



INTERNATIONAL BOARD OF DIRECTORS MEETING

Tuesday, March 14, 2017 – Conference Call

MINUTES

AGENDA ITEMS

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

- Alan Jones called the meeting to order at 4:04 PM Eastern Daylight Time. He conducted a roll call. Alan welcomed new alternate directors who have started in January.

| In Attendance: | | Officer/Director | | Alternate Director |
|-----------------------|---|--|---|----------------------|
| Officers: | X | Alan Jones, Chair, Eastern Region | | |
| | X | Peter MacDonald, President, Europe Region | | |
| | X | Paul Cappiello, Vice-President, Eastern Region | | |
| | X | Jim Johnson, Treasurer, Eastern Region | | |
| | X | Charles Heuser, International Editor | | |
| | X | Terri Breon, International Secretary | | |
| Australian: | | Clive Larkman | | John Messina |
| Eastern: | X | Paul Cappiello | | Peggy Walsh-Craig |
| Europe: | | Richard McKenna | | |
| Japan: | | Peter Waugh | | Dr. Takuya Tetsumura |
| New Zealand: | X | Lindsey Hatch | | Jill Reader |
| Southern: | X | Donna Fare | | Bill Turk |
| South African: | X | Hans Sittig | | Erika Oberholzer |
| Western: | X | Gene Blythe | X | Dharam Sharma |
| Regional Development: | | vacant | | |

- Alan Jones requested any amendments to the agenda. None were proposed.

2. Approval of Minutes from December 6, 2016...Alan Jones

- The December 6, 2016, Conference Call meeting minutes were reviewed. Moved as presented by Paul Cappiello; seconded by Hans Sittig; voice vote approval.

Review of Outstanding Action Items

- Alan Jones noted not much has been done since the last meeting. There are a number, which should be discussed at the July meeting. The ISHS relationship will be paramount as the contract ends in 2017.

3. International Office Report...Terri Breon

- The Proceedings publications were sent out by ISHS, being completed in mid-February. Publications purchased by libraries have also been sent. If regional

secretaries learn of any members not receiving their purchases, the secretaries should pass the information to the International Office so deliveries can be tracked. Peter MacDonald reported that he just received his CD today, so there may be other late deliveries.

4. International Editor's Report...Charles Heuser

- Volume 66 is in really good shape. He is awaiting some minor items before sending onto ISHS. These are: one photographic image of the IPPS officers, 2016 Awards from the European Region, and one image from the Japan Region due to caption errors, and one paper the Australian Region wants included.
- Peter MacDonald will follow up with the European secretary to get Charles the missing information.
- Charles will be able to forward the .pdf's of the proceedings to Hans Sittig in the next few weeks, after he has finished up the proceedings for ISHS publication.
- Charles will inform the Board when he sends the proceedings to ISHS.

5. Treasurer's Report... Jim Johnson

- Two sections were provided to the Board
- Section 1 was 2016 year-end compared to 2015. The total assets for 2016 were \$250,979.70. This is down \$15,000 from 2015. Profit and Loss Budget vs. Actual comparison was reviewed. Loss of \$14,000. No sponsorship money (\$12,000). Also approx. \$7,000 less in membership dues and another \$2,000 less in dividend income. Alan Jones pointed out that the loss on investments is recorded at a point in time. Investment balances will fluxuate. Alan noted the importance of maintaining a stable membership and obtaining sponsorship funding to keep the operations budget in the black.
- Section 2 is the budget for 2017. Jim reviewed the assumptions that went into the budget's development. Based on these, the balance is projected to be \$3600+ in the black. Alan Jones said the cost for the book has to be reviewed in July because of publishing increases, fewer members - which drive up the Society's portion, and it has been several years since that was reviewed.
- Hans Sittig moved to approve the budget as presented. Paul Cappiello seconded. A voice vote approved the motion.
- Alan noted a discussion is needed in July regarding restructuring the Board funds. Currently, there are various fund names that may not be as relevant as they once were. There will be suggestions made at the July meeting.

6. Regional Directors Reports

- Allen noted that written reports were not required for this meeting. However, they will be required for the next meeting in July. The following regions gave some updates to their activities.

Eastern Region...Paul Cappiello

- Paul talked briefly about the 2018 Tour. Working on a framework. Pre-con only Beginning in Boston or New York and touring around the northeast area, ending in Delaware. They have 2 itineraries put together Sept 18th thru Sept 29th.

Japan Region...Alan Jones for Clive Larkman

- Japan has provided names of individuals who could take Peter Lewis' position and represent their region on the Board.

South African Region...Hans Sittig

- They had a good conference. Bob Geneve and David Hancock were guest speakers. The exchange student from Australia, Brie Howard, was also there. The region now has 150 members.

Western Region...Gene Blythe

- Their Board approved changing the official name of the region by adding North America to the front of the name, to match the Eastern and Southern regions.

New Zealand...Lindsey Hatch

- They are gearing up for their regional conference.

7. 2017 Committees...Alan Jones

- Assignments were sent out to the Board.

8. Committee Reports**Sponsorship Committee...Paul Cappiello**

- Paul Cappiello reported their efforts have been put on hold until the prearrangements for the 2018 International Tour have been completed. Alan, again, stressed that Board members forward any sponsorship leads to Paul for follow up.

Membership Committee...Richard McKenna

- No report.

Communications and Marketing Committee...Hans Sittig

- Hans Sittig reported he conducted a training session with the regional secretaries, where two sets of priority issues were laid out.
- The first set has been completed.
- The second set has been identified and will be brought to the Board for prioritization of implementation.
- There have been 3,334 proceedings downloads. That's about 200 per month.

Education Committee...Gene Blythe

- The Committee is recommending for the drop-down menu on the website that *Exchange* be placed below *Members*. They would like to add some text on the page for the Exchange program on the International page. There is a link to the information and application for the International matching fund, but the language is unclear. These applications are for the regions only, not individuals. Two versions of the application have different deadlines for receipt. The older one is nine months prior to and the newer one is 2 months prior. Donna Fare clarified that this deadline was changed to 2 months owing to electronic filing ease.

Strategic Planning...Donna Fare

- Discussion will be saved for the executive session.

New Region Development Committee...Clive Larkman

- Alan noted Clive is taking the lead on this committee, although he hasn't heard much from him at this point. China has slowed down. The Malaysian student said he has been having trouble getting in contact with the Malaysian embassy in the US, so that has slowed also. Dharam continues to be in contact with individuals in India. He should have important updates for the July meeting.

Executive Committee...Alan Jones

- The committee met via conference call with the Strategic Planning Committee about one month ago.

Alan emphasized that full reports are required for the July meeting. If committees have issues that need brought up, discuss those items and circulate them to the Board prior to the meeting. Chairs are encouraged to review the discussions their committees have had previously so they are familiar with them.

9. 2017 International Tour...Peter MacDonald

- Peter attempted to give an oral report; however, due to transmission issues, the quality of the audio was not good. It was clear that he felt everything is progressing well. He reported there will be a post tour.
- Alan reminded Board members to register for the conference if they haven't yet done so.

10. Board of Directors Liability disclaimer...Alan Jones

- Alan said that in the US, it is becoming more common practice to have board members sign various disclaimers, one which is a conflict of interest. Paul Cappiello is looking at others. He will provide additional forms at the July meeting. They need to determine which are appropriate for legal reasons in the US as the Society operates under the rules of the US.

11. New Business...Alan Jones

- Hans forgot to bring up under Action Items an asked that he could remind the Directors that he requested them to provide him with PowerPoint presentations in .pdf format so he can upload them to the website. He encouraged the regions that have had conferences in 2016 to send him the presentations – in either .pdf or PowerPoint format – for him to place on the website. He has only received two, from the New Zealand region. Charles noted he has received negative approvals from many of the presenters who provided him with .pdf files, due to copy infringements on their material. This should be investigated with the PowerPoint presenters also. Hans and Bob Geneve are spearheading this and will proceed understanding authors will have to be contacted prior to publication on the IPPS website.
- Alan Jones noted that Society policies need updated. They will be discussed at the July meeting.
- The 2017 schedule of meetings were sent out by the International Office. They are:
 - Sunday, July 2 – 18 European Region Tour, on-site. **All reports are due June 16, 2017** (Eastern US). NO EXCEPTIONS
 - Tuesday, September 5 at 5 PM (Eastern US). **Reports are due August 18, 2017** (Eastern US).
 - Tuesday, December 5 at 4 PM (Eastern US). **Reports are due November 17, 2017** (Eastern US).
 - Callers should use the following phone numbers and passcodes to join the conference calls:
 - FOR CALLERS IN USA AND CANADA: 1-8666-299-7945; Passcode: 986 65 51#

- **FOR CALLERS IN OTHER COUNTRIES:** Your international calling code, then 1 (for USA), then 832-431-3335; Passcode 986 65 51#

The regular meeting was adjourned at 4:55 PM. Alan Jones called for the start of the executive session. Terri Breon and Charles Heuser signed off.

The next meeting will be in Europe during the July 2017 International Tour.

3/19/17 tgb