

Total expenses equaled \$390,571.31. The ending checkbook balance was \$337,357.29, with \$125,000 already committed to the 2017 travel awards and \$12,000 to the ASV Jobs site.

Thea explained that we have a total of \$1.5 million in securities and investments.

Thea thanked individual donors for the contributions to the meeting and ASV. She also thanked all ASV Members.

5. Committee and Other Reports

- a. **Program Committee Report.** Chair Kathy Spindler presented who was rotating off the Program committee and invited interested members to contact Glenn Rall, the new Chair, about joining the committee. At the February 1st deadline, we had 657 abstracts requesting oral presentations and 253 requesting posters. There was a capacity for 591 oral abstracts, and at the rest would be posters. There were 27 late abstract submissions. These late submissions don't get into the electronic app or PDF, and can only be a poster. We were able to accommodate 89% of oral presentations, the rest were deferred to posters. The program committee also organized the State of the Art lectures.

Kathy thanked everyone who worked on the program as it is of tremendous importance to the society. She especially thanked the local organizers and the volunteers.

Kathy was then given a plaque for her service as Program Chair.

- b. **Membership Review Committee.** Tem Morrison presented slides for the Membership Review Committee report. This was Tem's last term as chair and on the committee. Pranav Danthi will take over as Chair. Tem thanked Judy Gaza and Loryn Clauson for all their work in the ASV office regarding memberships.

Tem explained that the committee reviews new applications for ASV membership and requests for reinstatements and upgrades. It provides documentation requests for membership and/or meeting attendance and communicates the benefits of membership with prospective members.

Membership increased steadily until 2007, followed by a steep decline from 2008-2009. This was mostly due to a decline in associate and student membership. There are between 350-450 membership applications per year.

Memberships have remained relatively steady over the last couple of years. Total membership as of May 5th, 2017: Full – 1223, Associate – 441, Student – 419, Emeritus – 85, Lifetime – 373.

Tem presented a slide showing which countries have ASV members. Approximately 20% of ASV members are international.

There were 752 one-year delinquent members, a total loss in dues of \$41,200, and 339 two-year delinquent members, a total loss in dues of \$16,230.

- c. **Communications Committee.** Matt Frieman presented as chair of the communications committee. This is his last term as chair, and Paul Duprex will replace him. Matt will stay on one more year so there is not a complete turnover of members.

The committee runs the Facebook and Twitter page. They post a lot of information about virology and viruses in the news, and information about the society. The website has a Conferences/Courses page that the committee manages.

The committee also runs the Communications Workshop. For 2017, Nell Greenfieldboyce will be speaking, an NPR Science Desk Reporter since 2005.

They are currently working on who will be speaking at the workshop next year. They are open to ideas.

- d. **Education & Career Development Committee.** John Parker, co-chair with Wendy Maury, and presented the committee report. They chose to have co-chairs based on the work load. Five people were rotating off in 2017, but there is a long list of people interest in serving on the committee. He would like people send ideas for possible future topics for lunch tables.

John thanked everyone who gave help during the meeting, and in particular the local organizers.

The committee's three main focuses are mentoring, career development, and virology education. Events for 2017 included Meet the Speakers, a Teaching Virology Discussion on Sunday, TWiV, and a Career Development Workshop.

The topic tables are first-come, first-served. Those who register early are more likely to get their desired topic table. John showed a list of the topics they had this year.

The committee is also responsible for selecting the Latin American Scholar Scholarship awards.

6. **Election Result.** Becky displayed a slide and reported on the results for the 2017 election. For 2017, it was the first year that not only did the past-president Grant McFadden nominate candidates, but ASV also invited the membership to make nominations. The election results were: President-elect, Andrew S. Pekosz, Ph.D, Johns Hopkins Bloomberg School of Public Health; Councilor for Plant Virology, Jeanmarie Verchot, PhD, Texas A&M Agrilife Research and Extension Center; Councilor for Prokaryotic Virology, Bentley A. Fane, PhD, University of Arizona; Councilor for Evolution and Ecology, Marilyn J. Roossinck, PhD, Pennsylvania State University.
7. **2018 Meeting, University of Maryland.** Anne Simon is the local host for the 2018 annual meeting and presented information about the University of Maryland in College Park, five miles from Washington D.C. There are 3 international airports within 40 minutes of campus. On Saturday there will be round trip buses from the Metro station, registration, and the hotels. Room blocks are held at The Hotel, a new hotel opening in August 2017. Eighty-five rooms were blocked at the time at a rate of \$169/night. Anne urged guests to make reservations as early as possible. Other accommodations on campus are the Marriott and the residence halls. Nearby hotels include Best Western, Hampton Inn, and Holiday Inn Express.

Anne gave an overview of locations of events on campus with respect to hotel locations. She stated there would be shuttles for individuals with mobility issues.

8. **Future Annual Meetings.** Becky presented the upcoming annual meetings. The future ASV meetings are as follows:
- a. 2018: 14-18 July – University of Maryland, College Park
 - i. Local Host is Anne Simon

- b. 2019: 20-24 July – University of Minnesota, Minneapolis
 - i. Local Host is Reuben Harris
- c. 2020: 13-17 June – Colorado State University, Fort Collins
 - i. Local Host is Jeff Wilusz
- d. 2021: McGill University, Montreal/ Tourism Montreal, Quebec, Canada
 - i. Local hosts are J. (Quim) Madrenas and Jose Teodoro
 - ii. Contracts have been signed and everything is set.
- e. 2022 – University of Wisconsin- Madison, Madison, Wisconsin
 - i. ASV returns to Madison every 5 years
 - ii. Local host is Kristen Bernard
- f. 2023: University of Georgia, Athens
 - i. This was approved on Friday at the Council 1 meeting.
 - ii. Local host is S. Mark Tompkins
- g. Becky encouraged members to consider bringing the meeting to their University.

9. **Announcements**

- a. **ASV Office Transition.** Thea Sawicki, Secretary-Treasurer, and Judy Gaza, Executive Assistant to the Secretary-Treasurer, are both retiring June 30, 2017. Kathy Spindler will be taking over the remaining year of Thea's term, and will stand for election next year. The ASV office is moving from the University of Toledo to the University of Michigan. The new assistant to the Secretary-Treasurer is Andréa Garcia.

The transition will take July 1, 2017. The web address and email will remain the same. There will be a new mailing address, phone number, and fax which will be on the website.

The old ASV members' website was hosted on the University of Toledo's server. Kathy worked with a programmer so ASV will no longer house our membership database and other functions on a University's server.

Membership records, dues payments, and updates will be through a new online website. Members will receive a username and password. This will help improve the process for the ASV office.

- 10. **Presentation of Plaques of Appreciation.** Becky acknowledged the people have done so much for the Society. She invited Kristen and Paul, the local organizers, to come to the stage to receive plaques. Plaques were awarded to outgoing Councilors Colin Parrish and Mark Young, as well as outgoing committee chairs Arturo Diaz and Tem Morrison.

11. **Introduction of the New President.** Becky's last act as President was to introduce Stacey Shultz-Cherry as the new President of ASV. Stacey thanked Becky for all her work and dedication, and awarded her with a plaque.

There being no further business, the meeting was adjourned by President Stacey Shultz-Cherry at 11:50 a.m.

Respectfully submitted,



Katherine R. Spindler
Secretary-Treasurer

KRS:ang

Attachment: Treasurer's Report

AMERICAN SOCIETY FOR VIROLOGY - TREASURER'S REPORT
1 June 2016 – 31 May 2017

<u>ITEM</u>	<u>DEBIT</u>	<u>CREDIT</u>
Checkbook Balance 31 May 2016		\$ 224,288.15
 <u>INCOME - CREDITS</u>		
Return on Investments (dividends/interest)		\$ 20,155.38
Membership dues/fees		180,242.00
Donations: 2016 meeting support (\$4500); 2017 (\$9750); Member Donations/Travel (\$9662); Kate Ryman Student Travel Award (\$1,000); Satellite Support (\$3500)		28,412.00
2015 Meeting (GST Rebate) \$38,233; 2016 Meeting Proceeds-VA Tech (\$214,150)		252,384.15
FASEB (reimbursement/2016 billing error)		3,785.00
ASV – NIH Travel Grant		12,000.00
Student Travel Awardee Refund		130.00
Securities matured (Return of principal on government bonds)		1,702.44
Voided/Unclaimed Checks (2+ years)		4,829.49
TOTAL INCOME		\$ 503,640.46
 <u>EXPENSES</u>		
Student Travel Grants - 2016	\$ 66,000.00	
Postdoctoral Fellow Travel Grants - 2016	21,000.00	
Teacher Travel Grants – 2016 (3 @ \$1,000)	3,000.00	
Ann Palmenberg Junior Investigator Awards (2 @ \$1,000)	2,000.00	
2016 Plant Virology Club Milt Zaitlin Student Travel Award	500.00	
Latin Amer Virol Scholar Travel Grants	5,263.15	
Speakers' expenses	31,176.75	
Satellite speaker expenses (MVC/\$6708; PVC/\$7023; Retrovirology/\$7461)	21,192.41	
Council meetings	18,006.16	
Meeting Expenses: 2016, 2017, 2021, 2023 (Exps; Deposits; Site Visits)	10,861.11	
FASEB: 2016 (\$27,827.20); 2017 (\$12,757.43)	40,584.63	
Mobile Event Application/CrowdCompass (1 yr.); Data Entry; Logo Design	12,249.12	
Travel Reimbursement Expenses	9,982.88	
Grants-Secretarial Staff - UT Office 2016-2017	59,000.00	
Dues/Support: Research!America; ICTV; ASM Joint Venture	7,500.00	
Accounting Fees: Annual Audit and Tax Return (2015; 2016)	12,800.00	
UW-Extension (Transfer/Support-Career Satellite)	3,500.00	
Printing, mail preparation, office services, postage, meter fees, FedEx/UPS	10,476.35	
Supplies; bank fees; ins.; phone/fax, computer hardware/software/services	17,758.15	
Virology Jobs Site 1 yr. Maintenance	12,000.00	
Morgan Stanley/Smith Barney Financial Consulting Fees	8,558.50	
Securities purchased; Funds reinvested	17,162.11	
TOTAL EXPENSES	\$ 390,571.32	
 Checkbook Bal. 5/31/17: MSSB (\$15,760; \$243) M&I (\$321,354)		\$ 337,357.29
<u>SECURITIES</u> - Value 31 May 2017		\$1,159,018.65
<u>TOTAL ASSETS</u>		\$1,496,375.94