

IIS Board of Trustees Meeting June 19th 2008

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

Apologies for Absence: John Allen

1. Financial Report

SL stated that he has opened a new checking account for the Chicago symposium. This account will be used to deposit money collected for the symposium such as registration fees and sponsorships and for payment of symposium expenses. This will allow for a complete accounting of the symposium finances. Money collected by credit card will be paid into the Synergy account by DH and wire transferred to the symposium account on a regular basis. A detailed spreadsheet detailing all money collected and paid into the Synergy account will be maintained by DH and shared with SL. SL stated that he would Email DH with the account details.

Action: SL to Email DH with the symposium account details.

2. Chicago Update

BM updated the Board on the status of planning for the Chicago meeting. BM presented an updated budget for the meeting. While still very preliminary, projected income through registrations, vendors and sponsorships is around \$435,000, which is higher than originally projected due to the likely participation of The Society of Whole Body Autoradiography (SWBA) at the meeting. In terms of expenses, which take into account, food, AV, printing and mailing, insurance, security, Plenary and Sponsored speaker expenses, Session speaker expenses, webpage development and an amount due to ITA for a 2005 site inspection, are projected at \$305,278. The expenses are based on current menu prices and hence are likely to be higher in 2008. In addition, the banquet is projected to generate \$23,750 in reservations and sponsorship against \$23,510 in expenses and will be held at the hotel.

The SWBA would potentially run additional parallel sessions on Monday and Tuesday of the meeting and discussions are in progress to work out the exact details. Inclusion of the SWBA would likely increase attendance by about 50 -75 registrants. Both the SWBA and IIS sessions would be open to all the meeting attendees. The SWBA sessions would be organized by the SWBA and they would appoint their own session chairmen. BM stated that the hotel can accommodate the additional SWBA sessions.

AS suggested that the SWBA may be a good candidate to approach about joining the IIS as a division. AS stated he would be willing to approach them through the BoR to see if they would be interested in joining the IIS. It was suggested that they could be contacted to gauge initial interest and again after the Chicago meeting. This was agreed to by the Board.

BM also stated that Gary Rotert attended 6ICI and was able to distribute 150-200 brochures with reply cards, which are beginning to be returned. The organizers of 6ICI have also promised to send an electronic mailing list from the meeting. GR was also able to make a short presentation at the 6ICI symposium banquet to advertise Chicago. It is planned to hold two sessions at Chicago which will be co-chaired by members of the ICI community.

Post meeting Note: An updated contact list was received from the organizers of 6ICI

Session Chairmen have been identified and the Organizers have begun to contact those individuals selected. The Plenary and Sponsored Lecturers have been named and work on scheduling them is in progress. It is planned to begin accepting registrations in the October timeframe. BM stated that he is working through a quote from a company called Cvent. The company has the ability to take 'on line' registrations through a secure process and transfer the money directly into a bank account. The company will track the payment information, print badges, send out emails and has the ability to verify if the email address used is accurate. Cvent can also potentially build a link to the IIS website. In terms of cost, Cvent charges on a per person basis for those people who actually register for the meeting. BM estimated the total cost to be in the \$4,500- \$7,000 range depending on the exact services provided by Cvent.

In response to a question from AS about the second announcement, BM stated that it is planned to send this out in the August timeframe. This will contain a list of the Plenary and Sponsored lecturers and a list of the Session Chairmen. In addition, information on the hotel and registration will be included. It is planned to send out the announcement via Email as much as possible.

In terms of sponsorship, which is being coordinated by CF, as sponsorship money is received, the sponsors will be given a choice on the event or speaker they would like to sponsor on a first come first serve basis. CF noted that sponsorship is off to a relatively quiet start, likely due to tighter company budgets. DH also noted that travel budgets have also been reduced and may have an impact on the attendance next year. BM added that the hope is that most US based companies will send from 2-4 registrants and that there will be good participation from the vendors. In addition the exchange rate may encourage higher than expected participation from Europe and from other regions of the world. BM also noted that most companies will likely contribute sponsorship money from their 2009 budgets, which will not be finalized until later this year.

The symposium proceedings will be published in a special edition of the Journal of Labelled compounds, which will be edited by BM and BW. BW noted the journal has recently increased its impact factor by 53%.

3. IIS and Melvin Calvin Awards

After a short discussion BW agreed that he would serve as coordinator as names are suggested for the awards. The Board agreed that discussion on the awards would be an agenda item for the October BoT teleconference. At the suggestion of CF, BW agreed that he would collate nomination suggestions from members of the BoT and IIS members at large to serve as a basis for discussion at the October BoT teleconference.

4. Secretary's Report

DH stated that the bulk of membership renewals have been received and that 6 additional memberships have been received since the March teleconference. An Email reminder to 2007 members who had not renewed their membership was sent out.

5. AOB

John Jones Fund

DH stated that he is still working with SL to establish a suitable level of funding to approach the University of Surrey to set up a fund in memory of Professor Jones.

2009 Elections

CF reported that the election committee has been established. CF suggested that members of the BoT reflect on individuals in the Society who should be approached and encouraged to run for election to the 2010-2012 BoT.

BoR

AS stated that he contacted the BoR members via Email and telephone. AS suggested that as a way to increase membership of the IIS, representatives from other groups, such as the SWBA and 6ICI be invited to Chicago to either participate in the BoT/BoR meeting. AS also stated that he has also been in recent contact with Carlo Chemaly, who co organized 5ICI at Brussels and also was involved with 6ICI. After a substantive discussion, it was agreed that the BoR should invite representatives from the above groups to attend the BoT/BoR meeting to discuss ways of potentially increasing links between them and the IIS.

Next Teleconference

The next BoT teleconference will be held on October 24th 2008, which coincides with the North East meeting. This will be coordinated by CF. DH stated he will confer with the meeting organizer to reserve meeting space for the teleconference.

David Hesk
IIS Executive Secretary