



INTERNATIONAL BOARD OF DIRECTORS MEETING

Conference Call
December 4, 2018

MINUTES

AGENDA ITEMS

1. Welcome and Call to Order...Alan Jones

Region:	Name:	Title:	Attendance
Officers:	Alan Jones, Eastern N.A.	Chair	x
	Paul Cappiello, Eastern N.A.	President	x
	Clive Larkman, Australian	Vice-President	x
	Jim Johnson, Western N.A.	Treasurer	x
Australian:	Clive Larkman	Director	x
	John Messina	Alternate Director	
Eastern, N. A.:	Paul Cappiello	Director	x
	Peggy Walsh-Craig	Alternate Director	
European:	Tim Lawrance-Owen	Director	x
	vacant	Alternate Director	
Japan:	Peter Waugh	Director	x
	Hiroaki Ohashi	Alternate Director	x
New Zealand:	Lindsay Hatch	Director	x
	Jill Reader	Alternate Director	x
Southern Africa:	Annemarie van der Westhuizen	Director	
	Gaye Thorpe	Alternate Director	
Southern, N. A.:	Bill Turk	Director	x
	Tom Saunders	Alternate Director	x
Western, N. A.:	Gene Blythe	Director	x
	Dharam Sharma	Alternate Director	x
Regional Development:	Clive Larkman	Director	x
Staff:	Charles Heuser	Intl. Editor	
	Bob Geneve	Incoming Intl. Editor	x
	Terri Breon	Intl. Secretary	x

- A roll call was taken. Peggy Walsh-Craig might join the meeting later, if possible.
- Several incoming directors were also on the call. These included: Jim McConnell (alt. director Western Region NA), Steve Castorani (alt. director Eastern Region NA), Bill Barnes (director Eastern Region NA), Richard Beaumont (alt. director New Zealand), Tony VanderStaay (alt. director Australia) and Ishii Katsuaki (alt. director Japan).

- Alan Jones called the meeting to order. He welcomed the new directors who joined the call. He noted meetings are held to a one-hour timeframe if possible.

2. Approval of minutes from September 22, 2018....Alan Jones

- Alan asked for comments and corrections or additions.
- Alan requested a motion to approve the minutes. Gene Blythe moved to approve. Seconded by Lindsay Hatch; approved by voice vote of Board.

Review of Action Steps:

The Action Lists have been separated by individual committee and can be addressed during each committee's reports.

3. International Office Report...Terri Breon

- There was nothing new to report at this time.
- Alan commented that he did attend the Japan Region Conference in October.
 - It was a good meeting. Peter Waugh was also in attendance.
 - Alan thanked Ishii Katsuaki for the Japan Region's hospitality.
 - Japan did have concerns about their membership numbers, which stands at 52.
 - Alan prepared a report and will send it out. It lists the activities held during the Conference.

4. International Editors Report...Boob Geneve

- Bob sent out a report earlier in the week. He summarized the content:
 - To date, he has received only four manuscripts, all from Japan. He is expecting to receive additional papers in December. He has received no papers from Australia, New Zealand or South Africa who held conferences in the spring.
 - The numbers of papers offered for inclusion in the proceedings continued to decline in 2017; there were four regions that published less than five papers in the proceedings. In that year there were a total of 86 papers with 78% coming from the North American regions. For reference, in 2007 there were 148 papers published and only the Japan region submitted less than 10 papers. Bob is concerned about this trend and would like to have a greater effort made by regional editors in obtaining papers from all regions.
 - The test annotated PowerPoint presentations have been completed and Bob will be asking Hans to post them in December so each region can provide feedback.
 - Clive expressed the concerns raised at the Delaware meeting that there are quite a number of PowerPoint presentations but no notes. There's a real problem with trying to recreate the talk from memory.
 - Tim Lawrance-Owen was sure Europe had sent their presentations. He will check with the conference coordinator on the status.
 - Bob believes the intent is to continue with the proceedings as in the past and have the PowerPoints as an enhancement, not a replacement.
 - Bob noted that the North American editors are paid for their work, while all other regions rely on volunteer assistance. He wonders if this might have some bearing on the number of manuscripts received.
 - Clive raised concern about the inability to obtain the written portion from the presenters. They agree to provide them but do not follow up with that commitment. There is a lot of prodding to get what they do get. He has 30

presentations to look at and is just now finding the time to address Australia's based on the September meeting comments.

- Bob had agreed to place six presentations on the web in the formats looked at in September for comments from the regions on how to move forward. He has received two and has been promised two others. He wants to receive comments back by the March meeting.
 - Clive said he has transferred a PowerPoint presentation to the suggested format and he spent 4-5 hours on just that one. Bob noted that Clive is the only editor doing the actual writing of the papers. Gene Blythe said he has had to handle the initial writing for some presenters. He starts with a recording of the presentation, and then uses a translator program to prepare a rough written document of the presentation, which he then sends to the presenter for clean-up.
 - Alan believes this is becoming a bigger issue than originally thought. The Society needs to find an answer to this as availability to papers is one of the big benefits IPPS offers its membership.
 - Bob noted that submitted presentations from 2007 to 2017 dropped by about half. Charles Heuser evaluated submitted papers on a regional basis over the past five years and concluded the non-American region submissions have dropped dramatically. But, overall, there has been a decline.
 - Bill Turk made a suggestion that instead of focusing on the presentation format, the Board challenge each region to submit more papers over the year.
 - Tom Saunders suggested that the decline in paper submissions may be indicative of a bigger problem that should be identified. Is it due to more PowerPoints?
 - A meeting with all the regional editors needs to take place prior to the March meeting to work out these issues. Alan will have Terri set one up.
- Alan heard from Charles that ISHS has sent the last printed volume to the members. They should be delivered by the end of the year.

5. International Treasurer's Report...Jim Johnson

- Jim reviewed some highpoints of the financials:
- A five dollar dues increase was approved by the Board. Since this is a smaller increase than had been requested it will likely result in a loss of \$13,000 for 2019. It is hoped an increase in sponsorships will cover the loss. \$15,500 will need to be raised to cover shortfalls if no additional dues increases are implemented. In September all board members acknowledged the importance of making sponsorship work in 2019. Without sponsorship dues will have to increase again.
 - Investments balances have been bouncing around due to the recent volatile stock market. The balance as of November 27 was \$237,785. On December 3 the value was \$245,700. With the current volatility in the market, we may not be able to rely on portfolio surpluses as a budget shortfall source.
 - He did not have time to put together financial reports to share due to an illness over the weekend. Alan requested that Jim send updated financials to the directors as soon as possible.

6. Regional Reports

Australian...Clive Larkman

- They have held two successful regional conferences since September.

Eastern N.A....Paul Cappiello

- Paul had nothing new to add to his submitted report.

Europe...Tim Lawrance-Owen

- Tim reported they have 132 members, a large increase over last year's 55.
- Three people have offered to help with the editing work for the region.
- The annual conference in London was successful.

Japan Region...Peter Waugh

- Peter reported the October conference had 30 participants. Students from local universities were in attendance for the afternoon session.
- Alan was also in attendance and came away with a better understanding of the Japanese way.
- Their next president is Akemi Mizutani. She attended the Pacific Rim Conference in Hawaii.
- Next year, their conference will be held in September in the Aichi Prefecture, south of Nagoya.
- 2020 will be held in Sakura, north of Tokyo.
- The International Conference of 2021 will be held in October in the Gifu Prefecture, just north of Nagoya.
- Peter will be attending their meeting in Nagoya next month and hopes to get some feedback from their Board on Alan's visit.
- Ishii Katsuaki added that they are preparing for the International Board meeting in 2021. He welcomed the Board to come to Japan.

Southern Region N.A....Tom Saunders

- They had a good regional conference in October in Chattanooga, Tennessee.
- Membership is up. They discussed how they can subsidize students who want to attend the meetings. They have been getting more inquiries from students.

Southern Africa...Annemarie van der Westhuizen

- Annemarie was not on the call.

Western N.A....Gene Blythe

- There is an upcoming meeting in India in February 2019.

New Zealand...Lindsey Hatch

- The only update to the submitted report is that they have added another six members since he filed his report.

7. Committee Reports

Finance & Investments Committee...Jim Johnson

- All items were covered under his Treasurer's report.
- Alan added that the Board-approved reapportionment of some stock funds to an international stock fund was done.

- The IPPS fund categories have been eliminated with everything under "investments".

Sponsorship Committee...Paul Cappiello

- Paul has been focused on the International Conference wrap-up.
- Alan noted that the Board is pushing for more sponsorships in 2019 to help offset budget shortfalls. The Board had approved a \$5 dues increase, aware that this would not cover the projected budget.
- Paul commented that the committee's key will be the collaboration between regions and international. This is where the work needs to be done to assure we are being as efficient as possible with the sponsors' time. Alan added that the North American regions are discussing creating a joint task force to address this.

Education Committee...Gene Blythe

- The committee has been absorbed into the Membership Committee.

Membership Committee...Tim Lawrance-Owen

- Nothing to report.

Communications and Marketing Committee...Bill Barnes

- Bill set up a focus group to review the website. He has members and non-members looking at it to critique its ease of use and what they glean out of the content.
- They discussed the papers format and determined from comments received that the old format is preferred.

Strategic Planning Committee...Peggy Walsh-Craig (absent)

- Alan reported that the committee is finalizing the work on the constitution changes. They will be sent out to the regional membership through a simple SurveyMonkey survey. Members will be asked for a yes/no response to approve the proposed changes. The final details are still being worked out. Voting will take place in early 2019.
- Succession planning is still ongoing.

New Region Development Committee...Clive Larkman

- China: Julienne has taken the IPPS organization rules and fitted them into the Chinese government rules and regulations and bureaucracy, as well as, translate them into Chinese.
 - Julienne claimed there are 100 individuals ready to join.
- Indian Region: they will be holding a conference in February 2019. At present, one Australian member will be presenting.
 - Dharam encouraged IPPS attendance. A number of IPPS members/directors are committed to attending.
 - Clive will provide Dharam with the information for India to follow to establish a region.

Other Committees

- Alan has sent out the committee assignments for next year. There are a number of openings.
 - Tom Saunders will chair the Sponsorship Committee.

- Bill Barnes will chair Marketing and Communications.
- Tim Lawrance-Owen is chair of Membership and Education Committee. Jill Reader has offered to lead the education portion of the committee.
- Jim Johnson is chair of Finance.
- Strategic Planning is without a chair. Peggy Walsh-Craig will not be a director in 2019. This important committee needs to be led by someone who has been on the board for a couple of years. Anyone interested?

8. Election of Officers...Alan Jones

- The slate of officers for 2019 is:
 - Alan Jones – Chairman
 - Jim Johnson – Treasurer
 - Clive Larkman – President
 - Douglas Justice (Western Region NA) - Vice-President

Motion: Peter Waugh moved to accept the slate of officers for 2019. Tim Lawrance-Owen seconded. Motion approved.

9. 2019 International Tour Committee...Clive Larkman

- Clive asked those directors planning to attend to register and make their booking arrangements very soon.
- The conference program is done and Clive will send this to Terri this afternoon.

10. New Business Item

- Alan wished to thank the retiring directors: Paul Capiello, Peggy Walsh-Craig, Lindsay Hatch and Gene Blythe for their time and fellowship. Charles Heuser will be retiring at the end of this year [2018] as International Editor.
- He also thanked the incoming directors for joining the call: Jim McConnell (Western Region NA), Bill Barnes (Eastern Region NA), Steve Castorani (Eastern Region NA), Richard Beaumont (New Zealand), Ishii Katsuaki (Japan), and Tony VanderStaay (Australia).
 - Clive found a "New Director's Information Kit" cd and he will forward all the files to Terri. Alan requested he do that. However, this is likely the same one Tom Saunders is using as a guide for the new update.
- Future International Board meetings schedule:
 - The next scheduled conference call meeting will be on March 12, 2019 (northern hemisphere) and March 13, 2019 (southern hemisphere)
 - May 22 & 25, 2019: The following meeting will be during the International Tour in Australia.
 - September 2019. Date to be decided.
 - December 4, 2019, 4:00 PM.
- Dharam asked the board to consider attending the Indian conference February 11 thru 16 and encourage other members to attend.
- Due to continuing issues with the conference call system, Alan wants to continue investigating the use of Skype calls for future meetings.

11. Meeting Adjournment

- The meeting adjourned abruptly at 5:14 PM due to excessive static on one of the lines that made it impossible to continue any conversations.

Next meeting will be a Conference Call on March 12, 2019 at 4:00 PM U.S.A. East Coast Time.

tgb 12/7/2018