**NBTS BUSINESS MEETING MINUTES**

The business meeting was called to order by NBTS President Susan Makris.

**Secretary’s Report**

The minutes from the 2010 meeting, provided by NBTS Secretary Lori Driscoll, were distributed in the registration bags of each attendee. The membership was given the opportunity for comments and questions. The minutes from last year’s business meeting were approved by the membership. Lori presented the breakdown of registrations for the current meeting. This year we have 80 registrants, which is slightly down from 84 in Louisville but is in line with previous years. However, the number of abstracts, 54, was slightly up from last year. The membership approved the Secretary’s report.

**President’s Report**

Sue Makris presented the President’s report. She briefly summarized the exciting symposia that were made possible by several funding sources and the efforts of dedicated members. She congratulated Phil Bushnell for his appointment as Editor-in-Chief of *Neurotoxicology and Teratology*. Several initiatives have resulted from the efforts of our committees this year. First, the Constitution and Bylaws Committee, spearheaded by Chip Vorhees and last year’s chair Joan Garey, proposed a number of changes to the Constitution and Bylaws. The Strategic Planning Committee (SPC) The President’s Report was approved by membership.

**Finance Committee Report**

Melissa Bailey presented the report for chair Kimberly Ehman. Some of our long-time corporate contributors had to decline our requests for donations this year, citing mergers and the economic climate; however, many asked that we contact them again next year. The majority of our previous corporate donors were able to contribute again this year. We also received numerous individual donations from 15 NBTS members. Corporate donations totaled $34,750; donations by individuals totaled $955. The remaining balance of the BTS funds is $17,463. Ed Levin suggested adding a devoted “Donate” button to the NBTS website to make it easier for members to donate without having to use the dues form. The Finance Committee report was approved by membership.

**Treasurer’s Report**

The Treasurer’s report was presented by Susan Rice. After the meeting will have $95,612 unobligated, worst-case. This does not reflect some funds, such as funds administered through Duke University, NCTR, etc.

This year we are down to 103 “active” members, including 15 Emeritus members, none who pay dues; and one Associate member who does not get journal. We are still in ok financial shape due to BTS, with a balance increase of $13,647. Associate members were voted in last year, but NONE paid their dues to remain members. Susan suggests billing new members immediately after they have been voted in, with dues due 30 days after billing (July). They would not get journal until the next January, but the dues would be good for 16 months. (Side note: we did this with our new members in July 2010.) Journal subscriptions: $67. Elsevier billed us for two years (2008-9) in 2009. We spent $17,000 in credit card fees, in part because we do not have PCI compliance. Susan is sending out bids to credit card processing companies that are willing to bring us up to PCI compliance.

IRS: Battle continued until December 2009. Now we are all settled after three years of telephone calls. Were required to pay fees, do a short year filing, but Susan finally contacted someone in IRS who was able to fix our problem and refund our fees and penalties. Fees for accounting and taxes on our balance sheet were higher this year because of all of this administrative work/filing. Membership approved the Treasurer’s report.

**Constitution and By-Laws Committee Report**

The report was given by Joan Garey. The committee recommends several changes to the Constitution and Bylaws:

* Addition of a postdoctoral associate membership category, with reduced membership fees and meeting registration rates;
* Elimination of waived meeting registration rates for Emeritus members, to be replaced by a reduced rate to be set by Council;
* An increase of the Journal Committee to five members, with the two additional members appointed by Council. Due to the dissolution of BTS, delete “representative of all/other sponsoring societies”.
* Broadening of the New Investigator Award criteria: “The New Investigator award is for the best paper by a new investigator in the field. **The paper must either be published or in press in the calendar year prior to the annual meeting. The applicant must be first author of the paper and must be a doctoral student or have completed a doctoral degree within the previous three years.** The winner's expenses associated with travel to the meeting will be paid by the Society, and the winner will present the paper at the Society's annual meeting.”
* Renaming of the Travel Awards to Conference Awards to reflect our recent language surrounding these awards, and a clarification of the eligibility criteria for these awards;
* Treasurer AND Membership Committee together should be responsible for contacting dues nonpayers to encourage them to pay dues.

The report was approved as amended above.

**Awards Committee Report**

Bill Pizzi presented the Awards Committee report. There was one applicant for the Richard Butcher New Investigator Award, and the committee decided to present **Dr. Sherin Y. Boctor** (nominated by Sherry Ferguson) with the award. Four individuals applied for travel awards and two were awarded:

* **Patricia Ann Janulewicz (nominated by Jane Adams)**
* **Amanda Braun (nominated by Chip Vorhees)**

These award winners were congratulated on their outstanding work. The Awards Committee requests assistance from the President in future years regarding the dates for its various activities so that it can provide the names of award recipients in time for NTT publication. The appropriateness of nominees for the Richard Butcher Award submitting an abstract of previously published work was discussed, as this could be considered an example of double publication. Finally, the Committee suggests that application deadlines for the Butcher Award be moved earlier for the sake of individuals who will only be able to attend the meeting if they win the award. The membership voted to approve this report.

**Nominations Committee Report**

Karen Acuff presented the Nominations Committee Report on behalf of the Committee Chair Mari Golub. All who ran for office this year were thanked, and congratulations were extended to members who were elected for open positions:

President-Elect – Sue Makris

Treasurer – Susan Rice

Teratology Society Liaison – Carole Kimmel

Council – Gregg Stanwood

Publications Committee – Helen Sable, Jason Richardson, Kim Ehman

Between 43 and 45 votes were cast for each position. Summarized voting totals were read by webmaster Sherry Ferguson, President Kimberly Grant, Secretary Lori Driscoll, and Nominations Committee chair Mari Golub on June 1, 2009, and the Secretary communicated the results on June 11, after candidates were notified. The report of the Nominations committee was approved by the membership.

**Associate Representative Member’s Report**

No Associate Representative was appointed this year, but Melissa Bailey who served as Representative in previous years, took over duties in early June 2009. Although no advertising of the meeting to local universities took place, it is recommended that this be continued in future years. Sonya and Kim took over this function this year. It is also recommended that an NBTS student mixer or other social event for students be considered for future meetings. The associate member representative report was approved by the membership.

**Membership Committee Report**

Karen Acuff presented the Membership Committee report on behalf of Gregg Stanwood, who prepared the report. NBTS received 8 new applications for membership (6 for Full, 2 for Associate), and 2 members requested a conversion of their status from Associate to Full:

**Applicants Requesting Full Membership:**

John Chelonis National Center for Toxicological Research

Robert Kennedy RSK Assessments, Inc.

Abby Li Exponent Health Science

Gary Rockwood US Army Medical Research Institute

Marilyn Silva California Environmental Protection Agency

Bernard Weiss University of Rochester

**Requests to Convert from Associate Membership to Full Membership:**

Melissa Bailey Emporia State University

Patricia Janulewicz Boston University

**Applicants for Associate Membership:**

Sherin Boctor National Center for Toxicological Research

Melody Smith University of Arkansas for Medical Sciences

All applicants were deemed worthy of membership. The Committee contacted nonmember participants of the 2008 meeting and invited them to join the society; they plan to do continue to do so in future years. In August 2008 the Committee also contacted via email approximately 30 individuals with outstanding dues. This was an effective effort, as several members did not realize that their dues had lapsed, and others were able to communicate that they were no longer interested in participating in the society. The membership rolls are more accurate as a result. Membership voted to approve this report.

**Public Affairs Committee**

Sonya Sobrian presented the Public Affairs Committee Report on behalf of chair Gregg Stanwood. Susan Schantz will be the new chair. The Committee participated in two activities over the past year: it wrote a letter of support for Per Eriksson, which was signed by several members and sent to the Vice-Chancellor of Upsalla University, Anders Hallberg; and it informed NBTS membership via email and website postings about the tenuous funding situation for the National Children’s Study. Former PAC chair Carole Kimmel wrote an update on the goals of the study and drafted a sample Letter of Support for Congressional Representatives. Council discussed Freedom of Information requests of the society. It was recommended that FOIs from related and sister organizations (TS, SOT) be gathered. Membership approved the Public Affairs Committee report.

**Editor’s Report for the Publications Committee**

Jane Adams presented the Editor’s report. The impact factor for *Neurotoxicology and Teratology* was 2.444 in 2007. Rejection rate decreased slightly from 54% in 2007 to 52% in 2008. Submissions appear to be on track in 2009, as 45 papers have been reviewed so far. The Editor’s report was approved by membership.

**Discussion Items**

*Note: Some discussion items are missing, as Karen Acuff, who took over Secretary responsibilities in the absence of Secretary Lori Driscoll, could not be contacted.*

Kimberly Grant officially handed over the meeting to the next President, Ed Levin.

A plaque was given to Kimberly Grant for her job as president.

There are open slots for committee members, so please speak up. The next annual meeting will be held from June 26-30 at the Marriott Louisville Downtown in Louisville, Kentucky. Hotel pictures are on the website. The meeting was adjourned.

Respectfully submitted,

Lori Driscoll, Ph.D.

Secretary, NBTS