

## IIS Board of Trustees Meeting 18<sup>th</sup> April 2012

**Present:** Dave Hesk, George Ellames, Crist Filer, Carolee Lavey, Brad Maxwell, Alex Susan

**Also present:** Jens Atzrodt, Volker Derdau

**Apologies for absence:** Ruth Hough Engel

### 1. Heidelberg Update

JA and VD updated the BoT on the current status of the Heidelberg meeting. Prior to the meeting JA and VD provided the BoT the most recent monthly report from the University on registrations, abstract submissions, exhibitor registrations and an updated budget. As of the most recent report there were 55 registrations which based on attendance from past meetings is roughly in line with expectations given the meeting is still 5 months away. There are currently 24 abstracts submitted with about two weeks before the early registration and submission deadline at the end of April. A reminder announcement to the IIS membership was sent out late last week. VD stated that there are plans to draft a preliminary scientific programme in May. Currently there are 16-17 exhibitors registered, with a number of additional possibilities yet to register. JA stated that he will ensure the BoT are copied on the monthly updates as they are released.

JA and VD noted that registration from the US and UK is low and that based on feedback from a number of the session chairmen, overall attendance from these regions will be low due to increasing travel restrictions by companies and overall reduction in travel budgets. CF also noted that obtaining sponsorship commitments from US companies is also proving to be very challenging and will provide an update to the organizers. A discussion was held regarding mechanisms to further promote the conference, particularly with regards to participation from the US and the UK. The meeting has been announced in JLCR and the Conference website has been linked to the websites of other major institutions and conferences, such as ISSX. BM suggested using the ACS running calendar to promote the conference, which is provided free of charge. In addition the American Association for Pharmaceutical Sciences could also be used to advertise the conference. CL suggested contacting Wiley about the potential to place an advertisement on the homepage.

DH stated that he will take care of ordering the award plaques for the IIS and Melvin Calvin award recipients and BM added that the award winners have been contacted and instructed regarding their travel arrangements, accommodation, registrations, etc.

The BoT discussed the current status of the budget with JA and VD. It is currently projected that around 120 paid attendees will be required for the conference to become self financing.

At the conclusion of the discussion the BoT thanked JA and VD for all their efforts in the organization of the conference and also pledged to work to try to increase attendance from the US.

## **2. Elections update**

BM updated the BoT on the 2013-2015 elections. At the close of nominations, three candidate applications were received for President, one for Vice-President, one for Executive Secretary, one for Chief Financial Officer and two for the position of Regional Trustee for Europe. Following discussions with the Elections Committee, with the exception of the European Regional Trustee, as there were an equal number of candidates relative to the number of open positions, it was decided that it was not necessary to send out a formal ballot for these positions and that these positions will be announced as filled in June. Hence ballot forms will only be sent to UK and CED Chapter members to elect a European Regional Trustee. These were mailed out in early April and are due to be returned to BM at his work address by May 31<sup>st</sup>. As stated above, the results of the full elections will then be announced in early June.

Concerns were expressed by several BoT members about the relative lack of candidates in this election cycle and that the next BoT will need to look at ways to increase the pool of candidates for future elections cycles.

The BoT also discussed the formation of the new BoR. The Chapters will have until the end of the year to select or elect a BoR member. The new BoR will then need to elect a Chairman, who will become the BoT member for 2013-2015.

## **3. Membership Update**

DH reported that the renewal cycle is essentially complete. Current paid membership for 2012 stands at 223. Total membership including Russia, Romania and E. China stands at 307. 43 2011 members have not renewed their membership in 2012 which is partially offset by 26 new paid memberships received in 2012. Additional memberships may be gained from non-members registering for the Heidelberg meeting, as there is an additional €100 surcharge for non-members which is more expensive than the \$100 three year membership dues.

## **4. Financial Update**

The BoT discussed plans for transitioning the CFO role from RHE to the new CFO, who will be announced in June. It was agreed that to provide maximum assistance to RHE, it would make sense if the new CFO uses the 6 month window from June until the end of the year as a transition period to get up to speed in the CFO position.

## **5. 2015 Discussion**

DH and CL stated that they plan to present a proposal to host the 2015 meeting at the Heidelberg joint BoT/BoR meeting. A couple of potential locations are under consideration and a site will be selected in the next 2-3 months. DH and CL will be requesting some basic travel expenses from the BoT to cover the cost of site due diligence visits. BM also suggested adding some information to the website providing BoT contact information to other members who may potentially be considering organizing the 2015 meeting.

## **6. AOB**

IIS Website updates

AS stated he will work with Slava to update the information posted on the website.

## **Next BoT meeting**

This will be held in early June and will be organized by AS and CL.

David Hesk  
IIS Executive Secretary