

IIS Board of Trustees Meeting 28th October 2025

Present: Sean Bew, Boris Czeskis, Chad Elmore, Dave Hesk, Matt Hrapchak, Brad Maxwell, Marwan ElMasri, Ronghui Lin, Lindsey Horthy, Pablo Martinez Pardo

Apologies for absence: Volker Derdau

1. June 2025 minutes

The BoT unanimously approved the June 2025 BoT meeting minutes prepared by LH and thanked her for filling in for DH.

2. 15th IIS Symposium summary.

CE presented a summary of the Gothenburg meeting. Attendance was 147 with a good mix of members and non-members and was evenly distributed between attendees from industry and academia. There were a total of 16 exhibitors. Financially the meeting did very well. The preliminary figures show a total of \$89,590 was collected via Cvent registrations with another \$35,590 invoiced for bank transfer payments. Expenses totaled \$46,491.18, which gives the meeting a preliminary net income of \$77,213.82. This figure may not be final as it is not clear that all income via bank transfer has been received and there may be a few outstanding expenses.

CE presented a number of positive aspects and challenges encountered during the meeting organization. Early engagement with the plenary speakers helped set up a strong plenary speaker line up and the flat honorarium worked well. Also engaging with academics helped increase the number of student attendees. Vendor support was stronger than recent meetings which helped the to support the meeting financially and having a meeting planner and a summer intern to help work on some of the administrative tasks in the weeks leading up to the meeting was key.

Challenges included a long delay getting the website up and running and Cvent not delivering on the generation of a meeting App. The abstract management tool also caused confusion. Parallel sessions did not work very well, and it may be better to avoid those at a future meeting and just have a smaller number of broader sessions. Having multiple people handle invoicing also caused some confusion and a better way to track invoices and verification that these have been paid is needed. There were also issues with some abstracts showing up as having been submitted for an oral presentation, when in fact they were intended for the poster session. The Cvent vendor guest registration v. just guest registration also caused some confusion.

Other challenges included the fact that the 1- and 2-day registrations were not linked to specific days and virtual presentations were a technical challenge. CE also noted that the hotel sold out so a number of attendees had to stay at other hotels, not served by the bus service to the AZ campus.

There are no plans to publish the abstracts for this meeting, but it is possible that this may be considered for future meetings.

3. Membership Update

DH updated the BoT on current membership status. All attendees at the Gothenburg meeting have been credited with a three-year membership, or an extension on their existing membership and for future local chapter meetings attendees will receive a one-year membership. It was agreed to send out one final membership mailing to members or former members that have recently lapsed memberships. To save cost, membership cards will not be sent to those members whose memberships are in good standing. Moving forward SB, ME and LH will explore setting up a PayPal payment option via a link on the website to allow members who cannot attend either local or international meetings to renew their membership. For this to work, a US address will be needed for a PayPal account that is linked to the Bank of America account. Once this system is in place the current system of manually accepting credit card payments via a terminal linked to a merchant account will be retired. It is also planned to transfer all IIS funds held in the Flagstar Bank account managed by DH to the Bank of America account and use the Bank of America account to accept membership payments moving forward. The Flagstar Bank account will be closed, once all this is set up.

DH also stated that he had met with LH to go over the membership process and the IIS website. LH has been given administrative access to the website by Cybervise and will be taking a training on the website in the near future. DH will transfer the membership files to LH after removing former members from the lists, who have not renewed their memberships in several years.

4. Financial update

SB gave an update on the current IIS finances. There is currently \$23,421.06 in the Bank of America account and \$100,206.19 in the Flagstar account managed by DH. As stated above these funds will be transferred and consolidated with the Bank of America account.

SB also stated he is having issues obtaining a dongle from Bank of America to allow electronic payments outside the US. There is no issue with electronic payments within the US. DH will visit a Bank of America branch to resolve this at the same time he is transferring the Flagstar funds.

Once the accounts have been consolidated, it is planned to put some of these funds into higher interest-bearing accounts to earn some additional income.

5. Constitution and bylaws and Archives

BM reported that he has recently gone through many old financial IIS records dating back as far as 20 years ago. BM stated that as these are no longer needed, he has shredded the majority of these with the exception of several annual reports from

Nicolini, which he will send to LH. In addition, copies of the IIS not for profit documentation have been forwarded to the members of the BoT and Nicolini also have a copy.

6. IIS website

LH reported that she now has administrative access to the IIS website and will be taking training from Cybervise on the website operation. LH also stated that she has been looking into how the UK chapter sets up its registration and payment process for its local meetings which might be an option for future North American meetings.

7. 2028 Meeting organization

ME reported on the status on of the 2028 meeting. Preliminary analysis suggests that holding the meeting within the city of Boston will be too expensive, so venues just outside the city are being evaluated. At BM's suggestion, ME will also start to put together a SAB for the meeting as it's generally prudent to identify and invite plenary speakers about 2 years in advance of the meeting.

8. AOB

The Board thanked retiring BoT members BM, CE and DH, who will be leaving the BoT at the end of the year. The BoT did vote (BM, CE, DH abstaining) to set up an advisory committee and appointed the three retiring members to it. BM, CE and DH agreed to serve with the proviso, that this is merely an advisory committee and it is their intent to let the new BoT conduct business as they were elected to do and will only advise when asked.

Next BoT meeting

This will be held in early 2026 and will be organized by RL.

David Hesk
IIS Executive Secretary