

# INTERNATIONAL UNION OF PHYSIOLOGICAL SCIENCES

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## IUPS Executive Committee Teleconference Meeting Minutes

*June 24, 2014*

**Present:** D. Noble, P. Hansen, W. Boron, P. Wagner, B. Machado, V. Antunes

### 1. Report on 2017 Congress

B. Machado started the meeting by discussing his conversations over Skype with W. Boron. B. Machado has been meeting with 11 colleagues in Brazil, Chile, and Argentina to discuss themes and tracks for the 2017 Congress. ExCo agreed that it was important to keep the Committees and Commissions involved in the process. There was some concern over the size of the ISPC, and its ability to involve smaller societies. D. Noble asked if Mexico would be a good candidate for inclusion in ISPC, but B. Machado stated that travel costs would make that prohibitive. He did point out that the 2014 Pan-American Congress will be held in Iguassu Falls this September, and that it would be a model for the larger IUPS Congress three years later.

V. Antunes then led the discussion on the latest budget for the 2017 Congress. The budget gave scenarios for 1500, 3000, and 4500 registrations. Much of the discussion focused on line 4.3 "Financial Support from International Foundations and Charitable Institutions". It was asked if the \$200,000 quoted on the budget was firm, or a guess. V. Antunes stated that the number was an estimate of what IUPS would contribute. W. Boron stated that contributions from societies (APC, TPS) fall into two categories: travel assistance for younger attendees, and attendees from developing countries (this should not be considered in the final budget), and sponsorships of symposia (this will be included in the budget). D. Noble stated that ExCo should get to work securing sponsorship. Discussion then shifted to the "Optional" section of the budget. P. Wagner noted that the coffee breaks were rather expensive, and suggested that attendees pay for their own coffee. W. Boron pointed out that in the US, coffee breaks are less for business than for socializing. He also suggested getting a sponsor for the coffee breaks. The box lunches were looked at favorably, as it would provide attendees more time to view poster presentations.

B. Machado and V. Antunes were thanked for their participation, and were reassured that a draft contract would be available soon.

**Action:** **S. Webster** will combine all ExCo edits into one draft contract and send to members.

## 2. Discussion of report

ExCo then discussed the contract currently being worked on. \$58,000.00 would be forwarded to Brazil for the 2017 Congress. This is the return on investment from the 2013 Birmingham Congress. It was noted that the 2013 contract contained some oversights, notably availability of hotel rooms for IUPS members. This cost IUPS almost \$100,000.

## 3. Commissions

The discussion of the Terms of Reference for the Education Committee was led by P. Hanson. She suggested that it could be used as a template for other committees and commissions. She stated that the wording of the “Purpose” section needs to be revised, and sections detailing the nomination and approval process should also be included. W. Boron pointed out that the Constitution and By-Laws of IUPS states that ExCo appoints commission chairs, but makes no mention of committees. L. Price informed ExCo she had requested nominations for committee and commission chairs from the societies, but had only received three nominations, one of them a self-nomination. She suggested finalizing the Terms of Reference so potential nominees know the job better.

There was a discussion of committee and commission chairs’ relationship to Council. P. Wagner provided the example of The American Thoracic Society, wherein the Board of Directors is comprised of the individual committees and commission chairs. This matter would be discussed more fully at the ExCo face-to-face meeting in October. ExCo will continue to operate under the current system until it changes. W. Boron will write letters to the presidents of societies to encourage them to nominate chairs.

**Action:** **W. Boron** will write letters to the presidents of societies to encourage them to nominate chairs.

## 4. Financial report

P. Wagner reported the current balance of IUPS was approximately \$348,000. This is down about \$2,000 from last month. The reason for this is the IUPS Manager’s salary, combined with income from investments. He also reported that 50% of dues have been collected, although the current dollar amounts have not been added to the spreadsheet. He then stated that it still needed to be determined if APS and Germany owe dues. This will be a job for the IUPS Manager.

**Action:** **S. Webster** will determine if APS and Germany still owe dues.

## 5. Other business

D. Noble and W. Boron will work on completing a draft contract with Brazil for ExCo's approval. W. Boron expressed concern that the cost of the Congress was too "onerous" towards the Brazilians, but D. Noble stated that was for them to decide. The current plan is to combine all of ExCo members' comments into one "clean copy" for ExCo to discuss at their next meeting.

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| <b>Action:</b> D. Noble and W. Boron to complete draft contract by . |
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As a final order of business, D. Noble announced the retirement of L. Price on Friday, June 27<sup>th</sup>. He expressed his gratitude for L. Price's years of service to ExCo, taking over the position six months after the Kyoto Congress, from a very experienced predecessor. He expressed sorrow for her leaving IUPS, but expressed hope for fulfillment during the next phase of her life. ExCo has authorized an amount of money to be spent by W. Boron for a gift of appreciation.

L. Price expressed her gratitude to ExCo for the gift. She marveled at how far IUPS had come since she started, and looked forward to seeing where it would be in the coming years.

ExCo welcomed S. Webster, the interim IUPS Manager.

Respectfully submitted,

S. Webster