



American Society for Virology

Minutes, ASV Business Meeting, for approval
Northrop Auditorium
Minneapolis, Minnesota
Monday, July 22, 2019
11:15 am

President Andrew Pekosz called the meeting to order at 11:15 am. He introduced Secretary-Treasurer Kathy Spindler.

1. **Announcements about local host site.** Registration was 1450 with additional people registering on-site. Registration for each satellite ranged from 70– 90.
2. **Approval of Minutes.** It was moved, seconded, and approved that the minutes of the ASV 2018 Business meeting be accepted as distributed.
3. **Treasurer's Report.** Kathy Spindler, Secretary-Treasurer, presented the Treasurer's Report. In the past, the report was presented as a cash flow statement. As a non-profit, ASV will present financials in a Statement of Activities (similar to an Income Statement in for-profit organizations).
 - a. **Financial Report for the 2018 Fiscal Year.** Starting in October of 2017, the ASV fiscal year changed from July 1 - June 30 to October 1 - September 30. Thus, each fiscal year will capture the expenses and income from one annual meeting. Total income for the year was \$329,056. Income included membership dues of \$169,780; contributions of \$81,439, annual proceeds from ASV 2018 at the University of Maryland of \$76,305, Honess Lectureship Award income of \$1,500, and miscellaneous income of \$32.

Direct expenses include membership costs of \$4,293, which were from the first membership dues mailing the ASV Office at University of Michigan sent out by postal mail. Now, membership dues renewals are done electronically, so this number will be minimal in the future. Additional direct expenses are annual meeting expenses of \$135,699 and travel awards and honors of \$159,310.

Other expenses included future meeting expenses of \$13,322, Office and overhead expenses of \$48,726, with \$36,903 being internet and information technology (IT) costs. The IT costs were high in FY 2018 because of startup and development costs for the membership site and the new ASV Jobs site, as well as legacy costs of the old jobs site. There were payroll expenses of \$114,910, insurance expense of \$8,522, bank and merchant service fees of \$8,785, and Council meeting expenses of \$4,923. Insurance expenses increased from previous years due to extending coverage and policies, and Fall Council expenses were artificially low due to having the meeting via teleconference in 2018.

Total income in FY 2018 was \$329,056 and total expenses in FY 2018 were \$498,489. The change in net assets for FY 2018 was a loss of \$169,433. This is due to lower annual meeting proceeds, future meeting expenses, legacy and new IT costs, and an increase in travel awards.

- b. Travel Awards.** Kathy presented data on the travel awards that were granted in 2019. There were 372 total applications; 91 postdoctoral, 239 student, 21 teacher, and 21 Latin American. The number of awards granted was: 70 postdoctoral (77%), 174 student (73%), 8 teacher (38%), and 6 Latin American awards (29%). The total amount of awards awarded was \$145,000, with \$2,000 being covered by the Baltimore Family Fund and \$12,000 being covered by the NIH grant ASV receives.
- c. Secretary's Report.** The ASV Office accomplished several tasks in the past year. An internal controls policy was developed at the request of the external auditor, ATS Advisors. The policy details the financial operation and procedures that the ASV Office follows.

The ASV Office, in conjunction with the Finance committee, developed a new Investment Policy Statement that encompassed the change of an active investment management policy with Morgan Stanley to a passive management policy with Vanguard.

An Anti-discrimination and Anti-harassment Policy was developed and implemented. An attorney was consulted to assist with the development of the policy and it was approved by mail vote by Council in October of 2018. The policy is now posted on the ASV website under Governance.

In conjunction with the ASVCares committee, ASVCares was launched and implemented for ASV 2019. The committee surveyed membership in August of 2018 to gather data on interest and needs of members for dependent care. They considered both direct grants to members and onsite daycare. The direct grants were implemented in 2019. There were 11 applicants, who all received an award. Requests ranged from \$350 to \$1,500 (maximum allowed: \$1,500). The applications were evaluated by members of the ASVCares committee. The total amount awarded was \$8,850. All recipients were extremely grateful.

- d. Donations.** Kathy Spindler thanked and acknowledgment to the sponsors of ASV 2019. She also praised Andrew Pekosz and Reuben Harris for their efforts in obtaining support for the meeting. Financial support for the meeting came from corporate sponsors, members of ASV, and University of Minnesota.
- e. In Memoriam.** A memoriam slide was presented to recognize the deaths of several virologists since June 2018. ASV 2019 is highlighting the recognition of Wolfgang 'Bill' Joklik, who passed away just before the meeting. There is a poster commemorating Bill outside the plenary session.

4. Committee and other reports.

- a. History and Archives.** Lorena Passarelli, Chair of the Archives Committee, presented the committee report. The primary function of the committee is to maintain the official archive in the Bancroft Library at UC Berkeley. The archive was established in 2004. As a tax-exempt organization, ASV is required to keep documentation of business meetings. Regular documents that are sent to the archive are the print copies of the program, meeting minutes from all council meetings with a treasurer's report, and the annual meeting's brochure and call for abstracts. These are sent once a year after the meeting minutes are approved by Council.

ASV 2019 will be honoring Wolfgang 'Bill' Joklik. The keynote address was the Joklik Lecture and an award and plaque were presented to honor him. TWiV will have guests Sidney Grossberg and Patricia Spear and the focus will be on the founding and early days of ASV.

The committee is working to make items of interest in the archive available to the public by digitizing the archive. This is a long term project for the committee. They are also working on developing a 'Document Retention and Destruction' policy.

- b. Program.** Glenn Rall, Program Committee Chair, presented the Program Committee report. Glenn gave his appreciation for the committee and Stephanie Karst who will be taking over as Committee Chair, as well as conveners and senior postdocs who convened for the first time. For ASV 2019, the State-of-the-Art lectures were given by a diverse group of people, covered a range of virology, and were scheduled in Mayo Auditorium. There were 976 abstracts; about 14% of oral requests had to be moved to posters. There were 27 late abstracts that will be presented as posters, but are not listed in the program. Their abstracts will be available at the poster session.

As in the past, workshops were organized by virus types and themes. However, for the second year, workshops were grouped such that the first session (Saturday night) was themes only, and the second session (Sunday afternoon) was virus types only. The Monday schedule was changed for ASV 2019. The Monday afternoon workshop session will be extended to 5:00 pm with a 30 minute break. The Monday evening workshop session will end early at 8:30 pm, and will be immediately followed by Poster Session II, which will be concurrent with the evening social.

- c. Membership.** Pranav Danthi, the Membership Review Committee Chair, gave an overview of the role of the committee and thanked its members. He described the simplified procedure for membership

There were 515 new members from 2018-2019. ASV has members from 55 different countries, and international members are ~20% of the membership. There are currently 706 members that are one-year delinquent. Combined with members that are more than one-year delinquent, this is a loss of approximately \$64,000 in revenue to the Society.

- d. Communications.** Paul Duprex, the chair of the Communications Committee, gave the committee's report. Seema Lakdawala will take over as chair in 2020. This year's Communication Workshop will feature Sabrina Sholts, Curator of the Smithsonian Institution; and Holly Menninger, Director of Public Engagement and Science Learning at Bell Museum in Minneapolis. He also described the This Week in Virology podcast (TWiV) as part of the Communications Committee's mission.

The committee's goal is to keep the community engaged on social media throughout the year, not just during the meeting. Using the upcoming meeting and 'LoveVirology' hashtags, engagement has increased throughout the year, especially leading up to the meeting. The committee has used social media to communicate with members, promote affiliations, and build ASV visibility.

- e. Education and Career Development.** Lauren O'Donnell and Joanna Shisler, Co-chairs, described the activities of the committee: the Career Development Workshop, the Education workshop, and three sessions of discussion tables. In addition, this year the committee organized the Assistant Professor Bootcamp and a Satellite Symposium, Careers in Academia. The committee applied for and received a grant from American Society for Microbiology for \$3,500 for their satellite, which was free to trainees.

The discussion tables this year occurred during Sunday lunch, Sunday dinner, and Tuesday dinner, and covered a wide range of topics. There were 289 of 458 applicants who received table assignments (63%). There is a high demand for information about careers in biotech at the discussion tables, so the committee is looking for other ways to address that outside of the discussion tables.

- 5. Announcement of election results.** Andrew Pekosz presented the election results of the 2019 election: President-elect is Craig Cameron, Ph.D., Pennsylvania State University; he will become ASV President June 15, 2020; Councilor for Medical Virology is Anne Moscona, Ph.D., Columbia University Medical Center; Councilor for Veterinary Virology is John S. L. Parker, Ph.D., Cornell University, and Postdoc Councilor is Kaitlin Davis, University of Wisconsin, Madison.

Tuli Mukhopadhyay, Ph.D., Indiana University, is the new Finance Chair; and Jimmy Dikeakos, Ph.D., Western University, is the new Membership Review Committee Chair.

- 6. ASV 2020 Plans.** Jeff Wilusz, the local host for ASV 2020, presented the arrangements for the 2020 meeting. The meeting will be held at Colorado State University (CSU), June 13 - 17, 2020 in Fort Collins, Colorado. Fort Collins is 50 miles north of the Denver International Airport. He announced the members of the local committee and describe the many outdoor activities in Colorado. There are 25 craft breweries in the Fort Collins area, and Jeff is working on getting special brews for the meeting.

Colorado State is a one square mile campus and the layout for 2020 will be even better than 2014. The Hilton will be the main hotel for the meeting. The banquet dinner will be ticketed and held at the Hilton. Workshops will be held in the Lory Student Center along with the Plenary Sessions.

- 7. Future annual meetings.** Andrew Pekosz presented a slide with the future meetings of ASV. The upcoming meetings are as follows:

2020 – Colorado State University, June 13 – 17

2021 – McGill University, Montreal, July 17 – 21

2022 – The University of Wisconsin, Madison July 16 – 20

2023 – The University of Georgia, June 24 – 28

- 8. Presentation of plaques to outgoing Councilors/Committee Chairs.** Plaques were presented to the following outgoing councilors and committee chairs: Mark Denison, Shan-Lu Liu, Colin Parrish, Glenn Rall, and Susan VandeWoude. Reuben Harris was also presented a plaque for his service as local host.

9. **Introduction of New President.** Andrew Pekosz introduced Kristen Bernard as the new President of ASV. Kristen thanked Andrew for all of his work and dedication, and presented him with a plaque for his service to ASV.

There being no further business, the meeting was adjourned by President Kristen Bernard at 11:50 a.m.

Respectfully submitted,

Katherine R. Spindler

Secretary-Treasurer

A handwritten signature in cursive script that reads "Katherine R. Spindler". The signature is written in black ink and is positioned below the typed name and title.

KRS:ang

Attachment: Treasurer's Report

AMERICAN SOCIETY FOR VIROLOGY

Treasurer's Report
October 1, 2017 – September 30, 2018

INCOME

Membership Dues

Annual	\$ 160,780
Lifetime	9,000

Total Membership Dues

169,780

Contributions

General	16,721
Annual Meeting	57,148
Student/Postdoc Travel Awards	1,170
Teacher Travel Award	195
Latin American Scholar Awards	2,355
Junior Investigator Awards	2,240
Kate Ryman Award	420
Dalrymple Award	550
Milt Zaitlin Student Travel Award	140
Satellite Support	500

Total Contributions

81,439

Annual Meeting Proceeds (2018)

76,305

Miscellaneous Income

32

TOTAL INCOME

327,556

EXPENSES

Direct Expenses

Membership

4,293

Event Direct Cost

Annual Meeting (2018 Meeting)	59,582
Invited Speaker Expense	38,264
Satellite Expense	37,853

Total Event Direct Cost

135,699

Awards & Honors

Travel Awards 2018

Postdoc	25,500
Student	115,000
Teacher	8,000
Baltimore	2,000
Latin American Scholar Award	8,310
Kate Ryman Student Travel Award	500
Milt Zaitlin Travel Award	500
Junior Investigator Award	2,000
Organization Support (ICTV)	5,000

Total Awards & Honors

166,810

Total Direct Expenses

302,509

AMERICAN SOCIETY FOR VIROLOGY

EXPENSES CONTINUED

Other Expenses

Future Meeting Expense (2021,2023)	13,322
Office & Overhead Expenses	
Office Supplies	118
Professional Fees	
Accounting Fees	8,100
Financial Planning	525
Postage and Shipping	654
Dues: Research America	500
Internet & IT	36,903
Printing	546
Travel Expense Reimbursement	1,380
Total Office & Overhead Expenses	48,726
Payroll & Employment Expense	
Secretary-Treasurer Salary	36,322
Admin Salary	52,275
Benefits	25,349
Office Temp Pay	964
Total Payroll & Employment Expense	114,910
Insurance Expense	8,522
Bank & Merchant Service Fees	8,785
Council Meeting Expenses	
Council Meeting Rooms/Catering	4,005
Fall Council Travel	668
Fall Council Dinner	250
Total Council Meeting Expenses	4,923
Total Other Expenses	199,187
TOTAL EXPENSES (Direct + Other)	501,696
Income	327,556
Expenses	- 501,696
CHANGE IN NET ASSETS	\$ -174,140