

IIS Board of Trustees Meeting December 6th 2006

Present: Richard Heys, Dave Hesk, Alex Susan, Crist Filer, Scott Landvatter, Ken Lawrie, Brad Maxwell, Bill Wheeler.

Apologies for absence: Dennis Dean, John Allen.

1. Edinburgh Finances Update

KL updated the Board on the close out of the finances for the Edinburgh meeting as all the sponsorship, exhibitor and registration money has been collected and all outgoings are complete. Prior to finalizing the accounts, the balance of the Edinburgh account will need to be transferred back to main IIS bank account. SL stated that he had provided the IIS bank account information to Margaret Sherry of 'In Conference' to enable the funds to be wire transferred. KL will follow up with Margaret on the exact timing of this transfer.

2. Chicago 2009

BM updated the Board on the status of planning for the Chicago meeting, which will be held at the Chicago Hilton, June 14th-18th 2009. BM stated that the meeting organizers are continuing to hold discussions with the meeting planning group ITA, but due to concerns about the high cost structure, have also contacted Margaret Sherry at 'In Conference' about the potential of retaining the services of 'In Conference' to act as the meeting planning group for the Chicago meeting. Based on these preliminary discussions, 'In Conference' will be asked to provide a detailed budget for the meeting and thus provide a competitive bid to the ITA group. BM stated that in addition to a very significant cost reduction, retaining the services of 'In Conference' offers the advantage that they successfully helped run the Edinburgh meeting. BM stated that the meeting organizers would like to make a final decision on selecting a meeting planner by the end of the year so that their focus could then turn to contacting potential session chairmen and forming the remainder of the Organizing Committee early in the new year.

In response to a question from DH about whether ITA will be due any money for the work they carried out in helping with selection of the hotel to site the meeting, BM stated that he believed that the travel costs to Chicago for the ITA staff will likely have to be met via a line item in the budget, but also stated that it was not clear if any additional money would be owed if ITA were not retained as the meeting planner.

In response to a question from AS about how the organizers envisage the technical sessions will look, BM stated that the sessions will be organized along similar lines to past symposia, and that based on mainly positive feedback received from KL for the Edinburgh meeting, they are actively considering that the ²H/³H and ¹⁴C sessions will again be merged into two 'long-lived isotope'

sessions. It was noted that attendance on the final day of the Edinburgh conference exceeded the organizers expectations, and was most likely the result of saving the second half of the 'long lived isotopes' session for that day. In response to an additional question from AS about the timing of the first announcement for the meeting, BM stated that it is planned to mail out a first announcement in May-June 2007.

KL and RH also suggested that it would be worth contacting the Chicago Tourist/ Convention Bureau, who could provide valuable local contacts and other useful information, such as maps for the conference delegates.

In response to a question from SL who asked whether any forms will need to be filed in Illinois to classify the IIS as a tax exempt organization, BM stated he believed that a tax exempt letter will likely need to be provided to the hotel and that he will further follow up on this with his co-organizer Gary Rotert.

Action: BM to follow up with Gary Rotert to establish whether an Illinois tax exempt filing will be needed.

3. BoR Elections

RH stated that the BoR for 2007-2009 has been fully constituted and that he has contacted the members of the new BoR by email and asked them to elect a Chairman to serve as the 7th member of the 2007-2009 BoT by the end of the year. RH stated he has offered to help the new BoR with this process if needed and in response to an inquiry from AS, stated that he would be willing to count the votes for the BoR Chairman. While it was generally agreed that it would be ideal if the new BoR took the initiative in moving forward with the process of electing a Chairman, BM and AS also stated that as the current Co-Chairmen of the BoR, they would also be willing to lend any assistance to the new BoR if needed.

4. Reimbursement Policy

SL stated that development of a reimbursement policy is in progress. The still developing policy has incorporated a number of suggestions from BM. It was agreed that SL should distribute a number of ideas and options to be incorporated in the policy for consideration by the Board and comment by email. Upon receipt of comments from the Board, SL will then draft a formal policy for approval by the Board.

Action: SL to Email the BoT initial proposals to be considered for inclusion in a formal reimbursement policy.

Following a substantive discussion it was generally agreed that any policy should make a clear distinction between the types of expenses which have traditionally been covered by the Symposium budget, such as speaker expenses, and requests from scientists from less developed countries who lack the funds to travel to the symposium, as opposed to requests from retired IIS members which are currently reviewed on a case by case basis by the BoT.

5. BoR selection of IIS Council Members

AS stated that the BoR has made contact with and had acceptances from George Kabalka, Mike Welch and Carlo Chemaly to serve as members of the IIS Council fro the 2007-2009 term. AS stated once he has received written acceptance from the above individuals, he will arrange to have the names of the new Council Members posted on the web site.

The BoR is currently approaching a fourth individual about serving on the Council.

6. Financial Report

SL stated that he has opened a new bank account at Sovereign Bank to hold the main IIS funds. It is planned to hold the majority of the IIS funds in an interest bearing money market account and transfer the bulk of the funds currently held at Synergy Bank into this account. A minimum balance will be maintained at Synergy to enable DH to pay membership dues into the account via cheque and credit card and periodically transfer those funds into the Sovereign account.

Action: DH to arrange for the bulk of the Synergy funds to be transferred to the Sovereign bank money market account.

The tax returns and audits have recently been completed by Nicolini. SL stated that BoT members wishing to receive a copy of the report should Email him with a mailing address.

SL also stated that for future years Nicolini is recommending the audit should also include the North East US and Central US Chapters. In response to a question from RH about the overseas Chapters, SL stated that although the audit only requires the US based Chapters to be included, it would be a sound idea if the Board requested each of the Chapters to provide an end of year financial statement. After a short discussion this proposal was agreed to by the Board.

7. Summer School in Nuclear Chemistry

AS stated he was approached by Professor Paul Mantica from Michigan State University in connection with the ACS summer school in Nuclear and Radiochemistry. SL noted that he previously taught a session on ^3H and ^{14}C until

about 10 years ago, when the Director of the program at that time had less interest in including medical applications of isotopes in the summer school and wished to focus entirely on nuclear chemistry.

However as the Society has once again been contacted in connection with supporting the Summer School, it was agreed by the Board that supporting such programmes is entirely within the mission of the IIS and that the BoT should contact Prof. Mantica to offer the support of the IIS. SL stated due to his past involvement, he would be willing to contact Prof. Mantica to follow up and explore whether the IIS can be of assistance with the programme.

Action: SL to Email Prof Mantica about the ACS Summer School.

8. AOB

Membership renewals

In response to a question from RH about the membership renewals, DH stated that the forms have been printed and will be mailed out in the next 1-2 days.

Associate memberships

AS stated that he had received an Email for Corina Simion informing him that her institution has approved the funding to support joining the IIS as an Associate member.

Action: DH to send out a dues invoice to Corina Simion and Prof Myasoedov, with a cc to AS.

Post meeting note: An invoice to Corina Simion was sent out October 17th.

Electronic Voting

BM suggested that the Board should consider looking into setting up electronic voting for the next round of BoT elections by contacting the organization currently used by the ACS for their elections. It was agreed to include this as a future agenda item.

Next BoT teleconference

BM will arrange the next teleconference, which will tentatively be held in February 2007.

David Hesk
IIS Executive Secretary