

IIS Board of Trustees Meeting October 25th 2007

Present: John Allen, Dave Hesk, Brad Maxwell, Alex Susan, Crist Filer, Bill Wheeler, Scott Landvatter, Gary Rotert

1. Professor John Jones

DH stated he had been in contact with the University of Surrey Chemistry Department head, Prof. Dave Povey about the idea of setting up a fund in Prof. John Jones memory to provide financial help for chemistry students. Prof. Povey was receptive to the idea and indicated he would explore potential mechanisms on how this fund would be set up.

Action: DH to follow up with Prof. Povey.

It was generally agreed by the Board that the fund should be set up to allow members of the IIS to make individual donations.

JA stated that the 50th Anniversary edition of JLCR, which is now a special edition dedicated to the memory of Prof. Jones has now been published.

2. Chicago Update

BM and GR updated the Board on the status of planning for the Chicago meeting. The organizers had previously evaluated the meeting planning groups, In Conference, which was used for Edinburgh, and ITA and have decided primarily due to reasons of cost that they will not retain the services of a meeting planner. BM stated that the organizers are aware that this will require additional work on their part and plan to solicit for additional volunteers to help with the meeting organization.

In response to a question from CF whether the meeting planning groups are due any money for services performed to date, BM stated that 'In Conference' are not due any money, but a small travel charge for ITA will be due during a hotel evaluation trip to Chicago. SL and BM will review the hotel contract to further confirm that no additional funds will be due to ITA.

Action: SL and BM to review hotel contract.

It is planned, with the help of the IIS Webmaster Slava Levin, to upgrade the IIS website to enable conference delegates to register, book accommodation and submit abstracts 'on line' through the web site. In addition the new webpage will be able to accept credit card payments and as it will be hosted on the IIS Website, it will be available for use at future IIS international symposia.

GR also stated that in a further effort to keep a rigorous control on the symposium costs, the banquet will now be held at the meeting hotel. BM and GR also stated that Bradley Keck has been appointed symposium treasurer and has opened a symposium bank account.

BM and GR further stated that they had met with the organizers of 6ICI and are planning to include an ICI type session at Chicago. He also indicated that in return for distributing information about 6ICI at the North East meeting, he has been able to obtain several ICI mailing lists from the organizers of 6ICI. AS and BM stated they would review these lists and forward them to DH to be potentially used in an effort to encourage members of the ICI community to join IIS. In addition GR will be attending 6ICI and will be available to distribute information to the delegates about Chicago 2009.

In response to a question from DH about the status of the scientific programme, BM stated that identification of potential session chairmen is proceeding well. In addition it is planned to send out the first announcement in early 2008. BM stated that BW has agreed to co-ordinate the publication of the symposium proceedings and the CF has agreed to co-ordinate sponsorship for the symposium.

In response to a question from SL regarding liability insurance for the meeting, GR agreed to obtain quotes and secure insurance. SL also noted that the meeting organizers should ensure that the vendors have their own liability insurance.

Action: GR to arrange for Liability Insurance for the Chicago meeting

3. Financial Report

SL updated the Board with the following financial report:

- The IIS suffered a net loss of over \$69,000 from December 2005 to December 2006, a significant portion of which was due to losses incurred from the Edinburgh Meeting.
- Fixed assets will be written off our books and will no longer appear in future balance sheets. Those amounts represent computer equipment purchased by the Society in 1998, 1999, 2000 and 2004. We do not have physical possession of these and they have been completely amortized.
- Under Liabilities we are still carrying \$6223.25 due to the Canadian Chapter if and when it starts up again.
- The unearned revenue listed under liabilities represents dues payments that were made for three-year memberships. Only one third of the payment is listed as income in any given year.
- In monitoring the finances of the Chicago 2009 Meeting, we must either 1) create a separate account for the meeting, but with all payment information and

receipts being sent to Clarke Nicolini; or 2) have the CFO issue all payments for the Meeting with all bills submitted to him for payment. The CFO will then forward all the necessary documentation to Clarke Nicolini.

- Either 1 or 2 should allow us to keep better accounting of all Symposium-related expenses.
- Detailed accounting by our accountants on the Edinburgh meeting was not possible

	<u>Jun 30, 07</u>	<u>Dec 31, 06</u>	<u>Jun 30, 06</u>	<u>Dec 31, 05</u>	<u>Jun 30, 05</u>	<u>Dec 31, 04</u>	<u>Jun 30, 04</u>
ASSETS							
Current Assets							
Checking/Savings							
1005 · Cash- Synergy Checking	22,360.55	159,505.22	172,665.13	237,637.44	238,068.20	234,158.31	150,634.54
1006 · Sovereign Bank - Money Market	265,512.18	118,707.69	0.00	0.00	0.00	0.00	0.00
1007 · Sovereign Bank - Checking	8,108.60	388.36	0.00	0.00	0.00	0.00	0.00
1010 · Cash - Fleet Savings - 4206	0.00	0.00	0.00	0.00	0.00	0.00	56,503.63
1020 · Cash - Central Chapter	9,835.39	9,835.39	9,835.39	9,835.39	14,682.36	7,759.36	11,329.67
1040 · Cash - North Eastern Chapter	35,499.25	35,499.25	35,499.25	35,499.25	26,183.59	36,477.68	22,498.23
1050 · Cash - Fleet Checking- 9661	0.00	0.00	0.00	0.00	0.00	0.00	23,082.58
1060 · Cash - Fleet - 2003 Symposium	0.00	0.00	0.00	0.00	0.00	0.00	10,549.00
1080 · CD - Metro - Matures 1/31/2006	0.00	0.00	0.00	84,335.27	83,171.54	82,360.08	80,902.55
Total Checking/Savings	341,315.97	323,935.91	217,999.77	367,307.35	362,105.69	360,755.43	355,500.20
Other Current Assets							
1100 · Symposium Deposits	0.00	0.00	169,772.95	26,198.45	26,198.45	26,198.45	26,198.45
Total Other Current Assets	0.00	0.00	169,772.95	26,198.45	26,198.45	26,198.45	26,198.45
Total Current Assets	341,315.97	323,935.91	387,772.72	393,505.80	388,304.14	386,953.88	381,698.65
Fixed Assets							
1500 · Property and Equipment	11,378.21	11,378.21	11,378.21	11,378.21	11,378.21	11,378.21	11,378.21
1600 · Accum Depr'n - Furn & Fix.	-11,234.21	-11,234.21	-11,234.21	-11,234.21	-11,012.86	-11,012.86	-10,402.15
Total Fixed Assets	144.00	144.00	144.00	144.00	365.35	365.35	976.06
TOTAL ASSETS	<u>341,459.97</u>	<u>324,079.91</u>	<u>387,916.72</u>	<u>393,649.80</u>	<u>388,669.49</u>	<u>387,319.23</u>	<u>382,674.71</u>
LIABILITIES & EQUITY							
Liabilities							
Current Liabilities							

Accounts Payable							
2000 - Accounts Payable	<u>2,575.00</u>	<u>2,575.00</u>	<u>2,575.00</u>	<u>2,575.00</u>	<u>750.00</u>	<u>750.00</u>	<u>1,758.70</u>
Total Accounts Payable	2,575.00	2,575.00	2,575.00	2,575.00	750.00	750.00	1,758.70
Other Current Liabilities							
2300 - Due to Canadian Chapter	6,223.25	6,223.25	6,223.25	6,223.25	6,223.25	6,223.25	6,223.25
2350 - Unearned Revenue	<u>11,802.00</u>	<u>11,802.00</u>	<u>11,802.00</u>	<u>11,802.00</u>	<u>13,872.00</u>	<u>13,872.00</u>	<u>0.00</u>
Total Other Current Liabilities	<u>18,025.25</u>	<u>18,025.25</u>	<u>18,025.25</u>	<u>18,025.25</u>	<u>20,095.25</u>	<u>20,095.25</u>	<u>6,223.25</u>
Total Current Liabilities	<u>20,600.25</u>	<u>20,600.25</u>	<u>20,600.25</u>	<u>20,600.25</u>	<u>20,845.25</u>	<u>20,845.25</u>	<u>7,981.95</u>
Total Liabilities	20,600.25	20,600.25	20,600.25	20,600.25	20,845.25	20,845.25	7,981.95
Equity							
3500 - Retained Earnings	303,479.66	203,276.60	373,049.55	366,473.98	366,473.98	351,051.17	351,051.17
Net Income	<u>17,380.06</u>	<u>100,203.06</u>	<u>-5,733.08</u>	<u>6,575.57</u>	<u>1,350.26</u>	<u>15,422.81</u>	<u>23,641.59</u>
Total Equity	<u>320,859.72</u>	<u>303,479.66</u>	<u>367,316.47</u>	<u>373,049.55</u>	<u>367,824.24</u>	<u>366,473.98</u>	<u>374,692.76</u>
TOTAL LIABILITIES & EQUITY	<u><u>341,459.97</u></u>	<u><u>324,079.91</u></u>	<u><u>387,916.72</u></u>	<u><u>393,649.80</u></u>	<u><u>388,669.49</u></u>	<u><u>387,319.23</u></u>	<u><u>382,674.71</u></u>
NET CHANGE	17380.06	-63836.81	-5733.08	4980.31	1350.26	4644.52	

Action: SL and BM to confer with Brad Keck on identifying the best mechanism for managing the symposium finances.

4. Secretary's Report

DH stated that there are to date 327 paid 2007 members, and when the members from Russia, China and Romania and the life members are included the total rises to 417. This compares to a total of 356 paid and 437 total members in 2006. There are 6 associate memberships in 2007 and were also 6 associate memberships in 2006. In addition due to the three-year membership option, there are 182 paid members for 2008 and 131 for 2009. There are 56 new members in 2007 and 74 members from 2006 who have not renewed.

Chapter / Region	Total
NE US Chapter	125
Central US Chapter	143
UK Chapter	42
Central European Chapter	71
Canadian Chapter	16
Japan /Far East	9
Romania	31
China	29
Russia	25
Total*	491

* Total includes the 74 non-renewing memberships from 2006.

The 2008 renewal forms will be taken to the printing and mailing firm in the next week or so and will be mailed out by the end of November.

5. BoR Update

AS updated the BoT on the recent activities of the BoR. AS stated that with one exception, the BoR has been relatively quiet to this point. DH suggested that the BoT could help by proving some direction and assignments to the BoR, which was generally considered a good idea by the Board. An assignment for the BoR to explore ideas to increase the number of academics involved in the IIS was agreed to by AS. In addition, AS agreed to bring the 'Summer School in Nuclear Chemistry' proposal and the 'Student Research Funds' proposal, from BoR member George Ellames to the BoR for further development.

6. Reimbursement Policy

In light of the more challenging financial environment facing International Symposia, after a substantive discussion the Board unanimously agreed in future the IIS will continue to pay travel expenses for IIS award recipients and their spouses and that session chairmen will continue to have within their session budgets the ability to reimburse part of the travel expenses of invited speakers from academia. Furthermore it

was decided that in fairness to the IIS membership as a whole, no other reimbursements for travel expenses will be made.

7. Summer School in Nuclear Chemistry

As stated in the BoR report, it was agreed to have the BoR develop this idea further with a view to support the 2008 Summer School programme.

Action: AS to further develop this idea with the BoR

8. Student Research Funds Proposal

BM updated the Board on a proposal he had received from BoR member George Ellames to establish a IIS fund to help finance summer student research in isotopes. The Board was in agreement that increasing student involvement in isotope research should be a key goal of the IIS and that the BoR would be an excellent group to further develop this idea. JA suggested that this could be an opportunity to expand into geographic areas, where the IIS is not currently well represented. Also discussed were ideas on how to make professors aware that such money exists, such as printed advertisements in C and E News, European Journal of Chemistry and Chemistry in Britain. It was also suggested that the website, with links to sponsors may be an option as well.

Action: AS to further develop this idea with the BoR.

9. IIS Newsletter

SL stated that he is working with Mike Marx on revising the advertising rates in the newsletter to make them more consistent. He also stated that he will be working with Mike to streamline the invoicing process for these advertisements.

10. Membership List request

BM and DH stated that they had been requested to provide a copy of the IIS mailing list. After a substantive discussion it was agreed by the Board that the IIS mailing lists should not be distributed unless for IIS business, such as sending out meeting announcements. It was noted that printed lists of meeting attendees are readily available in the conference handbooks at both the local chapter and international meetings.

11. 2012 IIS 11th meeting

DH stated he had been approached by representatives of the Brisbane International Conference Centre, in Queensland Australia, about the possibility of holding the 2012 IIS meeting. Copies of a preliminary proposal were sent to members of the BoT. DH also stated that the Conference Centre would be willing to attempt to identify contacts in Australia to co-ordinate the organization. It was generally agreed that if contacts are identified in Australia who are willing to present a proposal at the 2009 Chicago BoT meeting, it will receive serious consideration by the Board alongside other meeting proposals.

12. AOB

2009 IIS Elections

CF stated he had begun soliciting ideas for members to serve on the election committee for the 2009 elections.

Web Site

AS stated that he will be working with the Web Master Slava Levin on upgrading the web site for the Chicago meeting and beyond. In order to provide an accurate cost estimate for these upgrades, Slava will need input on the actual page design needs. It was also agreed that it would be highly desirable if the Web Site could be used to renew memberships and also process local chapter meeting registrations. The Board noted that the Web Site has been working very well under Slava's direction and he is highly responsive in posting information when requested.

Next Teleconference

The next BoT teleconference will be held in early 2008. This will be coordinated by the 2008 president (CF).

David Hesk
IIS Executive Secretary