

EEMS executive committee meeting February 2011 Barcelona

Officers present:

David Kirkland	President
Gunter Speit	Vice-President
Anthony Lynch	Treasurer
Paul Fowler	Secretary

Apologies:

Eugenia Dogliotti	Past-President
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Invited:

Jordi Surrales	EEMS 2011 Local Organiser
Anna Potts	Affinity events

- 1. VP election results** – Leon Mullenders gained more votes and will take over as VP at the Barcelona meeting. Email initially to be sent to both candidates and then the wider membership confirming the election result.
Voting numbers have declined ~350 votes in 2003, only 75 votes in 2010
Future elections to have voting buttons on an email with PDFs attached containing candidate biographies.
Candidates should, where possible, present at the EEMS General Assembly in the year of their election.
- 2. Website** – Details of the executive committee (phone and email etc) are now in a secure section of the website requiring log in before the details are visible. Links to the conference website are now live, registrations can now be accepted through affinity events website, linked to from EEMS website.
Redirect from current host will ideally be live for 12 months
Newlink to be informed that we have move hosts **DJK**
All societies that currently link to the EEMS site to be informed of the change (IAEMS, EMS etc) **PF**
- 3. Member lists** – new website database will be updated on an annual basis unless individual changes are made, new members etc.
Database still contains a large number of “bounced” addresses **PF** and Francesca Davies to update throughout 2011
Discussion over whether we have a member’s rate and a non members rate for the annual meeting registration, maybe next time?
Executive committee section of the website to contain a PDF of all contact details for the exec committee of all regional societies (president, secretary, treasurer) where possible.
PF to circulate lists of current committee members and list of committees.

4. **Newsletter** – Very difficult to get contributions from regional societies, although several always reply (GUM, UKEMS, BEMS)
Newsletter to include navigable links to the conference website pages and registration PF & FD
5. **Awards** – Ilse Decordier (Belgium) nominated for Young Scientist award, 35 at time of nomination.
Micheline Kirsch-Volders suggested as a recipient of the 2011 Fritz Sobels award GS to talk to Marlies De-Boek about nomination.
6. **Financial** – Funds available to the society are very low, less than 15K euro at the time of the meeting; this is due to a number of reasons: i.e. costs of the new website (Pencilmarks), cost of EEMS Oslo and number of YSTA awarded in 2010, payments to Affinity events for conference organisation fees and changes in “upfront” funding arrangements for EEMS Barcelona.
 - The title of YSTA awards will change to young scientist travel grant or “YSTG” to better reflect the nature of the financial support and to differentiate these grants from competitive Young Scientist Awards. In addition, the nature of the grant will henceforth consist of a sum of 500 euro which can be used towards the costs of travel, accommodation and registration to the annual EEMS conference. There will no longer be free conference registration for YSTGs. A maximum of 10 grants in any one year will be funded and generally only one awardee from each regional society. The text on the website will remain unchanged as “limited number of grants each year”
 - All YSTG “grant winners” will be issued with euro cheques at the meeting unless special arrangements are agreed prior to the meeting (in exceptional circumstances). Details of this arrangement will be sent to young scientists with confirmation of grant.
 - YSTG money to be held and paid by EEMS in order to make sure money given to cover student travel is apportioned correctly. Any excess money from YSTG funds to go towards funding young scientist award winners.
 - Mutation research subscriptions organised via the society will be phased out this year and subscriptions will be directed through Elsevier, only 4 members currently use this service.
 - Sustaining sponsors are Covance, Unilever and UKEMS (as of 2010). For the society to build resources we need more sustaining sponsors as well as more contributions for meetings. A lists of potential sponsors to be approached by executive members was agreed and is given below:
 - GS – Perceptive instruments, Henkel, Bayer, BASF
 - DJK – Harlan, TNO, Bioreliance, Loreal, Givaudan, Firmenich, P&G, Elsevier.
 - AL – Litron, Gentronix, Pfizer, Merck, AZ, Novartis, Roche, HLS, Charles River
 - PF – Biopredic
 - ED – Princess Chulabhorn
 - Agreed process for contact is:
 - Firstly email contact at each location and request a phone call at which point explain that we need more sustaining sponsors. Agreed limit before free conference registrations are given is 2500 euro. Banners on the website will cost 1000 euro and we can only support 2 or 3.

7. AOB

(a) EEMS conference speaker expenses

Revisions to speaker costs at future meetings was discussed and the following changes were agreed (with the expectation that conference organisers agree appropriate charges in the delegate rate to cover these agreed "overheads"):

Academic speakers – will be provided with 1 free registration and up to 2 night's accommodation will be paid for by the meeting organisers. Travel expenses will be limited to 300 euro for European speakers or 1000 euro for speakers from the USA or the rest of the World. Local speakers will be expected to cover their own travel expenses for attendance at conference.

Industrial speakers – will be provided with 1 free registration plus up to one night's accommodation will be paid for by the meeting organisers. There will be no provision to support travel expenses regardless of distance.

Executive committee members - The activities of the Executive Committee are integral to Annual Congress. Therefore, the registration fees for executive members will be waived to enable them to perform their duties.

If any member of the Executive Committee is unable to secure funding from his/her institution to attend the annual congress then reasonable travel and accommodation costs will be provided by the Society as there is no expectation that personal income should be used to support attendance.

The Annex to the rules will be updated to reflect the decisions about Executive committee attendance at Annual Congress.

(b) EEMS conference communication for YSTGs

- Point of contact for YSTGs and other award winners would be the webmaster, FD to update points of contact on the website

(c) EEMS conference registration fees

Registration fees for the Barcelona meeting will be set at 360 euro (early) and 460 euro (late) for student registrations and 490 euro (early) and 590 euro (late) for members. A walk in rate of 590 euro will be set regardless of the day of registration

DJ Kirkland

04 July 2011.