



## INTERNATIONAL BOARD OF DIRECTORS MEETING

Wednesday, October 15, 2014–5:00 p.m. to 6:15 p.m. Conference Call

### MINUTES

#### AGENDA ITEMS

##### 1. Welcome and Call to Order...David Cliffe, IPPS Chair

In Attendance:

Officers: David Cliffe, Chair, Australia  
Hans Sittig, President, So. African Region Alternate Director  
Patricia Knight, Vice-President, Southern Region Director  
Alan Jones, Treasurer  
Charles Heuser, International Editor  
Terri Breon, International Secretary

Australian: Peter Lewis  
Eastern: Bob Geneve & Paul Cappiello [*amended November 2014*]  
European: Bernard Brennan & Mike Norris (Alt)  
Japan: Peter Waugh  
New Zealand: Phillip Smith  
South African: Annemarie Van Der Westhuizen **absent**  
Southern: Rick Crowder (Alt)  
Western: Jim Conner & Todd Jones (Alt)  
Ian Williams **absent**

##### 2. Approval of Minutes

- A. Aug 13, 2014 conference call meeting of the International Board
- B. Minutes amended to read: "Japan Region: Peter Waugh: Executive Committee in Japan does not believe they should push to bring in the younger ~~elder~~ generation..."

##### **Minutes accepted as amended**

- C. Review of Action Steps from June International Board Meeting
  - 1. Alan Jones to investigate options for types of audits and costs – *almost complete.*
  - 2. Regional secretaries phone meetings: conference calls need to be formalized and reports of the meetings' outcomes minutes made available to the Board – *sept 30.*
  - 3. Develop an agenda and goals for Shanghai - *Alan Jones: will be discussing later in meeting*
  - 4. Newsletter, website and communications presentation: *Hans to discuss later in meeting.*
  - 5. Communications and Website Committee: ok to put proposals together along with budgets; due by June meeting – *Hans will provide a report later in the meeting*
  - 6. Strategic Committee: update job descriptions and provide new ones – *Mike Norris proposed that this be addressed at the Shanghai meeting*

7. Membership Committee: June teleconference will discuss membership levels/international exchange program – *to be decided in Shanghai*
8. Each region to send to International Office the name of their regional sponsorship coordinator - *Regional Secretaries: only one received to date. Terri to follow up with secretaries.*
9. David will set up a conference call w/Terri to further discuss performance issues that have been raised to date. – *not done. David to take care of within the month, prior to Shanghai.*
10. Bob Geneve to contact Joseph to let him know he and David will be at the ISHS conference – *done; also spoke to Joseph re: publication issues w/ISHS*
11. Put completion timeframe to the work on Communications – *discuss later in meeting*
12. Put completion timeframe to the work on Membership Categories – *discuss at Shanghai*
13. Bob Geneve, Charles Heuser and David Cliffe to have a discussion regarding ISHS after August 2014 meeting - *done*
14. A draft statement will be prepared within the next 2 weeks by David Cliffe, Bernard Brenner and the Membership Committee regarding a new draft membership proposal that will be sent to the Regions for consideration - *not done*
15. Circulate the new draft membership proposal to the other Board directors- *not done*
16. Redistribute material to Regions regarding Board structure and job descriptions being proposed – *not done*
17. Contact Jim Johnson to see if he's still interested in assisting the Strategic Committee on constitutional issues - *done*
18. Hans to get with Terri Breon and discuss issues raised regarding the website proposal - *done*
19. Discuss list of concerns with Aftershock and send clarifications to the Board - *done*
20. Resolve issue of director attendance to Shanghai within 48 hours and let the Board know the outcome - *done*
21. Check with Peter Lewis regarding status of the Chinese government invitation letters –
  1. *Each attendee must check on their government's requirements for Visa permit and handle taking care of it. CRITICAL THAT THIS BE DONE ASAP.*
  2. *Peter to send accommodation address to Bernard.*
  3. *Some will be required to have their Visa number and home address on the letter of invitation.*
  4. *Tourist Visa is ok.*
  5. *Peter to send information to Bob G and Rick C.*
  6. *Going: Peter L., David, Alan, Rick, Bob, Phillip, Bernard, Mike, Jim, Hans, Paul (new z);*
  7. *9 spots open (letter sent to Terri for inclusion on website – low key approach) Saturday will be a free day.*
  8. *Payment: \$1530 US*

### 3. Treasurer's Report...Alan Jones

- A. Profit/Loss vs. actuals were sent out. This is a snapshot in time; there are other bills that haven't shown up on statement yet
- B. 2014 Membership at 1527; planned for 1500, so, better than budgeted
- C. Books and CD's: slight change in income

- D. Some dues still to come from Europe
- E. Have about \$30K in a money market for the planned projects (i.e., website redesign)

#### 4. Regional Reports

- A. South African Region: Hans Sittig:
  - 1. Nothing to report
- B. Southern Region: Patricia Knight:
  - 1. Upcoming committee meeting
- C. Australia Region: Peter Lewis:
  - 1. Membership is still going down; directors have on-the-ground workshops planned to address this
  - 2. Have some new members becoming active in committee work
- D. Eastern Region: Bob Geneve:
  - 1. Met in Niagara Falls, Ontario, Canada.
  - 2. Membership numbers are holding steady
- E. Japan Region: Peter Waugh:
  - 1. Conference in *Atsugi Campus, Japan [amended November 2014]*; 40 members attended. Executive meeting had a discussion on membership
  - 2. Progress is slow
- F. European Region: Bernard Brennan:
  - 1. Introduced the new membership fee structure. Hope to retain some wavering members
  - 2. Have an acting secretary; hope things will improve in the administrative area
- G. New Zealand Region: Phillip Smith:
  - 1. Some field trips scheduled over next 3 mos.
  - 2. Conference in April in Nelson
  - 3. Sri Lanka trip planned in 18 mos.
- H. Western Region: Jim Connor:
  - 1. Annual Meeting held Oct. 1-4 in Vancouver, British Columbia, went well.
  - 2. Conference in Abbotsford was well attended.
  - 3. Region in favor of moving forward on website redesign
  - 4. Members like the new membership fee structure
  - 5. New secretary, Gail Gredler, starting in January
  - 6. Have been holding membership at around 237 [*Amended November 2014*]

#### 5. IPPS International Office...Terri Breon

- A. Secretarial conference call was held
  - 1. Discussed questions on website
  - 2. Discussed Conferences
  - 3. Working to update membership directories
  - 4. Getting mailing list to ISHS for them to send Proceedings out

#### 6. Review of Volumes Progress... Charles Heuser

- A. Volume 63 status: proceedings were sent in September
  - 1. No print date received

2. Invoice has been received
  3. We are well ahead of last year's schedule
- B. Volume 64 status:
1. Content from New Zealand has been received

**7. Membership Proposal...Bernard**

- A. Update from a previous meeting. Bernard has had discussions with Phillip.
1. Difference from previous proposal is each region will be able to set its own membership fee rate.
  2. A proposal will be presented at the Shanghai meeting for consideration and approval. The associate membership fee to be paid to IPPS International will have to be approved, with a simple approval on Student memberships.

**8. Strategic Committee...Mike Norris**

- A. The website is the crux of the issue for the committee at this point.

**9. Website Proposal...Hans Sittig**

- A. Progress since last meeting:
1. Formal proposal sent to regions.
  2. A letter was sent outlining what is proposed and the commitment required of the regions.
  3. Of 65 invitees, 52% looked at proposal. Twenty-three people looked at the mock-up page. Comments were received.
  4. No strong resistance to the proposal. On the concept page, a new logo design is included.
  5. Three quotes received. Hans proposed to continue the proposal from AfterShock and sign as soon as possible. David proposed they review the proposals at Shanghai by reviewing the proposals side-by-side and make a decision. Concern about the ongoing costs and who pays. Alan will need to provide some financials. Hans noted the cost is \$1200 [*Amended November 2014*]/year for the Society (or \$10/member per year). Terri: publications need to be added to the agenda. Survey directors for agenda items. Alan to bring tape recorder. Terri will put documents on DropBox.
  6. Info would be on the new website database. It was requested to add this item to the Shanghai agenda so it can be vetted further.

**10. Shanghai Meeting**

- A. Will need to inform alternate directors of decisions made in Shanghai. Will be done via conference call.

**11. Adjournment**

- A. Meeting adjourned at 6:15 PM Eastern time.