



INTERNATIONAL BOARD OF DIRECTORS CONFERENCE CALL
Tuesday, March 8, 2022 – 4:00 p.m. Eastern USA Time

MINUTES

ATTENDING:

	Delegate		Alternate	
Australia	John Messina	✓	Tony Van der Staay	✓
Eastern Region NA	Steve Castorani		Bill Barnes	✓
Europe	Tim Lawrance-Owen ¹	✓	Ben Gregory	
Japan	Peter Waugh	✓	Hiroaki Ohashi	
New Zealand	Richard Beaumont	✓	Antony Toledo	✓
Southern Region NA	Laura Miller	✓	Brie Arthur	✓
Southern Africa	Elsa du Toit	✓	Jason Myburgh	no
Western Region NA	Dharam Sharma	✓	Jim McConnell	✓
Staff	Bob Geneve ³	✓	Katie McDavid ⁴	✓
President; VP	Tom Saunders	✓	Elsa du Toit	
¹ Chair	² Treasurer	³ Intl Editor	⁴ Intl Director	

AGENDA

1. Welcome and Call to Order Tim Lawrance-Owen
 - Apologies for absence were received from Jason Myburgh and Steve Castorani.
2. Approval of minutes from December 7, 2021 Board Meeting Tim Lawrance-Owen
 - Proposal to approve minutes proposed by Peter Waugh. Seconded by Tim Lawrance-Owen.
 - Action items to be discussed during the International Office report.
3. International Office Report Katie McDavid
 - Katie mentioned that the Front Matter for 2021 will be put on the website however the past editions must be typed as no one can find the past digital versions. Katie will continue working on the past years over time.
 - The on-going to do list continues getting bigger as regions and their subsidiaries keep asking for additional features that are not easy fixes. We are working through what will be included in the current website fee as well as what needs additional quotes. We will need to discuss in the June meeting whether we will pay for any of

the additional requests or whether it will be up to the regions who requested each item.

ACTION ITEM: Website updates on to-do list; Katie to send requests to all regions to find their interest in those updates.

- A vote was taken to approve the document from the lawyer for the change of address from Pennsylvania to Connecticut. Motion proposed by Peter Waugh, seconded by Tim; vote was to approve.
- The Zoom Webinar license needs to be voted on whether we should renew it or not. There are pros and cons to each.
 - o Brie Arthur requested information regarding usage, which in 2021, was all ER monthly microMeetings, two times from Europe, and potentially one event in another region. Southern Region has purchased their own webinar license so does not need the International Webinar License.
 - o Pro/Con List:
 - Pros:
 - Potentially easier to request videos to share with International Members if International is paying for the license (although regions should share their information regardless)
 - Webinar License allows the host to keep all videos and microphones off – less likelihood of hacking issues
 - Allows regions who cannot easily afford the license to have one to utilize
 - Cons:
 - Only used by Eastern Region in 2021, and three other events within other regions
 - Other options (for example, Google Meet) are cheaper and may be as effective
 - Questions to consider:
 - Plans for virtual use by multiple regions?
 - Profit Sharing – if or when a region would decide to charge to attend and/or watch a recording, does it matter if International paid for the license in regards to sharing those incomes?
 - o Google meet is another option raised by Richard Beaumont which would be more cost-effective. Katie pulled data and cost would be:
 - Individual plan allows up to 100 participants and would cost \$119.88 per year. The upgraded plan for 500 participants requires contact with Google Sales and Katie is awaiting a price estimate.

- o Board Members will present the Pros/Cons to their upcoming board meetings and Katie will send a vote request out in April or May to vote on renewing the Webinar License.

ACTION ITEM: Katie to request a vote for renewal of Zoom Webinar License in April/May

- Bill Barnes questioned why China has a website link but India does not. Katie mentioned that Dharam has recommended someone to maintain the Indian site and that it is on the website to-do list.
4. International Editor Report Bob Geneve
- Bob reported that we have 34 papers (Southern, Eastern, and New Zealand) for 2021, they have been edited. We should have a completed Proceedings by next week. There is an increase in papers from the last couple years due to some regions still not meeting.
 - Bill Barnes asked why the NA Summit videos shut themselves down after a pause. Katie will look into the situation as it sounds like a website issue.
 - Bob stated that one regional editor asked again why we do not have open-access. A non-member who presents a paper is unable to see their publication as we no longer present a finished copy of the Proceedings to them.
 - Katie will pull the data again for member access. Katie presented the following numbers during the meeting:
 - 2016: 2,076
 - 2017: 3,775
 - 2018: 4,846
 - 2019: 2,799
 - 2020: 2,659
 - 2021: not pulled as would be on old website
 - January 1 – March 8, 2022: 1,064 Proceedings Library “hits” with 604 “unique pageviews” (hits representing a time someone landed on the library page and unique pageviews being a time someone clicked on one of the Proceedings from the library page)
 - Elsa recommended as a temporary solution giving non-members a printed copy of their finished manuscript to see that it was published. This was utilized for several other societies for non-members. Bob questioned who this should come from - editor, chairman, International office, etc.

ACTION ITEM: Decide from who these manuscript copies be sent

- Recommendation of a situation to buy just one paper, all open-access, open-access for one year, no change, etc. Bill Barnes will create a pro/con list regarding the options so we can vote on it for June.

ACTION ITEM: Discussion and vote in June regarding Pro/Con List of any scale open-access from no change to pay-per-article to X number years as member only with others open-access to all open-access

5. Treasurer's, Sponsorship, and Finance/Investment Reports Tom Saunders
 - Tom reported we are still strong financially but waiting on some sponsorship income. Vanguard down slightly but not an issue at this point. BASF is a new North American Sponsor, Spring Meadows is becoming an International Sponsor. Expect sponsorship to be about 10% over where we were in 2021.
6. Committee Reports
 - Long-Range Planning Committee Notes
 - o Need to create a sub-committee to:
 - Create guidelines for Virtual Events
 - Guidelines for sharing virtual recordings to International Membership
 - Combine YouTube channels into one IPPS channel
 - Create a list of "short" videos from other presentations for Tik-Tok or other social media; bullet point guidelines for these videos; recommendations for who or how to get these videos
 - Do all videos from regions need to have IPPS and/or sponsor logos?
 - o Brie Arthur suggested that she believes the YouTube combination would be very helpful and could be marketed more efficiently as one unit.
 - o Volunteers for this sub-committee included Brie Arthur, Richard Beaumont, potentially Laura Barth from Southern Region and potentially someone from Eastern Region.
 - Brie Arthur presented the International Tour plans to the Board. Registrations will start later in 2022 for the 2023 Tour so marketing efforts will start pushing forward.

7. New Business

Tim Lawrance-Owen

- As per Bob Geneve's request, Katie updated everyone on the planned meetings for 2022. They are as follows:
 - Southern Africa: March 2-3, 2022
 - Australia: May 4-6, 2022
 - Eastern Region NA: September 27-30, 2022
 - Western Region NA: October 11-15, 2022
 - Europe: October 12-14, 2022
 - Southern Region NA: October 24-27, 2022
 - Japan: October 22-23, 2022
 - New Zealand: postponed

- a. Dates for 2022 Conference Calls, all at 4:00 PM Eastern US Time
 - i. June 14, 2022
 - ii. September 13, 2022
 - iii. December 6, 2022

Meeting was adjourned at 5:21PM.