

**Minutes of the Business Meeting of the  
Human Genome Variation Society, Inc.**

**October 15, 2002**

**Baltimore, MD, U.S.A.**

The meeting was opened by Prof. Richard Cotton, Interim President.

**Members Present:**

Auerbach Arleen  
Blumenfeld Olga O.  
Brown Alastair  
Christodoulou John  
Compton John G.  
Cotton Richard G.H.  
Cuticchia A. Jamie  
Den Dunnen Johan T.  
Glavac Damjan  
Gottlieb Bruce  
Greenblatt Marc S.  
Horaitis Rania  
Kazazian Jr. Haig  
Lehv slaiho Heikki  
McKusick Victor A.  
Minoshima Shinsei  
Oetting William  
Paalman Mark  
Ravnik-Glavac Metka  
Scriver Charles R.  
Talbot Jr. C. Conover  
Teebi Saeed

**Non-Members Present:**

Bean Collete  
Brooks Lisa (late entry)  
Cuticchia Wendy  
Edwards J. H.  
Gallie Brenda  
Ganguly Arupa  
Van Ommen Gert-Jan



Bruce Gottlieb stated that this was on the agenda.

Richard Cotton said the question does arise so we should talk about it. He reported that the grant has been submitted twice with 1 revision and now the NIH has asked for it to be put in a 3<sup>rd</sup> time.

Jamie Cuticchia reported that grant application was submitted. The major concerns from the reviewers were that not enough details on informatics were given. The revised application that was submitted was better however the NIH wants more. He spoke with Dr. Lisa Brooks of the NHGRI and said that this grant has been under discussion for two years – what's going on? Dr. Brooks suggested a planning grant be submitted. The planning grant however was rejected. Dr. Brooks is meeting with the NIH grant applicants after this meeting to determine next step.

## **5. President's Report**

Presented by Richard Cotton

We currently have 77 members.

Need to get more members.

We have a booth for the 2002 ASHG meeting

Impact factor of Human Mutation has increased

Individuals have been invited to put in a March of Dimes grant for LSDB software

Major funding for the topics of the society is still a problem

Gert-Jan Van Ommen commented that if the society is in favour of a grant, then the abstract of the grant should be circulated to the whole society.

Richard Cotton asked would the person approve of this information being circulated?

Bruce Gottlieb stated concern with this. The Society should only "approve" grants that benefit the whole society or the running of the society.

Richard Cotton stated that individual grants help objectives of society in the long term.

Jamie Cuticchia stated that Dr. Gottlieb raises the question of powers of executive. What powers does Prof. Cotton have in the organisation? Dictator vs puppet?

Richard Cotton stated that any society must have that problem, it is an accepted practice.

Haig Kazazian suggests the question of whether to support a grant or not goes to the Board not to the entire membership.

Bruce Gottlieb asked where are going as a society and where as an individual?

Arleen Auerbach asked what is executive? In some societies the office is an administrative office for the society and that obtains money from the society. The office has a secretary etc, the president who is elected isn't necessarily from the same office. Melbourne has been the location of the office and president all these years but now we are a society there is an assumption that office stays in Melbourne. We need a policy regarding executive vs administrative office and how the organisation is run.

Bruce Gottlieb states that we need a policy on grants.

Richard Cotton thanked Arleen Auerbach and William Oetting for helping in setting up the society.

## **6. Secretary/Treasurer's Report**

Presented by William Oetting

William Oetting reports that the society is doing well. Income from memberships, includes 1 month in Dec 01. Most members from 2002. Funds obtained are also from meeting registrations and some small funding from Transgenomic Inc. sponsorship. Dr. Oetting is hoping the society will be able to obtain sponsorship for a lectureship for each future meeting. This lecture for example could be named after the sponsor.

Outgoing payments have mainly been subscription fees for Human Mutation to John Wiley and Sons Inc and expenses related to the annual meeting. Other small expenditure includes lawyer fees, bank fees and government taxes.

The Balance of accounts is AUD\$7200, approximately US\$3800. Thus, the society has done well for the 1<sup>st</sup> year. We need to think about what we can do with this money.

A 501(c) 3 has recently been filed with IRS and now the society may be considered tax exempt once acknowledgment from the IRS is received. This means that the part of the memberships not paying for the journal subscription, i.e. the society funds are an eligible tax exemption in the US. Any donations to the society are also tax deductible.

Move to accept Treasurer's report

Moved by Bruce Gottlieb

Second by Arleen Auerbach

Passed with no dissention

## **7. Affiliation of HGVS with HUGO**

This issue was moved forward because Gert-Jan van Ommen needed to leave the meeting.

Gert-Jan van Ommen stated there is a debate from the HUGO Human Diversity Commission a.k.a. Human Genome Diversity Project as they are unclear about their position and the position of our society. This will be discussed at HUGO Council tomorrow. He wants to understand how our group sees this position. Prof. van Ommen feels our society is different in perspective to the other group. Categorisation of the variation of a locus is what the HGVS is interested in, the other group is involved in genome diversity *per se* and probably wants to stay away from disease causing variation when doing analyses in different populations. "Genome variation" as a title probably better fits the other group than this one! We must find a way around this. Affiliation with HUGO and HGVS indicates a difference between the two groups (i.e. HGVS and HGDP).

Arleen Auerbach stated that a "society" is different from a "project". We are a not-for-profit society and when we formed had statement of purpose. We are incorporated and HUGO should see that this is the purpose of our society or group of people forming together for a separate purpose- can we affiliate with HUGO?

Richard Cotton did not think Prof. van Ommen's and Dr. Auerbach's points can be mixed. He stated that the HGVS Board meeting on 14<sup>th</sup> Oct. 2002 suggested the society gives HUGO access to Human Mutation complimentary pages, that was the only amendment to the affiliation document examined by the Board at its meeting.

Prof. van Ommen suggested affiliating with the International Federation of Human Genetics Societies as they actively seek affiliations. A full member would be for example a "European", "American" or "Pacific" society, corresponding members are national societies e.g. the "Italian Society of Human Genetics", and affiliate societies are societies such as HUGO and HGVS. He asks that HGVS should also want to be affiliated with the IFHGS. The IFHGS goal is to increase awareness throughout the world, by hosting international conferences every five years, sharing meetings on their website. It is administered by Elaine Strauss.

Connie Talbot stated that the mission of the HGVS is complementary to HUGO and the diversity project. Prof. van Ommen stated that HGVS is complementary

and not competitive, the diversity project group think they have a closer tie with HUGO Council but Prof. van Ommen does not agree completely with this.

Richard Cotton stated that Cathy Pole says she is pleased with the proposed document for affiliation of HGVS with HUGO.

Connie Talbot states that it is appropriate to say our objectives don't overlap and are complimentary.

Bruce Gottlieb says the affiliation document is written well.

A motion to affiliate the HGVS with HUGO according to the presented document except for the change in allowing HUGO access to society pages in Human Mutation was made.

Moved by Haig Kazazian Jr.  
Second by Charles Scriver  
Passed with no dissention

## **8. Membership report**

Presented by Rania Horaitis

There are now 77 members from all over the world around 60% from Europe, 38 from North America and the remaining the rest of the world.

It was noted that there is difficulty for the European Board members to attend the AGM in the U.S.A.

Arleen Auerbach stated that attendance is greater at the ASHG than the HUGO HGM meeting therefore the meeting at ASHG it is more successful. There was only one European board member in attendance so no comments were made.

Regarding membership dues, it was decided to recommend we retain the membership subscriptions for 2003 at US\$200 for regular members, US\$100 for Human Mutation editors, US\$150 for students with the journal and US\$50 for students without the journal.

No comments made, no vote was taken.

## **9. Publication Report**

Presented by Mark Paalman.

Mark Paalman reported that the impact factor of Human Mutation increased to 6.134 and that this was not reflected in only 1 or 2 articles but is a pattern of the

top 20 articles, this is a sign of good health for the journal. The journal is now ranked 12 out of 113 human genetics journals.

He also reported that Human Mutation is moving to advance by starting an online submission and review system that will make each step easier. The Software system is like that used by AJMG. Dr. Gottlieb stated that the "Nature" system is not good.

Bruce Gottlieb asked what Wiley is doing to publicise this increase in Impact factor? The more publicity there is the more papers are received, readership increases and quality of papers increases. Dr. Paalman stated there was a lot of new publicity. For example stickers announcing the new IF on free issues of the journal at the Wiley booth, there is lots of publicity happening.

Dr. Paalman also reported the move of the Editorial Office from Manhattan to a new address in Hoboken New Jersey that is more modern and spacious.

A new Editorial Assistant has joined the team. Sarah Merriman with a BSc in biochemistry and molecular biology from Yale, this is helpful for the Editorial office.

Charles Scriver asked if Human Mutation is going to insist published papers use the proper nomenclature! Dr. Paalman stated that the journal is working on this however it is difficult to scan all the papers this is something the reviewers' should be doing. Johan den Dunnen has been of a lot of help working with Dr. Paalman to work out a system to effectively scan nomenclature more effectively.

Johan Compton asked if nomenclature is available online? The nomenclature documents are online both the 1998 paper and the 2000 update. We should start pointing to the HGVS website for more detailed info.

Jamie Cuticchia asked how many individuals receive the journal. Colette Bean replied the only individuals Wiley offers the journal to are HGVS members. A few are offered to ASHG members.

## **10. Web Report**

Presented by Rania Horaitis

The web site is an updated MDI web site. Many hits are from individuals getting to the LSDB URLs. ~800 hits/week or more. FAQ section has been added.

It was suggested that abstracts from HGVS meetings be placed on the Website. Authors should be asked for permission this year but at subsequent meetings they should know they will be on the Web before submitting.

Mark Paalman stated we should give them the option of not having put in abstracts because in SNP 2000 special issue of Human Mutation abstracts were published but a few authors did not want theirs published.

Alastair Brown stated the same probably happens at HGM meetings but if you don't give them the option it is ok, Web publication of the abstract is mandatory as part of the submission process.

Motion to put all abstracts submitted for HGVS meetings onto HGVS Website.

Moved by William Oetting  
Second by Saeed Teebi  
Passed with no dissention

## 11. Council Members

The council members are not formalized as yet as they have not formally been voted in. The following are proposed for the 1<sup>st</sup> year .

President – Richard G. H. Cotton

Secretary/Treasurer – William S. Oetting

### Council Members

A. Auerbach	J.T. Den Dunnen
C. Beroud	B. Gottlieb
E. Beutler	H. Lehtväslaiho
A. Brookes	V. McKusick
A. Brown	C. Scriver
C. Conover Talbot Jr.	N. Shimizu
A. J. Cuticchia	G. Taylor
M. Darlison	M. Vihinen

These people will be asked if they wish to be voted on the board. They must be members who have paid their dues.

Bill Oetting suggested we keep the current board as the Board and create a nomination committee, e.g. 9 board members and then a nomination committee that sets up for naming by the end of December to vote for 9 individuals, 3, 3, and 3, vote on 3 more people and take 3 off each yr.

Dick Cotton and Jamie Cuticchia disagree. They suggest for the 1<sup>st</sup> yr keep the current board members on board and when the bylaws are ready will vote on a board.

We must set up a committee to nominate Board members, this will make sure that these people wish to stand for nomination. The voting will take place in December.

Bill Oetting suggests we vote now if we accept the Feb until next year. We can vote the bylaws and then vote next year as stated in bylaws.

Arleen Auerbach stated that last year we took the bylaws, submitted them to New York State to get Incorporated. The HGVS exists under the bylaws voted on last year, anything we do now has to lead to amendment of those bylaws.

Jamie Cuticchia stated that according to those bylaws we don't have a quorum.

Dick Cotton said we can do the vote by email.

Arleen Auerbach stated that 1/3 of members shall constitute a quorum.

We don't have a QUORUM NOW.

Bruce Gottlieb states that as long as no one challenges the quorum it's ok!

Arleen Auerbach stated that we should do business at the meeting here and since there is no quorum do a vote by email.

Bruce Gottlieb stated that possibly some people don't want to be on the board. Let's decide who really wants to be on it and then send it by mail.

Bill Oetting stated that the President can institute a nomination committee

Dick Cotton asked what do we do now?

Bruce Gottlieb stated we should contact the board members and send a notice explaining we will reconstitute board with a nominating committee

John Compton stated that the board must be members of society and that anyone who hasn't joined will be removed.

All agreed.

## **12. Officers**

A motion that Richard Cotton and William Oetting be renominated as officers.

Moved by Bruce Gottlieb  
Second by Marc Greenblatt

Passed with no dissention

### **13. Bylaws**

The Bylaws committee decided at the Board meeting 14<sup>th</sup> October:

Dick Cotton  
Bill Oetting  
Arleen Auerbach

Alastair Brown  
Connie Talbot  
Johan den Dunnen

A motion that a committee work on current bylaws, then send them to members for comments, incorporate their comments and send to members for approval.

Moved by Jamie Cuticchia  
Second by John Compton

Passed with no dissention

### **14. Auditors**

Bruce Gottlieb stated that auditors should be voted at the annual meeting

Arleen Auerbach stated we need to find out what we need to do.

John Compton stated we may have to vote on accepting the audit.

Bruce Gottlieb stated the auditor may have to be present!

Bill Oetting stated that in the Pigment Society auditors were never present at meetings, only a signed statement was required.

No appointment of auditors.

### **15. Tax free status**

Bill Oetting reported that he has filed information for obtaining 502(c)3 status to the IRS and we are waiting for tax free status from the IRS. This means that part of dues not going to Wiley are tax deductible, and sponsorship is also tax deductible.

No comments.

### **16. Logo competition**

The HGVS was seeking a logo and invited all to submit their designs. The design chosen was by Saeed Teebi who has won a free 1 year membership to the HGVS.

Bruce Gottlieb stated that copyright may be an issue and we need to file it.

This can be done online  
Connie Talbot will look into this.

Dick Cotton stated we need to get a release to use the logo from Mr. Teebi in the form of a letter. Regarding ownership we should ask Steve Maurer. A letter to Mr. Teebi would also be required to acknowledge his subscription. Copyright is not a problem if Mr. Teebi transfers ownership of the logo. We can Trademark the logo to protect it online after ownership has been transferred. Colour of the logo would be decided later by a smaller group.

A motion to accept Saeed Teebi's logo as the official logo of the HGVS was made. Mr Teebi is to release the logo to the HGVS.

Moved by Charles Scriver  
Second by Mark Paalman

Passed without dissention

## **17. Executive office**

Dick Cotton reports that there are mainly two activities at present in the HGVS office- HGVS business and grant applications of a consortium.

Bruce Gottlieb asked about the issue of grants and what members are applying for. The central database project is not directly related to the society. What do members do to support the society? For grants, are they put in by people in the society for the society or a group of individuals that happen to be members of the society?

Dick Cotton stated that grants are submitted by individuals as members to move forward the objectives of organisation.

Arleen Auerbach stated that the NIH grant is separate from the society. A group of members happen to have submitted the NIH grant and the society is in favour of it. Structure and money for grant has nothing to do with HGVS.

Bill Oetting stated that if the society sponsors members writing for grants- what if competing grants are sponsored with members? There may be some problems with that.

Lisa Brooks stated that it is appropriate for the society to agree to cooperate with people submitting any grants that fulfil the objectives of the society and that the society may write letters of support for these grants.

Dick Cotton stated that one group may ask for a letter of support and receive it and another one may not.

Mark Paalman suggested that members can be informed that if they are interested in writing grants to ask the society if they would like a letter of support.

Dick Cotton said that if he is asked to write a letter of support as President should he ask the HGVS Board if it is ok to support this grant application?

Saeed Teebi stated it was odd the society would stand behind grants of any quality. How does this affect the rest of the community? Support of grants should be on a case by case basis, the society cannot support them all.

**18. International Federation of Human Genetics Societies**

A motion to pursue affiliation with IFHGS was made.

Moved by Bruce Gottlieb  
Second by Marc Greenblatt

Pass without dissent

Signed by Richard G.H. Cotton as a correct record:

\_\_\_\_\_

Date: \_\_\_\_\_