MINUTES


I. Welcome and Introductions – M. Anderson called the meeting to order at 10:02 a.m. CT. He welcomed meeting participants and presented the consent agenda. The March Board of Directors Meeting Minutes were reviewed and approved as presented.

II. Governance – M. Anderson provided an update on the 2021 election. The ballot was distributed to the Steering Committee mid-March and voting concluded on April 5. The results will be announced at the annual Steering Committee meeting on May 28. The slate of new and candidates put forth for reelection are:

Candidates for Reelection
At-Large Director: Robert Balderas (current term 2019-2021) (2021-2023)
At-Large Director: Leonie Taams (current term 2020-2021) (2021-2023)
Education Chair: Ignacio Anegon (current term 2019-2021) (2021-2023)

New Candidates
At-Large Director: Jane Buckner (2021-2023)
Program Chair: Jane Grogan (2021-2023)

III. Finance - J. Maltzman presented the February 2021 Financials. FOCIS continues to be in a strong financial position. Total assets are currently just over $2.6 million. Membership revenue has been particularly strong due to the 2021 Advanced Course, which allowed members to participate at no cost. FOCIS membership revenue is expected to exceed annual budget expectations in 2021.

In contrast, interest and dividends are currently performing below budget expectations. However, it is too early in the year to make a judgement on overall performance against budget projection.

a. Investments – Total investments are currently just over $1.099 million. The 2020 Surplus of $393,372.67 was transferred end of February from the operating account into the Vanguard Federal Money Market Fund (Settlement Fund). There, monthly transfers were set up into the Vanguard Life-Strategy Growth Fund through 2021.

b. RFP for Investment Advisory Services and accompanying Responses Grid were distributed to prospective advisors the week of March 8. The deadline for responses was April 25. The RFP will be redistributed to secure additional proposals to the one submitted to date.

ACTION: C. Mutrie will reissue the RFP for investment advisory services.

IV. Education – I. Anegon provided updates on FOCIS education initiatives.

a. 2021 FOCISed Programs - Basic Immunology, Cancer Immunity and Immunotherapy, Systems Immunology and Big Data (ImmPort) in Immunology courses/workshop will be held over two days on June 7-8, 2021. Organizers have finalized their program agendas and speakers. Promotions will continue through the course dates. Two- and three-course package registration rates are available. Registration is currently exceeding last
year’s pace. Registrants will receive access to the live lectures and on-demand viewing of recorded lectures for one month after the course.

The Education Committee is exploring the future content and format of FOCIS’ online education portfolio. The committee is also exploring education opportunities for industry, with productive initial discussions with (FOCIS Board member) Bob Balderas.

b. 2021 U.S. Advanced Course – The course was held on March 1-3 and was considered a resounding success. The final live-event registration and on-demand views was 707 registrants from 60 countries. FOCIS also acquired 321 new FOCIS members with revenue of over $22,000. A net profit for the course is expected, though not all expenses have yet come in. The Board was directed to view the included Post Meeting report.

c. 2021 International Advanced Courses (China, Chile, Singapore) – All course directors have been contacted to confirm if they plan to hold courses in 2021. Discussions are underway by Dr. Anegon and staff to confirm the status of the three courses.

V. FCE – M. Levings presented updates on the FCE Committee and initiatives.

a. 2021 FCE Directors Virtual Meeting - The FCE Directors meeting will be held virtually on Monday, June 7. Four companies have been confirmed for presentation: iRepertoire, Immunai, Miltenyi, and NanoString. This year’s Directors Meeting will also include oral abstract presentations by select FCE trainees and an hour of networking with themed virtual breakout rooms.

b. 2021 FCE Award - The committee selected 24 FCE Award recipients. These are trainees who have complete abstract submissions and are FOCIS members. Award recipients receive complimentary FOCIS 2021 registration and an invitation to attend the FCE Directors Meeting (replaces the usual FCE fusion event).

c. FCE Application
   The committee recently approved an FCE application received from MI-PP (Marseille Immunopole Profiling Platform), Marseille, France. The FCE Directors are Prof. Eric Vivier and Dr. Frédéric Vély.

d. FCE Director Change / Committee Vacancy
   FCE Committee member, Dr. John Yi, from Duke University recently took a job in industry. The committee is securing a new Director for the FCE and exploring the selection of a replacement FCE Committee member. A replacement for the international committee member opening created when Dr. Boyer assumed the FCE Multinational Chair position is also being identified.

VI. Membership – B. Diamond gave an update on the current state of FOCIS Membership. Membership currently stands at 1,040, surpassing the 2020 baseline of 928. This is, again, likely due to the success of the 2021 Advanced Course. The results of the Industry Survey to learn how to better engage industry and increase industry membership have been finalized, with networking and educational opportunities and the FOCIS Annual Meeting main motivators for joining FOCIS. Respondents were most interested in seeing more sessions on new and emerging technologies and clinical updates. Ivan Mascanfroni from Pandion Therapeutics, Inc., has expressed an interest in joining the committee. His first meeting will be the next one scheduled on May 25.

In April, the Executive Committee approved for the annual rotation onto the Steering Committee the British Society for Immunology (BSI), the Italian Society of Immunology (ISI), and the Clinical Immunology & Allergology (SIICA). Invitations to these societies have been extended.
VII. New FOCIS Women’s Committee – M. Sykes presented. The Women’s Committee, which has not yet been officially named, is a committee meant to support career development for women. It will have a focus on the impact of sex and gender in immunology and science and research generally.

   a. Committee Structure – Elaine Reed has been asked to lead the committee and has accepted to begin in June. Once Dr. Reed has confirmed committee members, the committee will work to establish key items such as a mission and a vision, as well as a budget for the Board of Directors to approve. They will work to plan networking events and will engage in fundraising activities as well.

   b. Planned Events – Prior to the official launch of the committee, there will be a women’s networking event (Women@FOCIS) scheduled during the Thursday lunch hour of the 2021 Annual Meeting. The event will be presented in partnership with Women in Transplantation, an Initiative of The Transplantation Society (WIT).

VIII. Annual Meeting

   a. FOCIS 2021 Program, Registration and Abstracts – J. Bancheareau provided an update on the FOCIS 2021 Annual Meeting. 437 have registered to date. 246 abstracts have been confirmed inclusive of 78 late breaking. Twelve Member Society Symposia have been confirmed with 20 participating organizations. The Flow Cytometry and NIH Grant Applications sessions are also confirmed for 2021. Registration will be promoted and open to STEM, bridge, and pre-college programs and complimentary access given to these individuals.

      ACTION: C. Mutrie will coordinate targeted promotions to STEM, bridge, and pre-college programs.

   b. FOCIS 2022 – Topic and speaker solicitations were sent to FCE Directors, Member Society representatives, Steering Committee, Board of Directors and FOCIS committees. Board members were encouraged to submit additional topic and speaker suggestions.

IX. Fundraising – L. Turka reported on the status of FOCIS 2021 fundraising. Total funds raised to date are $560,250 from 41 companies, which represents 89% of goal. There are several grant applications that are still under review as well as outstanding asks that may lead to another increase of $50k - $100k.

Looking ahead to post-FOCIS 2021 and planning for FOCIS 2022, thank-you letters to FOCIS 2021 contributors will be distributed by mid-July, planning and strategy will be articulated in August, and outreach to prospective sponsors will begin in September.

X. In-Kind Funding Opportunity – B. Balderas provided an update on the potential in-kind funding opportunity from BD Biosciences. The initiative is currently under internal review.

XI. Adjourn - M. Anderson adjourned the meeting at 11:01 am CT.

Respectfully submitted,

Caley Mutrie, CAE, IOM
FOCIS Executive Director
I. Welcome and Introductions – M. Anderson called the meeting to order at 10:05 a.m. CT. He welcomed meeting participants and presented the consent agenda. Departing board members Dr. Jacques Banchereau and Dr. Kevan Herold were thanked, and incoming board members Dr. Jane Buckner and Dr. Jane Grogan were welcomed. The May Board of Directors Meeting Minutes were reviewed and approved as presented.

II. Governance – M. Anderson announced the 2021 Board Election results, which were also announced at the annual Steering Committee meeting on May 28. The slate of new and re-elected board members include:

**Reelected Board Members**
- At-Large Director: Robert Balderas (2021-2023)
- At-Large Director: Leonie Taams (2021-2023)
- Education Chair: Ignacio Anegon (2021-2023)

**New Board Members**
- At-Large Director: Jane Buckner (2021-2023)
- Program Chair: Jane Grogan (2021-2023)

In addition, three Member Societies rotated onto the Steering Committee, including: the Australasian Society of Clinical Immunology and Allergy, the British Society of Immunology, and Italian Society of Allergy and Clinical Immunology. Also, three following Member Societies rotated off the Steering Committee: the European Society of Immunodeficiencies, Indian Immunology Society, and the International Cytokine and Interferon Society.

III. Finance - J. Maltzman presented the May 2021 Financials. FOCIS continues to be in a strong financial position. Interest and dividends are currently performing below budget expectations. However, it is too early in the year to make a judgement on overall performance against budget projection. Membership revenue has been particularly strong due to the 2021 Advanced Course. Total investments are currently over $1.1 million.

In addition, FOCIS has received only one proposal for investment management to date. Board members are encouraged to reach out to Caley Mutrie with any additional recommendations for investment advisors.

IV. Annual Meeting

a. **FOCIS 2021** – J. Banchereau provided an overview of the FOCIS 2021 Annual Meeting. 960 attendees participated, with 178 posters presented, 18 exhibit booths, 64 oral abstract sessions, and nearly 70 poster talks. Evaluations are currently open, and recordings for the meeting are available until July 11.

   **ACTION:** FOCIS staff will compile a Post-Meeting Report to share with the Board in mid-to-late July.

b. **Fundraising** – M. Anderson presented. The total funds raised was $617,780 from 47 companies, which is 98% of goal. In comparison to last year, many companies still contributed, but decreased their contribution. Many of those who decreased their contribution listed the virtual environment as a key reason. Thank-you letters to this year’s supporters will go out this summer.
c. **FOCIS 2022** – M. Anderson presented the status of FOCIS 2022, in which the chair has been identified as Dr. Jane Grogan and the co-chair has been identified as Dr. Josh Milner. Topics are currently being compiled and Board members are encouraged to submit any topic and speaker ideas.

V. **Education** – I. Anegon provided updates on FOCIS education initiatives.

a. **2021 FOCISed Programs** – Total participation in the 2021 FOCISed courses was 509, which was up from 2020 participation. However, funding this year is unlikely to meet budget expectations.

b. **2022 Spring U.S. Advanced Course** - The course will return to San Diego, CA in March. The Education Committee is exploring a hybrid format to keep the international audience we had at this year’s virtual course.

c. **2021 International Advanced Courses (China, Chile, Singapore)** – The Chilean Course will take place virtually November 15-18, 2021. The program for the Chilean Course is still in the process of being developed by course organizers. The China and Singapore courses are still pending announcement.

VI. **FCE** – O. Boyer presented updates on the FCE Committee and initiatives.

a. **2021 FCE Directors Virtual Meeting** - The FCE Directors meeting was held virtually on Monday, June 7. Four companies presented: iRepertoire, Immunai, Miltenyi, and NanoString. This year’s Directors Meeting also included oral abstract presentations by select FCE trainees and an hour of networking with themed roundtables. Attendance was at 102, which was an increase from 2020.

b. **2021 FCE Award** - The committee selected 24 FCE Award recipients. These are trainees who have complete abstract submissions and are FOCIS members. Award recipients received complimentary FOCIS 2021 registration and an invitation to attend the FCE Directors Meeting.

c. **FCE Committee Roster** - The committee is seeking nominations for a new committee member to represent both the US/Canada and International regions. The committee will review nominations during the committee meeting later this month.

VII. **Membership** – B. Diamond gave a brief update on the current state of FOCIS Membership. The number of new members, retention, and membership revenue have exceeded goals set. The committee is continuing to explore how to increase industry membership.

VIII. **Adjourn** - M. Anderson adjourned the meeting at 11:03 am CT.

Respectfully submitted,

Amanda Schellinger
FOCIS Membership and Marketing Coordinator
MINUTES


I. Welcome and Introductions – M. Anderson called the meeting to order at 10:02 a.m. CT. He welcomed meeting participants and presented the consent agenda. The June Board of Directors Meeting Minutes were reviewed and approved as presented.

II. Finance:

a. 2020 Audit – J. Tarkowski from Wegner CPAs reported and presented the 2020 Audit. Overall, the audit went well and there were no recommendations for improvement made by the firm. The 2020 Audit was reviewed and approved as presented.

b. June 2021 Financials - J. Maltzman presented the June 2021 Financials. FOCIS continues to be in a strong financial position. Most income and expenses are performing at budget expectation, excepting the 2021 FOCISed courses, which performed below budget due to reduced registration rates and lack of funding. Additionally, two proposals have been received for an investment advisor. These will be reviewed and a recommendation will be made to the Board.

III. Governance:

a. Annual Management Services Review – M. Anderson presented the results of the 2021 management services review. Feedback was positive overall. Areas for further improvement were identified.

b. 2021 Board Orientation – M. Anderson provided an update on the 2021 Board Orientation, which is expected to take place in late August/early September. All Board members are invited to participate.

c. Strategic Planning Initiative – M. Anderson presented an update on the plans for the 2021-2022 strategic planning initiative. Staff is working on the RFP process for a facilitator.

IV. Annual Meeting

a. FOCIS 2021 Post Meeting Report – M. Anderson presented on the FOCIS 2021 Post Meeting Report. Final registration was 966, with most attendees located in North America. Overall, feedback was positive, with 96 responses received (10% of attendees). It was noted that the Asia Pacific region is underrepresented at the annual meeting.

b. 2021 Fundraising – C. Mutrie presented. The total amount of funds raised was $617,780 from 47 companies, which is 98% of goal. Fundraising in 2022 will have a greater focus on the international community.

c. FOCIS 2022

   i. Hybrid and Recording Options – C. Mutrie provided estimates on the cost to livestream vs record sessions at the FOCIS 2022 Annual Meeting. More detailed estimates for various scenarios will be presented in the 2022 budget, which will be reviewed by the Board this Fall.
ii. 2022 Program Update - J. Grogan presented the status of the FOCIS 2022 program. The committee has scheduled its first meeting and further details are still to be confirmed at this time.

V. Education – L. Anegon provided updates on FOCIS education initiatives.
   a. 2021 FOCISed Post Meeting Report – The programs had record attendance and overall were rated very well, receiving positive feedback. However, despite high attendance, the courses fell short of financial projections.
   b. 2021 International Advanced Courses (China, Chile, Singapore) – The Chilean Course will take place virtually November 15-18, 2021. The MOU is currently in process. The course hosted in China is still planned for December 2021 with further details pending. The Singapore course has been moved to 2022 and no further discussion has taken place.
   c. 2022 Spring U.S. Advanced Course - The course is planned to be held in person, and both the program and faculty list have been confirmed. A virtual component is still being considered and discussed at the committee level.

   ACTION: Education Committee will explore offering recordings at a different time to allow for better international participation for 2022.

VI. Women’s Committee – T. Laufer presented. An initial meeting has been set for late August 2021. More details will be confirmed on the structure and goals of the committee and presented to the Board at a later date. In addition, a manuscript is being composed for the *Frontiers in Immunology* collection on The Women of Immunology: Achievement, Challenges and Perspectives.

VII. Membership – B. Diamond gave a brief update on the current state of FOCIS Membership. The number of new members, retention, and membership revenue have exceeded goals set. The committee is also expecting a new member society application to be submitted for the Asian Pacific Association of Allergy, Asthma and Clinical Immunology (APAAACI). Lastly, the committee is exploring the idea of tying membership to annual meeting registration for 2022.

VIII. Review Key Decisions and Action Items – M. Anderson and C. Mutrie recapped the action items and key decisions made during the meeting.

IX. Adjourn - M. Anderson adjourned the meeting at 10:58 am CT.

Respectfully submitted,

Amanda Schellinger
FOCIS Membership and Marketing Coordinator