

IIS Board of Trustees Meeting October 20th 2005

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

1. President's Report

CF updated the BoT with the following report:

BoT Midyear 2005 Report To The Members

Soon after our 6/8/05 phone conference, I drafted a two-page report to our members, forwarding it to the BoT for comments. After upgrades were incorporated, the document was posted by mid June on the IIS website.

IIS Council Selection

As a result of the last phone conference, each BoT Member supplied me with a list of (up to) 10 names as candidates (in prioritized order) for the IIS Council. I then "rated" these names based on frequency of occurrence and list position to produce a final composite list of all possible candidates in prioritized order which was soon circulated to the BoT. By mid August I contacted each candidate in order of priority until 5 of them had agreed to IIS Council appointment. Their names (which by late August were also IIS website posted) are below in alphabetical order:

Thomas Baillie	(Merck)
Dietrich Gantz	(Sanofi-Aventis)
Yaer Hu	(Shanghai Second Medical University)
John Jones	(University of Surrey)
David Melillo	(Merck)

With these people in place, the BoR was empowered to appoint up to five more IIS Council members and that process is now underway.

2006 IIS Elections

As chairman of the 2006 IIS Elections, in late August I contacted the 2006 Nominations/Elections Committee (N/E C), providing them with more background information about our task. A milestone list with goals and timings for the election process was first given to the BoT in early September and then to the N/E C. One of the points that arose from this early dialogue was agreement that the membership list for voting in the 2006 election would only consist of active members as of 3/1/06. I then drafted a First Announcement of the election and it was quickly e-mailed by Dave Hesk to ~80% of our members in late September. Soon thereafter it was also posted on the IIS website. I then

created a candidate Application / Nomination form and distributed it to the BoT. This will soon be e-mailed to IIS members (~80%) and IIS website posted. I also wrote an article about the election process and sent it to Michael Marx for hardcopy IIS Newsletter inclusion in an early November mailing. I will soon present a 15 minute PowerPoint presentation to attendees of the October 2005 Northeast US IIS Meeting and also e-mail the same presentation to Ken Lawrie for presentation at the November 2005 UK IIS Meeting.

2006 Dues Renewal Letter

In late September I sent a signed original letter to Dave Hesk so that it could be copied and mailed out in early November for 2006 dues renewal. The letter also touched on aspects of the 2006 election process.

IIS Newsletter Article

In late September I created and sent to Michael Marx an article concerning BoT activities year-to-date that will also be included in the November IIS Newsletter. It contained much of the same information as our June website posted letter but with updated points as well.

Edinburgh 2006 US Sponsorship

With initiatives like the IIS Council and 2006 elections well underway, I also volunteered to help out with the US aspect of the campaign to obtain sponsorship support for the Edinburgh 2006 IIS Meeting. Last week I sent out 30 e-mails with formal cover letter attachments to high quality US prospective sponsors. Most of these had been active sponsors in the past based on my Dresden 2000 and Boston 2003 sponsorship campaign records. Although it's too early to estimate a total US sponsorship amount, early e-mail responses from a number of the recipients look encouraging and I'm sure that this initiative will be well worth the effort. Follow-up on these potential sponsors will occur in the future as needed.

2. Financial Report

SL updated the BoT on the financial status of the society (See attached spreadsheets). SL stated that as usual the society runs a small operating deficit in non-symposium years and that the system set up with Nicolini is running well. Nicolini was recently supplied with the information needed to complete the 2004 audit to verify the IIS tax-exempt status. KL stated that another payment to the Edinburgh conference centre is likely due this year, but would need to confer the exact details with the Conference Planner.

SL also stated that Nicolini has been able to resolve the 2000-Accounts payable over amount of \$1758.70 under an accounts payable amount, which will be cleared upon completion of the audit and in addition has closed out the old Fleet

IIS bank accounts. In response to a question from DH regarding the Jan-Dec 2005 6170 miscellaneous expenses of \$10,791.09, SL stated that he has already asked Nicolini for more details and will update the BoT when he has more information.

Action: SL to provide BoT update on miscellaneous expense entry.

In response to an observation from RH that most of the IIS funds are being held in a checking account. It was generally agreed that a portion of the funds should be invested in short term CDs, with the exact amount to be determined on the needs of the Edinburgh Symposium.

Action: KL to confer with SL on projected financial needs for Edinburgh to allow SL to recommend specific CD investments to the BoT.

3. Secretary's Report

DH stated that there are to date 322 paid 2005 members, and when the members from Russia, China and Romania and the life members are included the total rises to 398. This compares to a total of 360 in 2004. In addition due to the three-year membership option, there are 257 paid members for 2006 and 97 for 2007. There are 67 new members in 2005 and 30 members from 2004 who have not renewed.

Chapter / Region	Total
NE US Chapter	111
Central US Chapter	110
UK Chapter	27
Central European Chapter	61
Canadian Chapter	9
Japan /Far East	9
Romania	31
China	26
Russia	14
Total	398

The 2006 renewal forms are currently being printed and will be mailed out in early to mid November. A request for members to supply an updated Email address has been included in an attempt to increase the Email coverage.

In response to a question from BM if he had received any membership applications from the Brussels ICI meeting, DH stated he had not received any, but also noted that the planned distribution of the Invitation to join IIS letter and membership cards were not distributed by KL at the ICI meeting due to objections from the ICI Steering Committee. KL also noted that there will be a

session devoted to ICI type topics at the Edinburgh meeting, which has also been done at previous meetings, which has not led to any obvious increased interest in IIS membership from the ICI community.

4. BoR Update

BM updated the BoT on the recent activities of the BoR. A teleconference was held on October 4th and the minutes are posted on the IIS Website. Items discussed included selection of the BoR representatives for up to 5 remaining positions of the IIS Council, the BoR Charter which was approved and forwarded to Slava for posting on the Website. Also discussed were the ongoing efforts to develop an ICI division within IIS (See ICI integration update). Finally in response to a request from Matt Braun regarding the availability of the BoT minutes, BM stated he would provide notification and circulate copies of the BoT minutes when they are available.

5. Edinburgh 2006 Budget

KL updated the BoT on the Edinburgh meeting. He stated that the advance programme has been mailed out and posted on the Conference website <http://www.isotopes2006.com>. He also stated that the website is open for the submission of abstracts and the on-line registration will shortly go live. All the session Chairmen have been identified, with the possible exception of a co-chairman for the Drug Metabolism session. Alternative Chairmen were also needed to organize the ICI type session and subsequently appointed. In addition KL stated that the plenary lectures have been filled.

KL also updated the BoT on the Edinburgh budget. He stated that an additional £10,000 in sponsorship money has been promised since the August 1st budget, and although the number of exhibitors is low, it is likely that they will increase as the conference date nears. KL also thanked CF for his offer and subsequent efforts to solicit sponsorship money from US based companies. KL stated that his overall goal is to raise about £70,000 in sponsorship and exhibitor money and at present has about two thirds of that promised at present. For comparison CF and DD noted that the Boston meeting raised about \$80,000 in sponsorship and exhibitor money.

RH noted that the two previous payments made for the venue hire do not appear to be reflected in the August 1st budget. KL stated that the payments should have been recorded in the budget and would ensure they are reflected in future budgets.

In response to a question from CF on Exhibitor space, KL stated that the available space could accommodate a maximum of 47, which would be more than

sufficient to accommodate the traditional 25-30 that usually attend. KL also stated that the posters, coffee and lunch breaks will be held near the Exhibitor area, to maximize interaction between the conference delegates and Exhibitors.

In response to a question from CF about updating the BoT on the Edinburgh budget, KL stated that a January teleconference would be appropriate, which was agreed to by the Board.

Action: RH to schedule a January 2006 BoT teleconference to discuss the Edinburgh budget.

KL also updated the BoT on the mechanism for publishing the Conference proceedings. It is currently planned to publish the proceedings as a J. Labelled Compounds supplemental issue rather than a separately published hardbound book. This would offer the advantage that Journal subscribers would receive the proceedings as part of their existing subscription, but they would also be available to non-subscribers at a reduced cost compared to the hardbound book. In addition as the journal is available 'on-line' it would facilitate searching of the proceedings.

In response to a question from BM on when the proceedings would be published, KL stated that he was targeting about 6 months after the meeting, but indicated he is hoping that it will be possible for authors to submit their articles via a link on the Conference website to the Wiley manuscript submission website, which would speed up the publication.

In response to a question from AS about the length of the Proceedings, KL stated that the page limits used for previous editions will apply. DD also suggested that based on his experience from publishing the Boston proceedings, authors be given a strict deadline to submit their articles to avoid lengthy delays in publication. KL stated that Wiley will likely publish the proceedings in late 2006 or early 2007.

6. 2006 IIS Awards

KL opened the discussion on the mechanism for solicitation on nominations for the IIS award for services to the society and the Melvin Calvin award for scientific contributions to the field of isotopes. The awards have traditionally been presented at the Symposium banquet. At the suggestion of DH, it was agreed that the IIS membership should be solicited for nominations via the website. It was also agreed that the local chapters should also be consulted for nominations and that these should be directly forwarded to KL. DH also stated that Dave Melillo forwarded the details on where the award plaques were

obtained for the Boston 2003 recipients. RH and KL also agreed to discuss the awards during the business meetings at the upcoming North East US and UK meetings. It was also agreed that the award decisions should be made by January, or as early as possible to allow sufficient time to notify the award recipients.

Action: KL to co-ordinate IIS award nominations

KL also updated the BoT on the J. Labelled Compounds Young Investigator awards. He stated that Wiley still has to sign off on the contract, but is expected to do so imminently. He suggested that the local chapters should forward nominations to the Edinburgh scientific committee or that selections could also be made from submitted abstracts by the committee. KL stated that he would act as coordinator for award nominations. Upon approval from the BoT and Wiley, the four recipients would be offered the bursary to travel to Edinburgh and make 15 minute oral presentations immediately following presentation of their awards.

In response to a question from RH about the budget for the awards, KL stated that Wiley will be providing the entire \$4000 for the four awards and will require no financial commitment from the IIS.

7. ICI Integration Update

AS updated the BoT on the latest efforts of the BoR to promote the benefits of IIS membership to the ICI community. AS stated that after some discussions with BM, he is preparing a proposal to be included in the newsletter after BoT approval, in which the BoR would offer a number of leading members of the ICI community the possibility of forming a ICI Chapter within IIS. These individuals would then recruit members from their own community, resulting in the overall growth of the IIS as a whole. This proposal was readily agreed to by the Board. AS stated that he would circulate the proposal letter to the BoT within the week.

8. 2006 IIS Elections

CF updated the BoT on plans for holding the IIS elections. In early November, DH will send out an Email on behalf of CF to the 80% of members with Email addresses, a letter with an attached copy of the application/nomination form. The letter and form will also be posted on the website. DH stated to be eligible to stand for IIS office or vote that he will need IIS members to be current with their dues by March 1st 2006 to allow enough time for the printer to print and mail out the ballot forms by the April 1st deadline.

CF also raised the possibility about moving to electronic voting for future elections in response from a Email from Mike Marx, which stated that organizations such as the ACS have moved to conducting elections in this manner. It was agreed that the current election committee would be an appropriate body to examine this possibility. BM noted that the Central US Chapter recently updated its constitution to allow electronic voting, and that IIS constitution would also need to be amended to allow for electronic voting. He suggested that the Edinburgh business meeting would be an appropriate form to seek approval of the membership. This was agreed to by the Board.

CF also stated he will be contacting Dietrich Gantz for his insight on the mechanism used to validate nominees by previous election committees.

9. AOB

Chicago 2009 Bid

BM updated the BoT on plans to present a Chicago bid to host the 2009 Symposium. He stated that BM, Gary Rotert and John Kennington had visited several potential hotel and banquet sites. Meeting sites were surveyed for size and layouts to accommodate all the typical needs of an IIS symposium. Based on this a rank ordering of hotels has been made. In addition two representatives from the Abbott meeting planning contractor, ITA, were present, and ITA will present a proposal outlining costs for them to serve as the meeting planning coordinator. ITA will also obtain cost proposals from several hotels, with the plan that the choice has been narrowed down to 1-2 choices by the Edinburgh meeting.

A discussion was then held on the potential involvement of ICI in the 2009 meeting. BM stated that AS had forwarded the contact information of the organizers of 6ICI scheduled to be held in S. Korea in 2007 and additionally stated that they would need to make a firm commitment for a joint meeting to occur, as this would greatly influence the amount of meeting room space and total attendee commitment that IIS would have to give to potential hotel sites. BM also added that without such a firm commitment, it would leave the IIS assuming a greater financial risk if the ICI community did not ultimately support the joint meeting, and because of the high demand for convention space in Chicago, this decision would need to be made soon. The merits of holding a joint meeting or back-to back meetings with the ICI community were also raised by AS. After a substantive discussion, it was agreed that unless a firm commitment was soon received from an interested party from the ICI community, plans for the 2009 meeting should be made to hold a traditional IIS symposium with the possibility of including an ICI type session within the symposium as per Edinburgh.

In response to a question from AS about the availability of less expensive accommodation in addition to the standard hotels, such as University residences for student attendees, BM stated that although the projected hotel rates for 2009 will likely be less expensive than the Boston 2003 rates, he will look into the possibility of having cheaper hotels available.

Next Teleconference

As indicated above, the BoT will have the next teleconference in January for an update on the Edinburgh budget. This will be coordinated by the 2006 president (RH).

David Hesk
IIS Executive Secretary