Board of Trustees
American Society of Plant Biologists
Committee Meeting Short Minutes
Tuesday, February 18, 2025, 3:00 p.m. – 4:00 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, Jennifer Covington, ASPB VP Membership & Meetings
Invited: Ian Wallace, Secretary & Program committee Chair, Judy Brusslan, Secretary Elect

Approved agenda and Minutes

1. **Welcome and note the time [Sreekala Chellamma]** Meeting was called to order at 3:02PM EST by the chair.
2. **Approval of the agenda. [Sreekala Chellamma]** Motion for approval was made by Dr. Grotewold and seconded by Ms. McEntee. All present members of the committee approved the motion.
3. **Approval of the Minutes**. Update on Outstanding Minutes **[Sreekala Chellamma, Crispin Taylor and Clara Woodall]** Dr. Chellamma indicated that she was tardy with the December minutes and that she will circulate both those minutes and minutes from this meeting as soon as she can. Dr. Grotewold emphasized that it is important to have the meeting minutes close to the meeting dates.
4. **Agenda Item 1 (40min) –** Program Committee: Recommendation to reduce cost of Plant Biology conference **[Ian Wallace, Judy Brusslan, and Jennifer Covington]:** Dr. Wallace discussed the financial losses post-COVID and proposed shortening the conference from 4.5 to 4 days to improve sustainability, citing lower attendance on the last day. Dr. Grotewold and Dr. Chellamma supported the idea, emphasizing the need for focused content and specialized sessions. Dr. Chen suggested rotating concurrent session topics annually. Dr. Brusslan and Ms. McEntee highlighted the importance of balancing quality and revenue, proposing innovative formats like e-lightning presentations. Ms. Woodall and Ms. Covington discussed organizing smaller workshops and leveraging Section meetings to boost attendance. The board agreed to a 4-day meeting in Albuquerque in 2027, with the decision noted in the meeting minutes.
5. **Agenda Item 2 (10 min):** Preliminary fiscal year 2024 results **[Clara Woodall]:** Ms. Woodall presented preliminary financial data showing a potential $75,000 loss, noting this figure is preliminary as more revenue from Plant Direct and OUP is still being posted. She praised the program team for reducing conference expenses and highlighted that most revenue comes from publications, while the meetings department faced significant losses due to COVID. Ms. McEntee expressed concern about revenue trends, suggesting more focus on increasing revenue. Dr. Taylor mentioned hiring a new Vice President for Business Development to address this. Dr. Chellamma proposed a deeper review of revenue streams and budget

details, noting that expenses are not the main issue. Ms. Woodall emphasized that while expenses have kept up with inflation, revenue has not, making it a challenge. She also noted that 2024 meeting expenses are the lowest since COVID. Ms. McEntee reiterated her concern about lagging revenues despite efforts to cut expenses.

6. **Agenda Item 3 (5 min): Update on request from Presidents regarding 2025 budget analysis and Sankey plots [Sreekala Chellamma]** Dr. Chellamma states that she is still working on the Sankey plot, which will be shared through a shared file mechanism soon. Dr. Chellamma provided attendees with a glance at a plot that shows revenue vs expense flows.
7. **Adjournment (note the time) [Sreekala Chellamma]:** Dr. Grotewold moves to adjourn at 4:09 pm, Dr. Chen seconds. All BoT members approved to adjourn the meeting.

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