**Meeting Notes and Minutes - OVC Board of Directors Conference Call**

**June 10, 2019 9:00 am EST**

Conference Number(s): 202-991-0477; Conference Code: 5258573

Attendees: Craig, Brandon, Geoff, Louise, Roman, James, Roger, Diane, and Jim

1.) Attendance and call to order.

2.) Review of Board of Directors Election Results:

 President Elect: **Kay Fritz** (12 votes of 23)

* New BOD Member (3 year term): **Joe Shaw** (11 votes of 23)
* Student BOD Representative: **James Feller** (13 votes of 23)
* Social Media and Website: **Geoff Rhodes** (unopposed)
* NASAC Representative: **Tyler Firkus** (13 votes of 23).

3.) Committee Reports

 a.) 2020 Committees

 b.) Meeting Planning Committee – Title and Theme

 - Jim will serve as chair.

 - Roger is interested in serving on this committee.

 - Members to date: Jim, Brandon, Roger, Allison, Will, and Angela

 c.) Nominations Committee

 - Brandon agreed to chair

 d.) Website/Social Media

 - Geoff agreed to chair.

 - Roger said he has been updating the website and removing old information. - Diane mentioned more updates need to be made on the website.

 - Brandon will provide Roger bio-sketches for newest board members.

 e.) Others?

4.) Treasurer Update

* ~$2000 in account

5.) SETAC NA Travel Awards

* Brandon said last year the 2019 Travel Awards were sent out end of June with an end of August deadline. A few students expressed concerns/desires for the travel award to include travel support to the regional meeting as well.
* Brandon mentioned about putting a box on the current application if travel support is needed for SETAC NA or SETAC OVC.
* Diane expressed concern about having one award as students may not know they will attend SETAC OVC in July.
* BoD decided to have two separate calls and will need to set aside $ for a SETAC OVC Travel Award to be sent out with abstract request.
* Craig mentioned that it was decided on the last call that $1200 is available for travel support.
* Roman suggested that all applicants receive support. Brandon reminded the BoD that $200 match is available from SETAC NA and that travel support and membership to SETAC NA is already guaranteed for the Marian Vinegar award recipient.
* Brandon to update last years form and send to Craig for distribution.

6.) New Business:

A.) Advertising for next year’s meeting:

* + Roman forwarded the 2019 OVC meeting writeup to the SETAC Globe and the article will be published soon
	+ Roman to check to see if the Globe allows meeting advertisements
	+ Roman mentioned that other articles can be written and submitted to the Globe pertaining to what the OVC is up to
	+ Roman and Jim will discuss how to identify new members/individuals who should become members, especially in areas of emerging issues
	+ Roman suggested we maintain ties with smaller/newer programs who have shown interest in OVC (i.e. The College of Wooster) and gauge their interest in SETAC NA.
	+ Brandon suggested a poster advertising the 2020 meeting in Cincinnati should be put up at SETAC Toronto; Jim mentioned this can be done via a Regional chapter’s booth or the advertising billboard
		- James will work with Dion’s students to put the poster together. Brandon to send the poster Alison made to James as a template.
		- Geoff mentioned he will advertise via social media once these documents are put together
	+ Jim and Dion are working on getting lists of engineering programs in the area to advertise the OVC as well as the 2020 meeting.

B.) 2020 Meeting in Cincinnati

* + Jim sent out a session abstract for SETAC NA that can be edited for the 2020 meeting. They received a lot of interest in this session and have enough platforms for a full day session. Jim wants the BoD to provide edits/comments on the abstract to make it OVC relevant. BoD members should submit their comments to Jim, he will compile all comments and send to Dion and Meetings Committee to finalize.
	+ Roman suggested we set a date soon so it can be added to the poster. Jim will ask Dion to finalize a date in April before the end of the semester.

C.) Membership

* + Roger suggested we ask members to submit new publications and news stories that can be posted on the website.
	+ Brandon mentioned that we attempted this last year via email and social media but nobody submitted anything.
	+ Roger suggested that Board Members jumpstart this process by provided short summaries of work we are doing, new publications, etc.
	+ Roman suggested that we ask new members/professors in the Chapter to provide biosketches or that we highlight work they are doing.

6.) Old Business - Status of Action Items from Action Items

* Changes to by-laws still pending, Craig to work with Brandon and Angela to set in motion
* Non-profit status/needs, Craig to speak to Greg, Angela check IRS website for updates.
	+ Craig said Greg made the changes to the Bylaws and sent to Brandon. Brandon incorporated the changes as well as additional changes to the student representatives on the board.
	+ Craig mentioned that the non-profit requirements include guidance for travel awards, need to make sure we are following the guidance as a non-profit.
	+ Craig to work with Angela about getting the form submitted and making sure the bylaws are up to date regarding any new changes that need to be made since Greg’s review.
* Craig - update google document with results for the Regional Chapters Committee.
	+ Dione; Craig was on the last RCC Call.
* Craig to send Leah Horton the write-up of our Regional Meeting after Angela sends to Craig.
	+ Roger will send Craig link to pictures from 2019 Meeting.
* Angela to prepare and send Award Certificates to the Students.

7.) Next conference call – 8 July