

Minutes

IIS Board of Trustees, teleconference, 24th Feb 2004, 10am EST

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

1. Introduction

A.S. suggested the BoT have a face to face meeting this year. A consensus was reached that it should take place at the Central IIS meeting to be held 10th-11th June in Kalamazoo MI. D.D stated he will not be available to attend. K.L. also stated that he may ask the IIS for funding to attend the meeting failing the availability of funding from GSK. The BoT was in agreement with this request, and that the IIS will re-imburse K.L. for the flight if necessary.

B.M. stated he will send out a copy of the Central IIS meeting notice to BoT members by Email.

2. Financial Report

S.L. stated that a new IIS checking account has been set up with Synergy Bank with signing authority set up for S.L., Dave H. and Rob Nicolini. A credit card machine has been purchased for processing membership renewals.

S.L. also stated that Nicolini is currently running the 2003 accounts which will be completed in a few weeks. S.L. will Email the BoT details when available. S.L. stated that 2004 budget planning will begin after the 2003 accounts are completed.

S.L. stated he will require estimates of financial needs for 2004, particularly for funding for the Edinburgh symposium, to help plan for the 2004 budget.

Action: K.L. to provide 2004 monetary requirements for the Edinburgh symposium.

D.H. stated that he will provide S.L. copies of budgets from previous years to help in the planning process.

D.H. stated there are still a core IIS checking account and a symposium checking account, containing excess symposium funds, in addition to the Synergy Bank account. Dave H. stated that he has contacted Jennie Ahern and is working

through the process of closing those two accounts and consolidating the funds into a single IIS core account at Synergy.

C.F. was asked if the Final budget for the Boston Symposium was available. He stated that although he did not have the final figures available, the symposium netted a profit of about \$10,000.

Action: C.F. to submit final budget for Boston Symposium

3. Secretary's Report

Dave H. stated that 588 renewal notices were mailed to members who were in good standing as of 2000 and attendees to the Boston meeting. To date there are 245 paid members for 2004, which include those members who had renewed for multi-year in 2003. In addition there are 28 members in Romania, 26 in China, 14 in Russia and 4 Life members.

A total of 128 of 2003 members have not net renewed. 71 new memberships have been received for 2004. The majority of renewals have been for three years.

Action: Dave H. to Email non responding 2003 members to speed up response rate.

Action: Dave H. to Email most recent membership list and mailing lists to BoT members.

Several issues occurred with the membership renewals. The renewals were sent out too late. 2005 renewals will be sent out in October 2004. The printing/mailing firm omitted the country from the overseas forms, meaning a second mailing had to be sent out at the mailing firm's expense. As a result, some members received two forms.

D.D raised the issue of the Canadian Chapter. IIS members at CDN isotopes have expressed interest in renewing the Chapter. K.L. will follow up on Dave Melillo's efforts to co-ordinate these activities with the current Canadian Chapter President (W. Shmayda). The BoT will be kept informed of these developments.

A.S. and B.M suggested that one of the BoR duties could be to contact potential Canadian members to help re-start the Chapter. The BoT was in agreement with this approach.

4. BoT / BoR interface

A.S. / B.M reported that in their discussions they agreed that B.M should serve as the voting member of the BoT for 2004/5 and that A.S. should serve as the voting member for 2006. Both A.S. and B.M. would like to attend BoT meetings. The BoT readily agreed to this arrangement.

Dave H. stated that the North East Chapter does not have a BoR member as it did not have a local meeting in 2003. D.D. suggested that the current chapter President (Matt Braun) be asked to serve as an interim member of the BoR until an election can be held at the autumn 2004 meeting.

Action: D.D. to confirm serving as interim BoR member acceptable to M. Braun.

K.L. raised the issue that the J.Labelled Compounds IIS information page needs to be updated. Dave H. stated he had emailed the relevant information to the journal late 2003. He will follow up why the changes have not shown up in the journal as yet.

Action: Dave H. to follow up with J. Labelled Compounds IIS page update.

B.M reported on the goals for the BoR which are:

- Increasing membership, a challenge due to consolidation in the pharmaceutical industry.
- Targeting universities for new members.
- Encouraging academic attendance at local IIS meetings and encouragement of attendance by students.
- Communication with other like minded societies, such as ICI.

A.S stated that he as a member of the BoR is in discussions with N. Stevenson (ICI) about the potential of bringing ICI into the IIS as a separate division.

The BoR is planning a teleconference and will report to the BoT at the Kalamazoo meeting.

5. Website

A.S stated that Mike Marx sent proposals and budget details to the outgoing BoT for the design of the new web page late 2003. K.L suggested that the current BoT should review the proposal by 12th March and Email comments to A.S, with the BoT cc'd.

A.S. also stated that Mike would like to continue to edit the newsletter and go to a fully electronic format.

6. IIS Insurance /Liability

The issue of obtaining liability insurance to cover the IIS when hosting meetings was discussed. Under the proposal, Vendors would need to provide a certificate of liability insurance when participating in the Vendor Exhibition. The Chapters would also need to purchase liability insurance for local meetings, with the policy listing the IIS as an “additional insured”. The BoT will need to decide whether the purchase of liability insurance will be mandatory for local chapter meetings.

Action: S.L. to forward a summary on obtaining liability insurance to the BoT.

7. Edinburgh 2006 Update

K.L. reported that the organizing committee met in late January and interviewed several PCO's. A PCO (In Conference), based in Edinburgh, has since been selected. The fee will be £36 per registered delegate. The PCO will greatly facilitate the planning and organization of the symposium.

It was also discussed, that if the PCO has a favourable impact on the Edinburgh symposium, they could be retained to manage future International Symposia.

K.L. also reported that the symposium will be set up as a limited company, which in the case of liability, makes the company liable rather than individuals. The effect of setting up a limited company on VAT and other tax issues will need to be discussed with the PCO.

Planning for the scientific programme is in the early stages, with sub-committees formed. The Scientific sub-committee will meet next month to draft out session plans.

First fliers and sponsorship packages should be available for distribution at the Central US and CED meetings.

K.L will present a more detailed update at the next BoT meeting in June.

8. AOB

C.F. asked about the level of liability insurance typically carried by Vendors. S.L replied they typically would have at least \$1 million in coverage.

A.S asked about the frequency of BoT teleconferences. It was agreed that the BoT should try to meet at least three times per year, with one face to face meeting if possible.

D.H suggested that the BoT minutes be posted on the web site and that future BoT meetings should be announced in advance on the web site and the membership solicited for input. Both suggestions were readily agreed to.

David Hesk
Executive Secretary.