

Minutes for IVAM Leadership meeting, August 18th 2020, by zoom

Present: Kelly Coleman, Sean Gehen, Kathryn Page, Helena Hogberg, Samantha Faber, Stephen Ferguson, Megan Culbreth, Daniel Russo, Amanda Dhaneshwar

Absent: Pamela Spencer

Welcome and opening of meeting: Kelly Coleman

1. **Recap of IVAM Virtual Meeting (5-22-20):** Kelly Coleman

There were 22 IVAM members that attended the virtual meeting in May. Webinars, outgoing and ingoing officers, membership, treasure report and presentations from the two award winners Sarah Burnett and Phillip Clapp were given.

2. **2021 SOT Proposals Submitted to IVAM:** Sean Gehen

The official review of session proposals was submitted in June. 28 session proposals were sent for review and endorsement by IVAM (similar to previous years). Of those 19 was accepted and was communicated to the chairs in July. The amount accepted sessions endorsed by IVAM was higher than previous years. There was good support in the review process by the three teams. Files will be shared on the google drive. There was a question if IVAM has a unique google drive or not? To be followed up from Pam.

3. **IVAM 2019-2020 Annual Report:** Kelly Coleman

Pam Spencer submitted the annual report.

4. **IVAM Bylaws Update:** Kelly Coleman

The leadership members were encouraged to look at the proposed changes in the Bylaws and communicate approval or not to Kelly. The changes will then be sent to the members for final vote. There was a question if Rosalie was going to be replaced by Belinda.

5. **Treasury Report:** Helena Hogberg

As of May 2020, IVAM have received a contribution of \$1,500, expenses of \$239 for plaques. Net asset from the beginning of the year was \$10,522. Net asset as of May is \$11,783. There was a question weather the student awards were given out. Helena to follow up with Jill and Rosalie. In addition, Helena will explore when the dues are coming in and to get clarification on the refunds and the rolled over member fees from SOT 2020 that got cancelled.

6. **Checks for 2020 Student Award Winners:** Kelly Coleman

There was an understanding that the payment to the award winners potentially were going to be postponed to next year as communicated by SOT. As there is no guarantee that the students would come to next SOT and pay lots of money just to receive their award this seems to be a questionable solution. Especially as this money was donated to IVAM specifically for the awards. Helena will follow up with Rosalie (see above).

7. **IVAM Plaques for Outgoing Officers?** Kelly Coleman

It seems the plaque for the outgoing officers has not been sent out. There was a discussion if we should change the plaques and instead give out gift cards. The opinions were different, and it was suggested that officers could have a choice of either plaque or gift card.

8. **IVAM Website:** Sam Faber

The website was recently updated and looks very good. It is easier to navigate. Latest Newsletters should be as updated when available as the last was four years ago.

9. **Newsletter:** Kelly Coleman

Kelly sent the previous IVAM newsletter and another example of newsletter for review. There was a discussion how IVAMs newsletter should look going forward. It was decided to send out a survey to IVAMs members to understand the needs and wishes what to include. The opinion was that it should not be longer than 3-5 pages with shorter text and links to the webpage for additional information and be sent out once a year. One thing that could be of interest is to include the review process for session proposals and what have been submitted before. To be included is for example webinar, awards, postdoc/student corner, new technologies/assays, and SOT proposals. Megan volunteered to share the newsletter she made for the Neurotox SS, which was normally 3 pages, twice per year and with links to the webpage.

10. **IVAM Membership Survey:** Kelly Coleman

IVAM wants to send a survey to the members (see above) with not more than 10 questions sent out by the SOT. Suggestions of questions could be; topics for webinars, newsletter content, what do you want and expect from IVAM. Kelly will work on

questions and circulate for feedback. To be most successful the survey should include boxes to check and a comment field.

11. **SOT Activities:** Kelly Coleman

No one from IVAM leadership seemed to have signed up for the SOT mentor for high school students. What is the update on SOT2021 in Orlando? Kelly to follow up.

12. **AOB:** Kelly Coleman

Helena will ask Thomas Hartung and his team to give a webinar in the fall or spring on the mini-brain work. It was suggested to partner with other SS for webinars to get higher visibility.

Kathryn will be on maternity leave likely until end of January but will use her personal email for SOT.

13. **September IVAM meeting?**

Next meeting will be via zoom in September.