Board of Trustees
American Society of Plant Biologists
Committee Meeting Short Minutes
Thursday, December 5, 2024, 11:00 a.m.– 12:30 p.m. EST

COMMITTEE MEMBERS AND STAFF:

BoT Members: Sreekala Chellamma, Treasurer and Chair, Board of Trustees; Z. Jeffrey Chen, Member, Board of Trustees; Chris McEntee, Member, Board of Trustees; Jen Sheen, Member, Board of Trustees; Erich Grotewold, Member, Board of Trustees
Employees: Crispin Taylor, ASPB CEO; Clara Woodall, ASPB CFO; Sylvia Lee, ASPB's Executive and Governance Affairs Administrator
Invited: Leeann Thornton, Past President; Hong Ma, President; Kent Chapman, President-elect
Absent: Jen Sheen, Chris McEntee

Draft Agenda

1. **Welcome and note the time [Sreekala Chellamma]** Meeting was called to order at 11:05AM EST by the chair.
2. **Approval of the agenda. [Sreekala Chellamma]** The Chair announced that Agenda item 3 needed to be canceled due to ongoing discussions and the LSLC not having a proposal ready for the BoT. The proposal was to approve the agenda with the deletion of item 3. Dr. Grotewold moved for approval, and Dr. Chen seconded. With only two voting BoT members in attendance, the agenda was deemed approved.
3. **Approval of the Minutes**. Update on Outstanding Minutes **[Sreekala Chellamma], Crispin Taylor and Clara Woodall]** BoT meeting minutes and approvals were up to date. No pending minutes for approval at this time.
4. **Agenda Item 1 (5 min) –** The Chair introduced the new Board of Trustees (BoT) member, Z. Jeffrey Chen, and welcomed him to the board. Jeffrey Chen introduced himself, thanked the BoT for the opportunity, and received appreciation from other members and guests for his willingness to serve and his dedication to ASPB.
5. **Agenda Item 2 (15 min):** Proposal to create a sub-committee under LSLC for Pioneer program **[Judy Callis, Sreekala Chellamma, Crispin Taylor and Clara Woodall]** This topic was skipped because the document needs more work. A motion was made by Eric and seconded by Jeff to modify the agenda to skip this item.
6. **Agenda Item 3** (**25 min**)**–** Fundraising and LSLC: Any updates on focus of the committee (if any) **[Sreekala Chellamma and Crispin Taylor]:** Dr. Chellamma announced that the LSLC membership is finalized, with Dr. Judy Callis serving as Committee Chair for one year. During this period, a charter needs to be established, and a successor identified. Dr. Chellamma sought consensus on whether the committee should report to the BoT or function as a standing committee. Crispin explained the legal background and purpose of the LSLC, emphasizing its focus on fundraising. Dr. Thornton highlighted the need for the BoT to define the committee's fundraising goals and establish a gift acceptance policy. Concerns were raised about the time spent on administrative issues and the

importance of transparency and communication between the BoT and LSLC. The proposal is for the LSLC and the BoT to collaborate on preparing a charter.

7. **Agenda Item 4 (30 min) –** Update on Strategic Plan and proposed budgeting changes **[Crispin Taylor]** Dr. Taylor presented the high-level draft strategic plan and discussed the objectives of defining actionable steps. He reviewed the budget format and major revenue areas. Ms. Woodall summarized the programmatic budget, highlighting that journals generate the most revenue, while meetings have incurred significant losses since COVID. Dr. Ma suggested using a pie graph to illustrate revenue and investment interest. Ms. Woodall displayed the summarized budget, showing the three main revenue and expense categories side-by-side for ease of interpretation, and emphasized that publication revenue covers most expenses. The group wanted to see how resources align with strategic values. Dr. Grotewold inquired about hiring a VP of Business Development and its associated costs, which Ms. Woodall confirmed are included in the budget as a contract role. Dr. Chellamma mentioned creating a Sankey plot, pending programming expertise, and agreed to generate pie charts for the presidents in preparation for the council meeting.
8. **Agenda Item 5 (5min)-** Update on hiring plan for VPBD **[Clara Woodall and Crispin Taylor]** Ms. Woodall updated that the applications for this position have already been reviewed and interviews are happening. The team expects to have this contract position onboarded as soon as possible.
9. **Adjournment (note the time) [Sreekala Chellamma]:** Dr. Chellamma summarized that the major action item from this meeting is to create (pie) charts related to 2025 budget document for the rest of the team to digest the budget better. Dr. Grotewold made the motion to adjourn the meeting and Dr. Chen supported. The meeting was adjourned at 12:38 EST.

Upcoming Meeting Schedule – (Everyone will receive an email if longer than an hour is needed for the following meeting):

March 27, 2025, 11:00 a.m. – 12:30 p.m. EST

May 22, 2025, 11:00 a.m. – 12:30 p.m. EST

July 2025 – TBD (Annual Meeting)

Sept. 18 and 19, 2025 – BoD/BoT Joint Budget Meeting – Chair of the Meeting is the Treasurer

December 11, 2025 - 11:00 a.m. – 12:30 p.m. EST

Resources are needed to help BoT members understand their roles. Free resources can be found at:

a. **American Society of Association Executives**--- https://www.asaecenter.org/

b. https://www.grantthornton.com/content/dam/grantthornton/website/assets/content-page-files/nfp/pdfs/2016/NFP-Audit-committee-guide/nfp-audit-committee-guide.pdf

c. https://www.vscpa.com/sites/default/files/resources/Audit2012_0.pdf

d. **Bright Strategies**---https://brighterstrategies.com/blog/category/board-governance/

e. **National Council on Nonprofits**---https://www.councilofnonprofits.org/

f. https://www.councilofnonprofits.org/running-nonprofit/governance-leadership/financial-literacy-nonprofit-boards

g. https://www.boardeffect.com/blog/duties-nonprofit-treasurer/

h. https://www.wallacefoundation.org/knowledge-center/resources-for-financial-management/pages/default.aspx

i. **Boardsource**--- https://boardsource.org/

j. https://www.inphilanthropy.org/sites/default/files/resources/Ten%20Basic%20Responsibilities%20of%20Nonprofit%20Boards-Natl%20Center%20NP%20Boards.pdf