

**Minutes**  
**IIS Board of Trustees, meeting, 10<sup>th</sup> June 2004, 8.30am EDT**

Present: Ken Lawrie, Dick Heys, Crist Filer, Alex Susan, Brad Maxwell, Dave Hesk,

Invited attendees: Mike Marx, Carlo Chemaly

Apologies for absence: Dennis Dean, Scott Landvatter

**1. Presidents Report (KL)**

KL stated he has contacted Yves Nadeau (CDN Isotopes), who expressed an interest in re-starting the Canadian Chapter. BM stated that Nigel Stevenson forwarded Ken Westaway's name as another contact who would be interested in re-activating the Canadian Chapter. The proposal would call for Yves and Ken to co-ordinate their efforts and also contact the current Chapter president Walter Shmayda for contact lists for potential Canadian members. It was agreed by the Board that the Canadian Chapter should be organized within Canada and run by Canadian members, rather than an alternative plan which suggested basing the Chapter in Chicago.

AS also suggested that potential members in Canadian Universities be pursued, of which there was general agreement of the Board.

**Action:** KL to contact Yves Nadeau and Ken Westaway to ask them to initiate their plans for the re-activation of the Canadian Chapter. KL also to inform Walter Shmayda of this decision and ask him to provide membership details and other relevant information to Yves and Ken.

**2. Financial Report**

The financial report was submitted via Email to the Board by SL, the highlights of which are:

SL will take responsibility for writing the checks as Rob Nicolini and his partners were uncomfortable with having check writing authority, while having responsibility for auditing the IIS accounts. DH added that having SL write the checks, rather than him submitting them to Nicolini will simplify the process. In addition Dave H will keep SL and Nicolini informed on a monthly basis on membership payments into the account.

The 2003 audit has been delayed as the relevant information needed from the outgoing treasurer was only recently received by Nicolini. SL expects that the audit will be completed very shortly.

The 2004 budget will be completed on completion of the 2003 audit, which as stated above should be completed very shortly.

SL also noted that the local Chapters should be obtaining a one day event liability policy for \$1,000,000 when hosting local meetings.

KL stated that he will be submitting a budget to the BoT for the Edinburgh meeting shortly and in a response to a question from DH stated that the BoT will receive regular Edinburgh Budget updates, probably 2 times per year and more frequently during the year leading up to the conference. KL indicated that he is hoping to generate some income this year from early sponsorship from GE and GSK and a letter will be going out to other potential sponsors, which will solicit early sponsorship and offer the possibility of companies staggering their sponsorship over a two or three year period. This would hopefully generate enough income to make the early stages of the meeting planning self financing, however the BoT may need to be approached for funding for the hire of the conference centre early in 2005.

RH stated that SL would like budget requests for 2004 or 2005 from the BoT sent to him.

**Action:** BoT members to send in Budget item requests to SL.

CF asked how Nicolini is paid. DH stated that Nicolini proposed that he be paid yearly, but that he was unsure how this was resolved.

**Action:** DH to check with SL on how Nicolini is paid and to revise accordingly in light of the change of check writing responsibilities.

Dave H stated that he recently received one of the maturing CD's from Jennie, which he deposited into the IIS Checking account. Dave H stated a second CD will be maturing in November and will be transferred to the IIS account on maturity.

AS asked about the IIS bank accounts. Dave H stated that he has opened a checking account with Synergy Bank, which is based at his companies work site

and he also stated that as a full service bank, they would in the event of need, be able to offer the Society a line of credit. Dave H also stated that Jennie Ahern still has two IIS accounts with Fleet Bank, and that it is planned to close these and transfer the funds to the Synergy bank as soon as possible.

**Action:** Dave H to follow up with Jennie Ahern on closing the remaining Fleet Bank IIS checking accounts. Dave H will keep CF informed on the progress of these efforts.

**Action:** 2005 budget will need to be finalized before any decision can be made in re-investing the CD money.

### **3. Secretary's Report**

Dave H stated that there are a total of 289 paid members for 2004 and a total of 361 including life members and complimentary memberships. This compares with 301 paid and 366 total in 2003. There are a total of 97 2003 members who have not renewed in 2004 and 85 new memberships for 2004. In addition there are currently 193 paid members through 2005 and 167 through 2006.

Dave H stated he also has sent out two EMail reminders to those 2003 members who have not yet renewed. Some response was seen from the first Email but very little has come in from the second. In addition there are a number of 2003 members who have not provided Email addresses, or have invalid Email addresses.

MM stated that he has received a number of inquiries about membership of the IIS via the Web site and has passed them onto Dave H. Dave H stated that he has followed up with these and also stated that nearly 600 renewals were sent for 2004. Membership in the IIS as recently as 2000 or attendance at Boston were used as criteria for inclusion in the renewal mailing. KL suggested that the Web site have a bullet for membership renewal and an Email contact link for the Secretary.

AS asked why the Chapters do not collect membership dues. Dave H replied that in the past, when memberships were renewed on a yearly basis, some of the Chapters had and some had not. He also stated that with the move to a three year membership renewal option, you have membership terms that expire in different calendar years, making coordination with the Chapters more complex.

AS asked about the number of associate members of the IIS. Dave H stated that he did not have the exact figures, but indicated that the number was substantially lower than previous years.

*Post meeting note: There are currently nine Associate Members in 2004.*

**Action:** Dave H to provide AS a list of Associate members from previous years.

After a discussion about the merits of chapters collecting membership renewals, KL suggested that further discussion on memberships be deferred to the next meeting of the BoT and be made a high priority agenda item.

#### **4. BoT / BoR interface**

BM stated that the BoR held a teleconference on May 26<sup>th</sup>. Eight members of the BoR participated.

Among items discussed were the role of the BoR. BM stated that after consultation with Section 2.5.4 of the bylaws it was generally agreed that the BoR should be 'the eyes and ears of the membership' and bring any member issues to the BoT and that information should also flow in the reverse direction from the BoT to the BoR to the Chapters and the membership.

Also discussed were the issues with the Canadian Chapter the details of which are highlighted in the President's Report, the ICI proposal, highlighted below, and ideas to increase IIS membership, particularly looking at increasing University memberships, with an emphasis on encouraging student participation. BM and AS are also looking at other groups that work with isotopes, that may also have some interest in joining the IIS.

AS suggested that the IIS consider advertising to increase awareness of its existence, particularly in the Universities. Also discussed was the idea that the BoR put together a charter to set out its role and provide direction. BM indicated that Matt Braun and Rose Marie Deibel have expressed interest in helping formulate the BoR Charter.

**Action:** BM/AS to draft a BoR charter for submission to the BoT.

#### **5. ICI /IIS Integration Proposal**

Carlo Chemaly of ICI presented a proposal for the integration of the ICI series within the IIS to extend the reach of the IIS within the isotope community. This

would allow the IIS to extend its scope in pre-application topics of isotopes, such as production and also extend its reach into Developing countries, where the ICI network is particularly strong.

CC presented two integration proposals, 'Basic Integration' and 'Full Integration' into the IIS:

'Basic Integration' would entail the IIS organizing the ICI conference or as part of the IIS conference it would host a Chapter which would be dedicated to ICI specific issues. Such an approach would offer the advantages that IIS would take on very little additional activities and therefore little financial burden. This would also require the ICI mailing list to be kept as current as possible to maintain contact with the ICI community. In addition very little or no new membership revenue would be generated in this proposal.

'Full Integration' would also entail the IIS organizing an ICI conference but with a long term view towards integrating the members of the ICI community. This would offer the advantage of potentially increasing membership revenue and also allow the IIS to take an addition step towards becoming a more global International Society. This would require a higher level of commitment from the IIS in providing services to the ICI community, which would entail a greater financial commitment in servicing a membership that is more geographically diverse.

CC recommended to the BoT that it consider accepting the 'Full Integration' proposal, which would initially involve the IIS organizing 6ICI or at least overlooks the organization of the conference. CC emphasized that this proposal should proceed cautiously and be fully reversible so the ICI community does not feel it is being pushed into the IIS. In addition if this proposal is accepted, prior to 5ICI, the existing ICI board would maintain their existing list of contacts and encourage the constituents to link to IIS either by organizing themselves nationally or geographically or using existing societies(i.e. the Nuclear Society) to link to IIS. At the same time the ICI boards would promote the proposal to the ICI community through the web site, Emails and through announcements and activities at 5ICI. CC also stated that the ICI and IIS boards would have to reach consensus to resolve membership issues and related services and make a co-decision on the venue to 6ICI. The ICI board would pass on to the IIS all contact lists, funds remaining and other information to assist the organization of 6ICI.

Prior to 6ICI, CC stated that the IIS would need to maintain the ICI contact list and organize 6ICI and at the same time existing 5ICI committees will promote

that their nationally or geographically organized committees join or link to IIS. Post 6ICI, the IIS could then evaluate the success of the integration by examining the satisfaction of the entire membership and then decide whether or not to continue the integration.

The Board thanked CC for his proposal. In response from a question from RH, CC indicated he represented the view of the International Monitoring and Steering Committee of 5ICI (IMSC) board, which contain a number of individuals who involved in the organization of 4ICI.

AS suggested that ICI join the IIS as a division and that as a division, their own organization would set up local chapters, which was generally agreed to by the board. Such an approach would be consistent with the IIS constitution.

AS asked CC about the likelihood of his staying with ICI past April 2005. CC stated that he would very much wish to but could not guarantee it.

As a way of moving forward KL suggested setting up a small group with representation from the ICI and IIS boards to work through the specifics on advancing the proposal. BM suggested that such a group could formulate several different structures on how ICI would fit within IIS and discuss the advantages and disadvantages of each proposal. There was general agreement with these proposals. It was also agreed a decision will need to be made by the 5ICI conference.

**Action:** BoT members to discuss off line and nominate representatives to work with CC and the ICI board to advance the integration proposals.

## **6. Complimentary Membership proposal for IIS meeting Organizers**

The view of the BoT was that the IIS should not give complimentary memberships to meeting organizers. This is due in part to the complexity in administering the system and also due to the fact that defining from the committee, who are the actual organizers can be difficult.

## **7. Website**

MM, based on previous feedback from the BoT, presented a proposal to the BoT for a redesign of the IIS website, in which the content on the existing website and re-package it in an improved and updated format. The cost of this proposal would be in the range of \$3000 and would be contracted to a selected Web design

company. In response to questions about the history and stability of the web design company, AS stated that it has been in business for about 10 years.

The site will be hosted on a new web hosting service, which will cost \$150 per year and will offer more space and offer the ability to have selected IIS members the authority to update the site as needed. MM suggested that the Secretary would have access to post the BoT minutes and that the BoR should work with the Chapters to select a member who is willing to assume responsibility for updating their local chapter page on the website for the term of the current BoR. This would be a more satisfactory situation than giving the elected local Chapter officials access, as this would require changing access privileges every year.

MM also stated that for a relatively modest hourly fee (ca \$100 per hour) additional features could be added. In response to a question to DH, he stated that this rate was competitive with other web design companies he had researched. MM stated that the web site could also potentially offer advertising with a link to the advertiser's web site for a uniform fee.

RH suggested that MM and AS obtain a written quote for the proposal, and submit a detailed proposal to the board via Email, with a selection of three colours for the Web site for the BoT to choose from. On approval of the board, an initial payment of 50% would be made for the design work to be initiated. The BoT would then review and approve the final design before final payment is made and the site goes on line. MM indicated that it would likely be possible to have the contract sent to the BoT by July 1<sup>st</sup>. Upon approval of the BoT, work would likely be initiated by early August, with the project expected to take about a month.

**Action:** MM/ AS to obtain written contract and forward to the BoT for approval.

## **8. AOB**

C.F. asked Dave H to include section 2.6.3 in the minutes describing the qualifications for the election committee:

### *2.6.3. Nomination/Election Committee*

*The Nomination/Election Committee shall seek nominations for all elected offices of the Society at the appropriate times and shall prepare and issue ballot forms. This Committee will be constituted every three years at least eighteen months prior to the expiry of the current Board of Trustee's term of office. The President of the Society at the time the*

*Committee is formed will be its Chairperson and will appoint the members of the Committee. The Committee shall consist of at least seven members of the Society from at least five Institutions or Chapters. The Committee members must be active members of the Society as evidenced by having participated in the affairs of the Society, such as by having been officers or committee members on the Chapter or International level, but no more than three members of the current Board of Trustees shall serve on the Committee.*

CF stated based on the above criteria, he would appreciate any recommendations for the Nomination/Election Committee by August 1<sup>st</sup> 2004.

Dave H suggested that the next BoT meeting be held during the NE IIS meeting on the 28<sup>th</sup> October. KL stated that he would not be able to attend but agreed that this would be a suitable venue. The remainder of the BoT agreed.

David Hesk  
Executive Secretary.