IIS Board of Trustees Meeting, February 15th 2005

Present: Scott Landvatter, Richard Heys, Brad Maxwell, Alex Susan, Dave Hesk, Crist Filer, Dennis Dean, Ken Lawrie

1. Secretary's Report

DH presented the most recent membership data. About 600 renewals were sent out in November 2004. As of Feb 14th, there were 298 paid members, 4 life members and 72 members from Romania, Russia and China, giving a total of 374 members for 2005. This compares with 301 paid, 4 life and 68 Romanian, Russian and Chinese members, totaling 373 for 2004. The 2005 figures include 40 new members who were not members in 2004. To date 39 members from 2004 have not yet renewed. An Email reminder was sent out to 2004 members with valid Email addresses, who had not renewed as of the 20th Jan. In addition there are 4 Associate members.

The three-year membership option is proving to be popular with the IIS membership as there are 218 paid memberships for 2006 and 55 for 2007 in place.

A breakdown of the chapter membership for 2004 and 2005 is given below*:

Chapter / Region	Total
NE US Chapter	113
Central US Chapter	115
UK Chapter	33
Central European Chapter	64
Canadian Chapter	10
Japan /Far East	7
Romania	31
China	26
Russia	14
Total	**413**

* Total includes 39 2004 members yet to renew.

In response to a question from AS about Associate memberships, DH stated that he did not specifically solicit Associate memberships in the annual membership renewals, but any member renewing has the option to renew at the Associate membership level, which for $350 entitles the member to two 1 year personal memberships. He also stated that the reason for the drop off in the number of Associate members may be due to the fact that the $100 / 3 year personal membership is perceived as a better deal. This may be particularly true in the case of members working in the pharmaceutical

industry, who in past years were more easily able to obtain funding to renew at the Associate Level. The Board also discussed ideas on how to increase the number of Associate members, such as offering one free advertisement per year in the News Letter. At the suggestion of CF, it was decided to refer further discussion on Associate memberships to the next BoT meeting to allow Board members to further reflect on this issue.

2. **Financial Report**

SL presented the current Balance Sheet and 2001-Current Profit and Loss statements. On the current balance sheet there are three discrepancies related to three accounts closed by the former IIS Treasurer, where the amounts reported by the accountant did not match up with the amounts cleared. This is under investigation and may be related to items such as unreported interest payments etc. RH asked about an item on the balance sheet under liabilities 2000-Accounts payable ($1758.70). SL stated that as there were no additional details in the accounting program, he will investigate this item. In response to a question from AS about the Due to Canadian Chapter column, SL stated that when the Canadian Chapter closed, its funds were transferred to the IIS central funds, with the understanding that the money will be restored to the Canadian Chapter upon revival. In response from a question from DH about the maturity of the remaining CD held by the former Treasurer, SL stated he will confirm the maturity date is 1/31/06.

DH stated that the Synergy account opened by him to hold the IIS funds is a business checking account and that the Board should consider if it wishes to transfer some of the funds into higher interest accounts. At the suggestion of DD, SL stated he would consult with the accountant for investment recommendations.

<u>Action:</u> SL to follow up with accountant for investment recommendations.

The Board thanked SL for his efforts in implementing the new accounting program with the resulting improved presentation of the accounts.

3. **BoR Update**

BM stated as a follow up to the BoR teleconference held in 2004, he has begun to draft a Charter for the BoR, with the assistance of Matt Braun and Rose-Marie Diebel. He expects that the initial draft should be completed over the next several weeks and will be circulated to the remaining members of the BoR for comment.

4. **Edinburgh Update**

   KL stated that the scientific sessions have been planned and Session Chairmen have been identified for most of the sessions. In response to a question from DD, KL stated he will Email the BoT with a list of identified Chairmen and Plenary speakers after a meeting of the scientific co-ordinators, to be held on March 1st. It is hoped to have the remainder of Session Chairmen identified by the Spring. Instructions to Session Chairman will also be going out shortly.

   Action: KL to Email the BoT the list of session Chairmen and identified Plenary speakers.

   KL indicated that suggestions for Plenary speakers from the BoT members would be welcome.

   A list of about 200 potential sponsors and exhibitors has been compiled and a brochure has been prepared with the conference organizer detailing sponsorship opportunities for exhibitors and sponsors, which will be mailed out shortly. The 'advance program' is planned to be sent out in October. It is hoped as far as possible to have the abstracts and registrations submitted 'on line' and it may be possible to submit articles for the proceedings 'on line' pending future discussions with Wiley.

   In response to a question from AS about promoting Edinburgh 2006 at 5ICI, KL stated he will be taking the First Announcement and Sponsors Brochure which will be distributed at the meeting. In addition it is planned to publicize Edinburgh at the 2005 local chapter meetings.

   KL stated that some funding from the Core IIS funds will be required this year, and for 2005 and that he has submitted a budget to SL. He also indicated that he will be sending an updated budget to the Board.

   Action: KL to send updated budget to BoT

5. **Formation of IIS Council**

   To initiate the discussion CF quoted Section 2.5.5 from the IIS constitution:

   The IIS Council will be a consultative group for the Board of Trustees; a source of advice to the Board regarding overall operation of the Society, including specific current issues and long-term strategies for development of the Society. Members of this Council shall be available for consultation by the Board and willing to provide advice and recommendations as requested. Membership in the IIS Council will consist of no more than ten individuals, with terms of three years, renewable at the

discretion of the Board of Trustees. Five shall be appointed by the Board of Trustees and shall be qualified by possession of extensive experience, expertise or influence in scientific or non-scientific areas relevant to the interests of the Society, and need not be members of the Society. Up to five shall be selected by the Board of Representatives and shall be qualified by an active and sustained interest and improvement of the Society.

A discussion was then held among members of the Board on defining the role actual role of the IIS Council. It was generally agreed that the scientific expertise of the IIS Council members would be a significant determinant on the advice they would provide for the future direction of the society. It was also agreed that the BoT would need to be clear as to the exact role of the IIS council before any individuals are asked to serve. At the suggestion of CF, it was agreed that over the next week, each BoT member should submit 5 names to CF they would recommend to serve on the IIS Council. CF will then relay this information back to the BoT. BM suggested that after the 5 BoT nominations have been made, the BoR should put this on the agenda for their next teleconference in order to generate the BoR nominees to serve on the IIS Council. Such an approach would allow the complete 10 member IIS council to be formed in a timely manner.

Action: BoT members to submit suggestions for IIS Council members to CF.

6. **ICI Integration Update**
The BoT extended its thanks to the sub-committee consisting of BM, AS, RH and Carlo Chemaly for their extensive work in putting together a IIS/ICI integration proposal. BM presented the outline of the proposal to the BoT which is included as an attachment to the minutes. BM stated that in drafting the proposal, the sub-committee's goal was to preserve the features of the IIS and ICI community that were working well.

DD expressed the concern that the IIS membership may not wish to become a much larger society with a new membership with scientific interests which are not as close to the current scientific focus of the Society. DH stated that that he would not wish to alter the traditional triennial IIS symposia held alternately between North America and Europe as these locations maximize participation of the current IIS membership. He stated that he felt that a meeting held outside these geographic regions would likely have much reduced attendance from the current membership due to corporate travel restrictions.

KL stated that this issue could be addressed if the ICI community continued to hold their own meetings separate from the IIS meeting. He also stated that

members of the ICI community could join the IIS, form a separate division and hold meetings separate from the main IIS meeting, with the traditional ICI focus. He also stated that a key point for the Board to consider is whether this would offer any advantage to the IIS, and whether assuming the financial and liability risk of allowing an ICI division within IIS of holding separate meetings was a direction the IIS should go.

SL also stated he was also concerned about the long tern financial and liability risk to the society as the mechanism would invite the ICI community to join as individual members of the IIS meaning that ICI would no longer exist. If the new membership from ICI wished to form a separate Division and hold its own meetings, the IIS would be financially liable. RH stated that the proposal (Part 6) does not specifically recommend financial commitments through 6ICI.

AS stated that IIS does not need the ICI community to join IIS as the IIS is already self sufficient, but added that if the IIS can assist members of ICI community, which has no formal structure, to organize themselves it would be desirable, provided it can be achieved without liability to the IIS. In response to concerns about the financial liabilities associated from 6ICI meeting planned for Seoul, S. Korea, he stated that the S. Korean government has taken responsibility for organizing the meeting. He also suggested that IIS should make a presentation at 5ICI, inviting members of the ICI community to join the IIS and explain as IIS members under the IIS Constitution, they would have the right to organize themselves into a Division.

BM also stated that he felt that the proposal offers the ICI community an invitation to join the IIS and if they desired, organize themselves into a separate division within the IIS structure. He felt that the BoT should move cautiously and initially extend an invitation to join the IIS at the upcoming 5ICI meeting in Brussels. BM stated if the new membership from the ICI community desired to form an ICI Division and hold separate meetings, such as 6ICI on Seoul, it would be little different in concept to the Chapters holding their local meetings.

An alternative view was presented by SL and DD. In their opinion, the idea of forming a separate ICI division, with separate ICI meetings would negate the advantage of the ICI community joining IIS as there would continue to be very little interaction between the two isotope communities. SL and DD proposed that the IIS should be offering to take the ICI out of existence and offer the former ICI community the chance to present their topics of interest at IIS meetings.

RH stated that if the new membership from the ICI community, wished to form a Division, this Division would operate under the IIS BoT and would not be independent of the IIS. RH also stated that the proposal presented to the Board does not commit IIS or ICI to anything beyond support of each others symposia, and merely expresses the intent for IIS and ICI to examine further integration steps without assuming that integration is a *fait accompli*. RH also stated that the BoT is free to amend the proposal as it sees fit.

CF stated that he agreed with RH that the document was merely a tool for exploration of further integration of IIS with the ICI community, although he expressed reservations about the proposal to pro-rate the dues according to the member countries GDP. A similar reservation was expressed by DD.

After further discussion, it was agreed that KL draft a presentation to be made at 5ICI, extending an invitation for the ICI community to join as individual IIS members. AS suggested that Carlo Chemaly should be made aware of the BoT's intention, in order to schedule sufficient time in the 5ICI meeting program to make the presentation. The presentation will be forwarded to the BoT for approval before submission to Carlo Chemaly for his comments. It was also agreed that an IIS membership mailing to the ICI mailing should follow the 5ICI presentation, which contains a cover letter explaining that as IIS members they would have all the rights afforded to IIS members under the IIS Constitution which would include the right to organize themselves as a division.

Action: KL to draft 5ICI presentation for BoT approval.
Action: DH to organize membership mailing to ICI mailing list.

7. **Website Update**
   AS presented an update on the IIS website on behalf of Mike Marx. The website has been active for about 2 weeks and Mike would welcome comments from the BoT. The website will provide a mechanism for the local chapters to update their sections, which is the responsibility of the local chapter BoR members. BM stated he will put this item on the agenda for the next BoR teleconference. In response to a question from DD about the sign in and password feature, AS stated that a sign in and password will be needed by the chapters as authorization to make changes on the website. The BoT extended its thanks to Mike for his hard work and dedication in putting together the new web site.

   Action: BM to put the BoR Rep. Website responsibilities on the agenda for the next BoR teleconference.

8. **IIS Elections**

   CF reported that the nominations and elections committee has been formed consisting of C. Filer, D. Gantz, A. Susan, R. Heys, J. Harding, D. Seidel, D. Saunders, M. Braun and G. Ellames. CF also stated that he has had off-line discussions with DH on the mechanisms for printing and mailing the ballot forms. In response to a question concerning eligibility for running for office and voting, the BoT agreed that membership of the IIS as of Dec. 31st 2005 should be required.

9. **IIS funded Lectureships**

   CF stated that the BoT had approved the funding the expenses for Prof. Gardiner to present at the 2006 CED Bad Soden meeting. The Board then went on to discuss the general principle of funding lectureships at local IIS meetings. SL stated that it would be feasible to establish a yearly budget and inform the chapters that this money was available. RH stated that while he supported the idea of using Core IIS funds to support this program, the BoT should be careful to ensure that the chapters continue to strive to make the local meetings as self financing as possible. The BoT agreed to provide up to $1000 for each local chapter to support external speakers and to inform the Chapters of this decision. The Chapters would then apply to the Financial Officer for re-imbursement up to $1000 expenses, who would circulate the application to the BoT via Email for approval. At the request of CF, BM agreed to include this item on the agenda of the next BoR teleconference.

10. **AOB**

    - **Local Chapter Funds**

      In response to a point raised by AS on why only the Central and North East US chapter finances are listed on the Core balance sheets and the financial data from the other Chapters is not included, RH stated he believed the Central and North East Chapters are included this way for tax purposes and the non-profit US tax laws do not apply for overseas accounts. A general point was raised that the BoT does not have information on the finances of the non-US local chapters, and that such information should be submitted by each local chapter to the Financial Officer in the form of an annual statement. At the request of CF, BM agreed to include this on the agenda of the next BoR teleconference.

    - **Travel Funds**

      The BoT agreed to a request from BM to re-imburse expenses for travel to Chicago to support preparation of the Central IIS proposal to host the 10th International Symposium, which will be presented to the BoT at Edinburgh.

- **Next BoT Teleconference**
  The Board concluded by deciding the next teleconference should be held at the Central US Chapter meeting on June 9th at 9am CDT. The set up for the teleconference will be co-ordinated by AS and BM.

David Hesk
IIS Executive Secretary