

## EEMS executive committee meeting 4<sup>th</sup> July 2011 Barcelona

### *Officers present:*

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

### *Apologies:*

None

### *Invited:*

Jordi Surrales	EEMS 2011 Local Organiser
Anna Potts	Affinity events
Leon Mullenders	Incoming Vice-President
Andreas Rothfuss	Incoming Secretary

**1) Minutes of previous meeting** – minutes of the winter exec meeting were accepted without change, signed by DK and will be uploaded to the website.

**2) Organisers report on Barcelona meeting** – DK congratulated JS and AP for smooth organisation and good communication between organisers, scientific program committee and the EEMS exec.

AP had circulated in advance a document detailing what we had learned from this experience. These points were discussed later. The learnings from meeting to be updated in the “how to run a meeting” guide and uploaded to website. Specific feedback from JS was that the meeting template was a good starting point for structuring the programme and that organisation from Affinity was very good with high attention to detail, only slight downside was a lack of local knowledge. Feedback forms will be made available by Affinity for all attendees.

a) **Numbers of registrants** - At time of meeting there were 258 registered attendees (210 paying) from 27 countries.

b) **Numbers of posters** - 157 Poster abstracts submitted.

c) **Financial situation** - Budget for the meeting was originally set for a predicted attendance of 300 delegates, this will be revised to a lower number (250) for future meetings.

JS was congratulated for attracting such a high level of funding for the meeting, predicted profit from the meeting of around €9000 which will be shared between EEMS and local society of organisers.

DK reported that the number of sustaining sponsors had increased to 7 (previously 3) and that due to invoices being sent in January the society should now have sufficient cash flow early in the year to pay deposits for hotels and cover initial expenses for the summer meeting.

A question was raised over whether funds from sustaining sponsors should go directly into the annual meeting. If profits from the meetings are to be shared between the local organisers and the EEMS this would effectively result in the EEMS giving half of the sustaining sponsorship money away. For now the sustaining sponsorship money will stay with the EEMS.

Set up of the meetings in the past did not include an expenses fund for the local organisers and local society funds are sufficiently small to make up front payments difficult. In future the EEMS will take more responsibility for managing the finances of the annual meetings.

**d) Last minute adjustments to costs** - JS/AP reported very few last minute adjustments; there were more people than expected for the conference dinner which increased costs slightly. The predicted cost per head was €70 actual costs are closer to €100.

**e) Lessons learned** – Affinity to update the “how to run a meeting” guide to make future meetings run smoothly. This will then be integrated into the meeting guidelines prepared in 2008.

**f) On line registrations and abstract submission system** – JS and AP reported that the registration system worked very well, initial confusion over hotel booking was corrected very quickly. Abstract submissions also worked well. **i) Need for identification as EEMS member?** Registration page asked whether EEMS member or not, approximately 50% ticked “yes”. Not required in future but indicated that many people are unaware that EEMS membership comes with membership of regional society membership.

**g) Do we need to provide more guidance on registration for exhibitors, guests and volunteer helpers?** All agreed that for exhibitors, one free registration is provided, accompanying people will not be permitted to attend lectures and will be charged a fee to cover lunches, coffee and other costs. Exec to define what the rate is for second attendee. For volunteer helpers the local society is not expected to pay registration fees for key people who have helped organise the meeting. Exec to discuss numbers and requirements of volunteers at the winter meeting.

**h) 2012 planning** – Due to illness Barbara Tudek did not attend the meeting.

### **3) Financial report**

See attached report.

**a) Current balance of accounts** - Overall finances were stable but very low (around €30K), ideally the society should have enough funds in the bank to cover a failed summer conference. This is a long way off and the importance of not losing money from the annual meeting was stressed. The annual conference should aim to make a profit in order that the EEMS builds up a reserve amount to cover a failed meeting.

**b) Sustaining sponsors** – Up from 3 to 7 funds collected early in 2011 which helped with cash flow and enabled deposits to be paid on the conference hotel etc.

c) meeting sponsors – noted that as budgets become smaller and smaller many companies are finding it increasingly difficult to release funding for sponsorship of meetings.

d) Membership fees - DK mentioned the possibility of IAEMS raising membership fees at a future date. Also discussed was increasing the EEMS subscription rate as €10 is still a relatively small amount. To be discussed in more detail at the next Exec meeting.

REPORT of EEMS Accounts, January – December 2010

Regular ABN-AMRO Account # 55.25.29.077

balance per 01-01-10: Euro 12,789.27

In:	Out:
<b>Subscriptions</b>	<b>Society expenses</b>
GUM 3650	Banking charges 702.53
SI IC 1060	Executive Meetings 3081.36
UKEMS 1350	A Sloan (Accountants) 1804.77
Russian EMS 200	IAEMS Fees 2010 007.95
Hungarian EMS 70	
Croatian EMS 225	
Jing Shi (p.aub) 20	
	<b>Oslo Meeting expenses</b>
<b>Sponsorship</b>	YS Travel Awards (12x) 10413.27
UKEMS 5000	YSA 2405.03
Pfizer 2690.62	Presentation award 1000
Unilever 5000	Poster prizes 200.78
GSK 1176.47	Incidentals 336.35
VCI 3000	
Path Exp 500	<b>Barcelona meeting expenses</b>
Hsevier 3000	Affinity Events 4732.35
Gruenthal 1000	
	<b>EEMS website</b>
<b>Other income</b>	Pencil marks – web design 6511.11
Royalties 778.16	FD (webmaster) 683.46
Elsevier Subscriptions 10050	
Mutation Res.	<b>Other</b>
	Elsevier Science 8052.67

Outstanding subscriptions 2010: BCMS, NeuroFMS, Serbian EMS, Dutch EMS, SIMA

balance per 31-12-10: Euro 13,221.89

Deposit Account ABN-AMRO # 60.85.66.012

balance per 01-01-10:

Euro 20,917.00

In: Interest: 522.96

balance per 31-12-10:

Euro 21,440.95

Anthony M Lynch, Treasurer

Wars, 01-07-2011

#### **4) Functioning of the new website**

New website continues to work well with large amount of effort from Francesca Davies. Problems with sending emails are still apparent and it has become very difficult to track and update the email details of all listed members.

Reports of problems with the menus on the site are related to the version of internet explorer being used, anything earlier than IE7 will not display properly.

Councillors to remind their members to use the website as much as possible and take a more active role in communication to members (see agenda item 5)

a) **Outstanding issues with Newlink?** AL has not yet received any invoices from them despite requesting one.

#### **5) Communication to members**

New website does not have the same email system as the old version; all EEMS email correspondence is now through the personal email account of the President, Webmaster or the Secretary. Despite large efforts to keep lists of members up to date there are still around 200 bounced emails for every mailshot. Technical difficulties with size of distribution list and other IT issues make sending EEMS emails through a personal email account impractical. Regional councillors will therefore be made responsible for dissemination of EEMS communication to their regional membership.

#### **6) Candidate for VP**

Several candidates for consideration, the first suggestion was Veronique Thybaud followed by Jan Topinka, Lisbeth Knudsen, Soterios Kyrtopoulos, Jordi Surralles.

#### **AOB**

EEMS meeting in 2013 discussed, all agreed that holding a full meeting would be risky in light of the current financial situation if people had to decide between ICEM and EEMS. Proposed that EEMS sponsor more YSTG's to travel to Brazil. AL proposed that in 2013 EEMS held a smaller meeting in conjunction with UKEMS. Final decision to be made by Exec at winter meeting in Warsaw.

*Syria*  
*18.01.12*