

## IIS Board of Trustees Meeting January 6th 2009

**Present:** John Allen, Dave Hesk, Scott Landvatter, Brad Maxwell, Alex Susan, Bill Wheeler.

Apologies for absence: Crist Filer.

**Also Present:** Gary Rotert.

BW opened the meeting by proposing a vote of thanks to CF for his work as 2008 President and his ongoing efforts as the Election Committee Chairman and his work in securing sponsorship for the Chicago meeting. This was unanimously agreed to by the Board.

### 1. Chicago Update

BW opened the discussion on the Chicago meeting by stating that CF soon intends to initiate another round of emails and phone calls to generate sponsorship revenue. BM then provided a further update on the status of planning for the Chicago meeting to the report provided at the December 23<sup>rd</sup> BoT meeting.

BM stated that significant progress has been made on the Cvent web page and in formatting and uploading the email lists to Cvent. To date about 2000 addresses have been formatted and provided to Cvent, with about 700 still requiring formatting before they can be uploaded to Cvent. BM added he hoped to have this list completed by the end of the week. Once this process is complete, Cvent will inspect the website and ensure it is functional and properly set up. It is then planned to send out a test email to the BoT for comment before the website finally goes live. BM stated that the IIS website will have a link to the Cvent webpage when it goes live.

BM noted that the on line credit card merchant account is set up and fully functional and uses the same merchant account used by DH for processing memberships. DH will be able to track all registration payments made into the Synergy account and periodically transfer to funds into the symposium account. In response to a question from JA about other payment options such as Bank transfers, BM stated that it will be possible for registrants to pay by bank transfer by contacting either the organizers or DH for the Synergy account information.

BM also stated that getting the web site completed and live as soon as possible is a key goal for the organizers.

GR provided an additional update to the BoT on the status of the AV contracts for the meeting. GR stated that he had forwarded three proposals to the BoT for AV service at the Chicago Hilton, from Partners in Show (Hilton group), Event Engineering and Creative Network (Abbott AV Group). GR also stated that the Creative Network bid is designed as an 'add on' to either the Partners in Show or Event Engineering bid to

provide additional coordination and that he is planning to approach his management to see if Abbott is willing to meet the cost of the Creative Network proposal.

GR also added that both of the main proposals are expensive and likely contain services that will not be required at the meeting. It is planned to carefully re-examine the exact AV services needed and obtain new quotes based on this need.

In response to a question from AS about the balance between invited and contributed presentations in the scientific sessions, BM stated that the session chairman have been asked to maintain a balance between invited and submitted papers to ensure that those who submit abstracts can be accommodated in the sessions.

## **2. Financial Report**

SL stated that he is currently working with BM to enable the IIS to apply for non-profit status with Illinois, which will exempt the Society from paying the state sales tax.

## **3. IIS Elections**

BW stated on behalf of CF that an email was sent out to the IIS membership on December 8<sup>th</sup> to solicit nominations for election to the 2010-2012 BoT. To date the response has been slow. DH stated that he would re-send out the email to the IIS membership as a reminder.

**Post meeting note:** The email reminder was sent on Jan 9<sup>th</sup>.

## **4. IIS and Melvin Calvin Awards**

BW stated that he has received suggestions from BoT members for potential awardees for the IIS and Melvin Calvin awards. BW stated he would send out the list of candidates to members of the BoT for voting by the end of this week. BoT members should send their votes to BW for counting by January 16<sup>th</sup>.

**Post meeting note:** The list of candidates was sent to the BoT by BW on Jan 6<sup>th</sup>.

## **5. AOB**

DH stated that the membership renewal process is currently underway. AS added that Corina Simion from the Romanian Chapter will be paying Associate Membership dues for 2009. AS also asked that DH send an invoice to Prof. Myasoedov to enable him to pay Associate Membership dues. In response to a request from BM, DH stated that he would forward any new emails received to BM for the Cvent emailing.

## **Next Teleconference**

The next BoT teleconference will be held in March 2009 and will be coordinated by BW.

David Hesk  
IIS Executive Secretary