



INTERNATIONAL BOARD OF DIRECTORS MEETING

Monday, March 7, 2016 – Conference Call

MINUTES

AGENDA ITEMS

I. Welcome and Call to Order...Alan Jones

In Attendance:

- Officers: Alan Jones, Chair, Eastern Region; Jim Johnson, Treasurer, Region; Ian Duncalf, Vice-President, New Zealand Region
Staff: Terri Breon, International Secretary; Charles Heuser, International Editor; Peter Lewis, Emeritus Director for China
Australian: Clive Larkman, Director
Eastern: Paul Cappiello, Director; Bob Geneve, Alternate Director
European: Mike Norris, Director
Japan: Peter Waugh, Director
New Zealand: No representation
South African: Hans Sittig, Director
Southern: Donna Fare, Director; Bill Turk, Alternate Director
Western: Gene Blythe, Alternate Director

II. Approval of Minutes...Alan Jones

- A. December 8, 2015 conference call meeting of the International Board
1. Clive Larkman moved to accept minutes; seconded by Mike Norris. Motion carried.
B. Review of outstanding Action Items
1. Update Board members' responsibility page on website after responsibilities are fully established... Terri Breon
a. Not yet complete... Mike Norris
2. Board needs to provide assistance to the Japan Region to reinvigorate its members
a. Ongoing... Board
3. Invite non-directors to participate on the Strategic Committee with a focus on membership and sponsorship
a. Ongoing... Strategic Committee
4. Review outstanding issues and propose positions for the Board's consideration on, 1) clarifying the geographical boundaries of regions, like Europe; 2) address whether a member can join any particular region, even if they live outside it; 3) benefits to non-regional members living within another region; 4) whether International members should

- be administered by regions or by International Office; 5)  
Student membership status
- a. *Philip Smith has data* ..... Membership Committee
5. Provide a recommendation regarding whether a new IPPS International portfolio should be created on the Board
    - a. *Discuss in New Zealand* ..... Membership Committee
  6. Determine which committee/group should follow up with student members to continue paid membership
    - a. *No progress* ..... Finance Committee
  7. Review dues structure for Basic Individual, Student individual, Introductory, Honorary, and Retired Memberships and provide a recommendation to the Board
    - a. *No progress (Alan Jones to discuss w/Jim Johnson)* ..... Finance Committee
  8. Assess increasing the number of International Tours scholarships. Develop a proposal for Board consideration
    - a. Establish qualification criteria
    - b. *Report will be made at New Zealand* ..... Education Committee
  9. Video Project: funding requested for presenters, filming and professional video editing
    - a. *Ongoing* ..... Hans Sittig
  10. Newsletter editor: seek volunteers to assist in this position
    - a. *formalized* ..... Hans Sittig
  11. Establish additional costs for Website administration
    - a. *Cost proposal provided to Alan Jones* ..... Breon Consulting
  12. Develop an investment policy, including investment allocation strategy
    - a. *On Agenda* ..... Investment Committee
  13. Develop a canned PowerPoint presentation to give to potential sponsors
    - a. *sponsor tracking spreadsheet has been distributed to committee members* ..... Sponsorship Committee
  14. Seek members who regularly solicit sponsorships to act as consultants to the work of the committee
    - a. *working on process* ..... Sponsorship Committee
  15. Include on website the option to purchase CDs for Proceedings
    - a. *done* ..... Hans Sittig
  16. Send a list of proposed Board meeting times for 2016 to Alan
    - a. *done* ..... Terri Breon

### III. Treasurer's Report...Jim Johnson

- A. Financial reports were sent via email. Included were 2015 actuals and 2016 budget.
- B. 2014-2015 Profit and Loss Statement was reviewed. The Society experienced a \$25K+ loss, mainly due to cost of website, misc. amounts from travel. These will be covered by Restricted Funds. The operating budget showed a slight positive balance. Income from dues was high because of European Region payment for 2014 dues. Some expenses were high: travel (China trip), printing costs (knew costs were going up). Restricted funds paid for website and China travel.
- C. Assets and Liabilities sheet: \$45K in checking, paper loss on investments, reduction in Restricted Funds due to website, etc., payments.
- D. Detailed Profit and Loss sheet: 2015, \$65,031.50, loss shown at bottom
- E. 2016 proposed budget: comparative budget data: 2015 budget, 2015 actuals, 2016 proposed budget. Certain line items were pointed out. International will be paying for website for 3 years. Sponsorships are to fund the yearly website costs. After the 3-

year initial funding, the Board had agreed to revisit whether regional support would be required. Dividend income line is new. A loss (\$10K) is projected for 2016 operating budget.

1. Consider reducing Sponsorship income, as \$12K may be unattainable this first year. Carefully evaluate line items to better reflect reality.
  - Alan to include on New Zealand agenda: discussion on plan of action if sponsorships do not cover costs.
- F. ISHS issue and sponsorships need to be reviewed.
- G. Have regional secretaries check with members who have not renewed yet to determine whether there is an issue other than the website glitches.
- H. Re-review proposed budget in New Zealand.
- I. Add discussion on restricted funds to New Zealand agenda; should they be combined, modified?

#### **IV. Investment Policy Revision...Todd Jones**

- A. Proposal to convert investments from managed to indexed accounts has been provided by Todd Jones
  1. Discuss at New Zealand;
- B. Investment Committee should meet via conference calls on a quarterly basis.

#### **V. Editor's Report...Charles Heuser**

- A. Volume 66 proceedings
  1. All content and front-end materials provided to ISHS one month ago
  2. ISHS has put IPPS in the "queue". No idea at this point when printing will occur.

#### **VI. New Zealand Tour...Peter**

- A. *2016 International Tour – New Zealand to be held in April starting 17<sup>th</sup>; conference starts 21<sup>st</sup> and ends 24<sup>th</sup>*
  1. There are 51 registrations for the long tour.
  2. Richard McKenna, the European Alternate Director, will be attending the meetings.

#### **VII. IPPS Website Updates...Hans Sittig**

- A. All should submit a list of problems/concerns to Hans.
  1. Hans has put together a comparative list of what scope was contracted and what still needs done by the consultant. Additionally he reported on some fixes that have been or are being made to improve website speed.
  2. PayPal issues have mostly been resolved although there seems to be some issues that may be attributable to the browser version being run by the user. This is still being investigating.
  3. Hans has created a web page of questions/answers to address regional secretaries' issues.
  4. Directors need to bring to New Zealand a list of concerns from the secretaries regarding the web site. Hans will ask the secretaries to provide a list prior to New Zealand.
- B. There is an app that can track the number of downloads of papers Hans thinks should be added and was not part of the original contract. The cost is about \$260US.
  1. Mike Norris recommended purchase. Peter seconded. Motion accepted.
- C. There have been a lot of complementary comments received regarding the website.

- D. Directors need to discuss at New Zealand the regions' concerns about the website and the Society's global goals that may not be being received well.
- E. Set up a future conference call meeting with regional secretaries.

**VIII. Regional Reports...Directors**

- A. Due to time, reports were tabled and will be presented at New Zealand meeting.

**IX. China Initiative...Peter Lewis**

- A. Peter reviewed some ongoing activities. Peter suggested that the Board visit China.
- B. Add a discussion item for New Zealand to discuss what we've accomplished so far and whether the entire Board should go to China due to budget considerations or a Board delegation attend instead.

**X. Sponsorship**

- A. Nothing presented

**XI. Topics for Discussion at New Zealand**

- A. Mechanism for chairman succession
- B. New region creation policy: Alan has modified the policy and will send to the Board for discussion in New Zealand.

**XII. Other Business**

- A. Terri to send an email to Board regarding future meeting dates/times as a reminder. Include the committee listings.

**XIII. Future Meetings and Adjournment**

- A. Meeting adjourned at 5:38 PM
- B. Next meeting will be held at the New Zealand Conference in April.