

IIS Board of Trustees Meeting February 23rd 2007

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

Apologies for absence: Crist Filer.

1. Professor John Jones

Members of the Board expressed their sincere regret at the sudden passing of Professor John Jones. An Obituary notice has been posted on the website. AS suggested that it would be appropriate to further notify the membership by email and he would draft a notification for distribution. DH stated he would then distribute the letter.

Action: AS to draft an obituary notice and forward to DH for distribution

Action: DH to distribute notice via Email.

A discussion was held on an appropriate mechanism for the Society and members of the Society to honour the memory of Professor Jones. It was agreed that setting up a scholarship type fund at the University of Surrey would be one good possibility. BW noted that in addition to an IIS contribution this would also allow individual members of the IIS to make their own personal contributions to the fund. DH agreed to contact the head of the Chemistry department to discuss potential options.

Action: DH to contact University of Surrey Chemistry Department head

The Board also discussed the Editorship of the Journal of Labelled Compounds. BW stated that following contact by Martin Rothesberger, he has agreed to serve as interim Editor in Chief. He also stated the JA has offered to serve as editor for manuscripts originating from Lilly and also he has offered to edit the 50th Anniversary edition, which will likely be a 2 volume edition. JA also stated that there will also likely be a special volume of the journal specially dedicated to Professor Jones.

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 as an action item from the previous teleconference, he has contacted the Chicago Tourist/ Convention Bureau, and is waiting for a response.

BM further stated that the meeting organizers are continuing to hold discussions with the meeting planning groups 'ITA' and 'In Conference' to act as the meeting planning group for the Chicago meeting. BM stated that due to its locale, 'ITA' offers the advantage of knowing the Chicago market, but appears to have a higher initial cost structure and has not previously run an IIS meeting. 'In Conference' has experience in running an IIS meeting and although the cost structure is lower, VAT and currency

exchange rate issues have the potential to significantly increase the cost. BM stated that both groups will be asked to put together contact proposals to manage the meeting which will be circulated to the BoT for comment.

BM stated that Brad Keck, the current Central US Chapter treasurer, has agreed to serve as Symposium treasurer and will be setting up a symposium bank account.

In response to questions from AS, BM stated that it is planned to mail out a first announcement in summer 2007, with the second mailing with the preliminary programme due to be mailed in the summer of 2008.

BM stated as an additional follow up item he has asked Gary Rotert to establish whether an Illinois tax exempt filing will be needed. He also stated that Gary Rotert is attempting to obtain the mailing list for the 2008 ICI meeting in South Korea.

3. BoR Report

The Board congratulated AS on his election as BoR Chairman. AS stated that he has been in contact with members of the BoR by email and asked for input on their understanding of the role of the BoR.

4. Financial Report

SL stated that the bulk of the core IIS funds have been transferred to a money market account at Sovereign bank, which earns an annual rate of 4.8%. In addition a checking account has been opened for routine bill paying transactions and a small amount has been retained at Synergy to facilitate DH in paying in the membership dues.

In terms of the annual audit, the accountants will be auditing the two US chapter accounts in addition to the core finances.

5. Secretary Report

DH updated the Board on the latest membership figures. There are currently 300 Paid 2007 members, with 5 life members and 84 Complimentary memberships from Russia, Romania and E. China giving a total of 389. There are 4 Associate memberships in 2007, compared to 7 in 2006. Paid memberships for 2005 and 2006 were 322 and 356 respectively. The 2007 figures include 42 new memberships. 90 members from 2006 have not yet renewed. An email reminder will be sent out to as many of these individuals as possible urging them to consider renewing their IIS membership.

Action: DH to Email non-renewing 2006 members.

DH also updated the Board on the membership as broken down into the local chapters;

Chapter / Region	Total
NE US Chapter	117
Central US Chapter	141
UK Chapter	41
Central European Chapter	71
Canadian Chapter	16
Japan /Far East	9
Romania	30
China	29
Russia	25
Total*	479

* includes 90 non-renewing 2006 members as of Feb 23rd 2007.

In response to a question from AS on whether the Associate membership dues had been received from the Russian and Romanian chapters, DH stated that he had passed on the Sovereign bank account information for transfer of the funds.

Post meeting note: SL forwarded the SWIFT code of Sovereign bank to facilitate the wire transfers.

6. Reimbursement Policy

BM stated that working with SL, a draft of a re-imbusement policy was circulated to members of the Board for comment. The policy would make a clear distinction between the types of expenses which have traditionally been covered by the Symposium budget, such as Plenary and Invited Speaker expenses, and those traditionally covered from core IIS funds such as Melvin Calvin and IIS award recipients, award presenters if not already attending the meeting in another capacity and other individuals invited to attend by the BoT. The policy would also allow for members to petition the BoT for funding, which would require a written justification to be presented to the BoT at least 90 days before the start of the conference and include an estimate of the costs. The BoT would then consider the request and respond within 30 days. If granted, after the meeting, the recipient would then be expected to provide a list of expenses and original receipts to the Chief Financial Officer for re-imbusement. The proposed policy would not honour any requests for expenses made after the meeting had occurred.

In the ensuing discussion, it was generally agreed that it would be better to offer a lump sum for use at the discretion of the requestor, rather than an open ended offer of paying expenses. It was also agreed to complete the policy, an introduction paragraph needs to be added to the policy to make it very clear that requests to the BoT for this type of funding should only be made under extraordinary circumstances, where for financial reasons they would not be able to attend the meeting. Furthermore attendance at the meeting would not only need to be of benefit to the requestor, but also to the Society in

general. SL stated he would draft this introduction paragraph to the policy and circulate to the BoT for review.

Action: SL to circulate completed re-imbusement policy for BoT review

BM stated that this type of 'by petition' request to the BoT category could also include travel expenses occurred by members formulating bids to host an international meeting.

7. Summer School in Nuclear Chemistry

SL stated in follow up to an action step, he emailed Professor Paul Mantica from Michigan State University in connection with the ACS summer school in Nuclear and Radiochemistry. This email was forwarded to the site coordinators at San Jose State and Brookhaven National Laboratory, and received a favourable response about participation from the Society and they will likely contact the Society about setting up a number of guest lecturers. SL that based on his previous experience with the programme, the guest lectureships will likely cover medical uses of isotopes and that lecturers will be expected to fund their own travel. BM noted that guest lecturers working in industry would probably be able to get their employers to pay for the travel, but in the event this was not possible, this would be an appropriate area for the BoT to consider covering expenses, given that participation in this programme is entirely within the mission of the IIS. AS noted that in order to broaden the reach of the IIS in universities, it would also be a good idea if the IIS could provide guest lecturers to support programmes in other universities in addition to the summer school.

In response to a question from BM, SL stated that he had not yet heard back directly from the site directors, and would likely not hear for about two months until the guest lectureships are set up. A list of potential speakers and topics from the society has yet to be formulated, hence it was agreed that the society members be contacted to see if there was interest in participating as a guest lecturer. AS suggested that a list of topics could be posted on the website, with a request that members who are interested in lecturing in these areas, contact the BoT. AS stated he will arrange to have this posted on the website

Action: AS to formulate website request for lectureship topics for BoT review.

8. Electronic Voting

BM reported that CF had made a thorough examination of electronic voting and obtained a detailed proposal from one vendor who has experience in this area to gauge potential costs. The Board thanked CF for his efforts obtaining the proposal. It was generally agreed that while the vendor would be able meet the needs of the IIS, they are more set up for larger organizations such as the ACS and that the additional cost that

this would entail would not be worth it. Hence it was agreed to continue with the mailed-in ballot format currently used.

9. IIS Web Page and Newsletter job opening Ads

AS stated that working with Slava, the website has been updated with contact information for the new BoT, BoR and local chapters. He also requested members of the Board to check that these details were correct.

A brief discussion was also held on the policy of carrying job opening ads on the web site. It was generally agreed that as the newsletter, which has been the traditional platform for job ads, is only published once a year, the web site is an appropriate forum for publishing job ads and is a valuable service for members. AS suggested that companies who are Associate members of the IIS should be able to post these ads for free on the website and in addition be allowed to post them for free in the newsletter. This was agreed to by the Board. It was also agreed that the ads posted on the website should be specific job openings and not product advertisements.

10. AOB

New teleconference procedures

BM stated that due to the acquisition of MCI by Verizon, the BoT now has open access to teleconferencing capability. The same pass code and call in numbers will apply for future teleconferences and the timing of these will not need to be pre-scheduled with the phone company as was previously the case.

Next BoT teleconference

BM will arrange the next teleconference, which will tentatively be held in May or June 2007.

David Hesk
IIS Executive Secretary