

## **IIS Board of Trustees Meeting October 5<sup>th</sup> 2006**

**Present:** Richard Heys, Dave Hesk, Alex Susan, Crist Filer, Scott Landvatter, Ken Lawrie, Dennis Dean, Brad Maxwell, Bill Wheeler, John Allen

### **1. Edinburgh Update**

KL updated the Board with the latest financial balance sheets from the Edinburgh Symposium. The figures are largely complete with the exception of one or two speaker's expenses which may still be outstanding and there may be one or two sponsorships from which payment still needs to be verified. Total attendance at the meeting was 389, which is in line with attendance at Boston, but lower than at Dresden and Philadelphia. A further break down of the attendees showed that 262 were paying delegates. The conference budget was based on the expectation of nearer 350 paying delegates. A deficit of £31,383.96 was realized from the conference, although after receiving money from GSK, and from the IIS for the hire of the rooms used for the BoT/BoR luncheon/meeting and the General Assembly, the deficit drops to £27,363.

Scientifically, KL stated that the scientific sessions went well. The combination of the  $^3\text{H}$  and  $^{14}\text{C}$  sessions into two 'long lived isotope' sessions was well received. DH and BM added as Session Chairmen, that although this went well, it did require careful co-ordination between four session Chairmen as opposed to two, as was previously the case. The other significant change from the previous conference was the 'on line abstract submission' process. As session Chairmen, DH and BM stated that the process worked well, although they would have preferred to have more personal contact with the speakers in the session than this process allowed. In response to a question from JA about the cost of 'In Conference' handling the abstract submission and contacting the speakers, KL stated that this was included in the £35 per delegate fee charged. The cost of setting up and running the web-site was £5,558.70.

KL stated that in his view the conference organizers were invaluable in taking care of a large amount of the administrative work, such as sending out the mailings, processing the registrations, sending delegate acknowledgements etc.

In terms of income, support from sponsorship was very generous. £94,872 was raised from sponsors and exhibitors. There were 25 exhibitors at the conference, which was in line with expectations. The Board thanked CF for his efforts with generating sponsorship income. KL stated he had received some feedback from the exhibitors, both positive and negative. It was attempted to maximize contact between the delegates and exhibitors as much as the space confines of the Conference Centre would allow. In response to an observation from SL who

noted that as an exhibitor he felt that the Opening night reception, which is usually the most productive part of the conference for exhibitors, ended too abruptly, KL stated that the end of the Opening Night reception was dictated by the 8 pm closing of the Conference Centre. This will not likely be an issue when held in a hotel. As a further suggestion SL stated that having coffee available throughout the day as there were a steady stream of delegates at the exhibitor space outside the scheduled coffee breaks. It was suggested that a questionnaire be circulated to the exhibitors to solicit further feedback.

The Conference proceedings will be published in a special edition of J. Labelled Compounds early in 2007. Prof. Bill Lockley and Chris Willis are the guest editors. Although the submission deadline was at the end of August, there is still the capability to accept a few additional manuscripts.

In response to a question from RH about the effectiveness of In Conference in negotiating prices of services with the conference centre, KL stated that in his opinion, in general they were effective, but it would have been helpful to have them involved even earlier in the negotiation process than was possible in this case. KL stated that his recommendation would be to have a Conference Organizer on board as early as possible in the process.

KL also stated that the remaining funds left over from the conference will be transferred back to central IIS funds and the UK bank account holding these funds closed.

## **2. Gupta/Jian Lawsuit update**

RH updated the Board on the status of the temporary restraining order issued by the St. Louis Circuit Court on behalf of Surendra Gupta and ARC against Dunlong Jian and ABC labs claiming that Jian had revealed ARC trade secrets in 8 posters at Edinburgh. The hearing scheduled for Sept 22<sup>nd</sup> had now been delayed until late October. The IS was asked not to further disseminate the information at issue, which meant that any remaining copies of the book of abstracts were distributed. In addition, Jian has already withdrawn 4 of the posters from further publication. RH further stated that he has been in touch with Professor John Jones, the editor of JLCR, and the two have agreed to keep each other apprised of any developments. It is expected that the court will render a decision prior to publication of the Proceedings, which will clarify whether the 4 remaining posters can be published in these Proceedings.

## **3. Chicago 2009**

BM updated the Board on the status of planning for the Chicago meeting. The Chicago Hilton has been finalized as the venue for the meeting, which will be

held June 14<sup>th</sup>-18<sup>th</sup> 2009, and a contract has been signed with the hotel. The room rates, based on 300 rooms per night are firm through 2009. The organizers are basing their plans on 275 paying delegates which will support a registration fee in the range of \$650-\$700, which is consistent with recent symposia.

ITA Group, which has extensively been used by Abbott and is extensively familiar with the Chicago area, has been selected to function as a meeting planner. Following concerns expressed by the BoT on the initial contract provided by ITA, BM stated that this contract is a 'full service contract' as normally requested by Abbott, included services which the IIS would not need, such as arranging travel for delegates etc. As a result negotiations, to define the exact services which will be provided by ITA are in progress. BM stated he will provide the BoT with a finalized contract with ITA for review on completion of the negotiations.

Action: BM to provide BoT the ITA contract for review.

Despite the fact that there is no contract with ITA as yet, they have still provided significant assistance to the organizers in helping negotiate with the hotels and helped negotiate pricing with the Hilton.

In response to a question from AS, which asked whether concerns about the high cost of the ITA group from the original contract had now been addressed, it was generally agreed by the Board that they were. BM also agreed to keep the Board regularly informed of the meeting budget situation.

BM also updated the Board on early plans for the format of the meeting. The format will run along the lines used by similar symposia, with an opening night reception, Vendor exhibition starting the meeting on Sunday night. The banquet and award ceremony will be held on Wednesday evening and it is planned to split the main synthesis sessions into Monday and Thursday, which was agreed worked well in maintaining good delegate attendance into the final day of the Conference.

BM stated that a particular focus on the organizers will be the Audio/Visual equipment, which is available through a separate entity at the hotel. When a final contract is signed with ITA, they will be available to negotiate with the Audio/Visual Company.

CF noted that further leverage on pricing with the hotel may be obtained by having the banquet at the hotel instead of an off-site location. BM stated that while the organizers were considering on off site location for the banquet, the idea of holding the banquet at the hotel will be considered. CF also noted that at

Boston, the organizers were fortunate to have meeting planners from Pfizer, who provided many of the negotiations and contacts with the hotels for no cost to the IIS.

KL stated he will provide a list of sponsors and exhibitors contacted by the Edinburgh group to BM.

Post meeting note: The Chicago meeting announcement has been posted on the web-site.

#### **4. IIS Chapters-status of BoR Elections**

RH updated the Board on the status of forming the 2007-2009 BoR. The NE US Chapter will be holding an election to select their representative over the next 2-3 weeks. The Central US Chapter will elect their representative at the November 2006 local meeting. The UK Chapter has selected George Ellames to continue as BoR representative and the CED has selected Raymond Oekonomopulos to serve as the Chapter representative. RH indicated he had not received any responses to Emails sent to the Romanian, Russian and E. China Chapters. AS stated he will follow up with this. Once all the BoR members are selected, the BoR will then elect a Chairman to serve as the 7<sup>th</sup> member of the 2007-2009 BoT.

A brief discussion was held about the future of the Central US Chapter, given the recent consolidation in the Pharmaceutical Industry. It was generally agreed that attendance at the November 2006 local meeting will be a good indication of the status of the Chapter. Also discussed were ideas to encourage users of isotopes, such as DMPK groups to attend the local chapter meeting, as despite the closure of many synthesis groups in the mid-west, many of the DMPK groups are still located in this region. In order to assist the organizer of the Central US Chapter meeting, BM agreed to forward the Central US Chapter mailing list used for previous meetings and in addition contact the Pfizer DMPK groups to obtain additional names to add to the list to ensure they are invited to attend the Central US Chapter meeting.

Action: BM to forward Central US Chapter mailing list to John Kennington and to contact Marc Skaddan at Pfizer.

RH also stated he had been in contact with Yves Nadeau, who had initially expressed interest in re-activating the Canadian Chapter. RH indicated that feedback from Yves suggested that given the diverse geographic locations of the Canadian membership, he did not feel he was in a position to initiate the re-activation of the Chapter. One possibility discussed was to make sure that

Canadian members of the Society, particularly in Ontario and Quebec, are invited to attend the NE meeting.

Also discussed was topic of the Russian and Romania Chapters paying IIS membership dues. AS stated that he had secured an agreement with Corina Simion from the Romanian Chapter and Professor Myasoedov from the Russian Chapter that they would join as Associate Members of the IIS and would obtain the funding for the dues payment of \$350 from their respective institutions upon receipt of an invoice from the IIS. The remaining members of these chapters would continue to have their dues waived. RH and BW initiated a discussion about the practicality of asking members of these chapters to pay personal memberships dues. RH noted that in previous discussions held by the BoT in conjunction with encouraging members of the ICI community to join IIS, the idea of basing dues on a Countries economic status as defined by the World Bank was raised. In general the position was that prospective members from countries where the economic status as defined by the World Bank was 'Low or Low-Middle Income' would be offered a one year waiver of dues, with the understanding that they would petition their respective institutions for Associate Member funding in subsequent years. At the conclusion of the discussion, it was generally agreed that having Russia and Romania join as Associate members was an excellent first step and the Board thanked AS for his efforts in this area.

## **5. Reimbursement Policy**

SL stated that he will draft a policy for re-imbursement and circulate it to the BoT for comment.

## **6. Newsletter Contributions**

RH reminded BoT members that Mike Marx would like Newsletter contributions by the end of October. KL stated he will provide a report from Edinburgh. DH and SL will provide brief membership and financial reports. BM and AS will provide a BoR report. CF will report on the elections. RH will provide a Presidents report. BM will provide an update on the 2009 Chicago meeting.

## **7. Activities through end of 2006**

### **Membership**

DH stated that the 2007 membership renewal process will be underway in the next few weeks.

### **Financial**

SL stated that he would like approval to transfer the bulk of central IIS funds to a money market account at Sovereign Bank, where a 4.25% interest rate is available. Having the bulk of the funds at a bank closer to his location would

facilitate his duties as Financial Officer. The Synergy account would remain open for DH to pay in membership dues, which could be transferred to the Sovereign Account on an as needed basis. This proposal was agreed by the Board.

SL stated that this years tax returns and audit are near completion. SL also stated that working with Nicolini they have resolved an issue from the IRS from 2000 that the IIS owed them \$1377.45 in taxes from that year, caused by a failure to file for an extension for filing the IIS tax return that year. This occurred previous to the retention of Clarke and Nicolini as the accountant for the IIS. After appealing to the IRS through Nicolini, the IRA refunded \$1060 to the IIS. Finally SL stated that he has resolved the billing situation with Birch telecom.

### **BoR**

BM stated that George Kabalka has agreed to serve on the IIS Council. Selection of other IIS Council members by the BoR is scheduled to be completed by the end of the year.

### **Web-Site**

DH stated that the membership joining feature on the web-site is confusing to prospective members and he does not receive an electronic notification if an individual applies to join. AS stated he will address this issue with the web-master.

Post meeting note: The membership joining feature was addressed by AS and the web-master

### **2007 NE Meeting**

BM stated that the 2007 North East meeting will be held Oct 25<sup>th</sup>-26<sup>th</sup> at the Westin in Princeton.

Post meeting note: The North East meeting announcement has been posted on the web-site.

### **Next BoT teleconference**

It was agreed that the final teleconference for the 2004-2006 BoT should be held in early December. RH stated his will arrange this.

David Hesk  
IIS Executive Secretary