

INTERNATIONAL UNION OF PHYSIOLOGICAL SCIENCES

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IUPS Executive Committee Teleconference Meeting Minutes

September 30, 2014

Present: D. Noble, P. Hansen, W. Boron, P. Wagner, S. Webster

1. Review and approval of August 18 Minutes

P. Hansen requested that S. Webster change the title from “Agenda” to “Minutes”, and to show that ExCo decided not to grant the Physiological Society of Nigeria’s funding request. The minutes were otherwise approved.

Action: S. Webster will correct and re-submit August meeting minutes to ExCo.

2. Oxford Meeting Agenda

ExCo discussed the schedule of events for the Oxford meeting. ExCo is to meet on Sunday the 5th at 1830 for casual drinks and dinner at Linton Lodge. S. Webster is to make the arrangements.

Action: S. Webster to make dinner reservations at Linton Lodge.

The meetings are to start at 9am, break for an hour lunch at 12:30, and continue until 5pm. The meeting will be held at the Sherrington Building, the main building for the Physiology department. On Monday, D. Noble will host dinner for ExCo at his home. He provided his home address and phone number for members of ExCo to locate it. On Tuesday, ExCo will have a Skype conversation with D. Eisner. At 12:30, ExCo will host lunch with Richard Vaughn-Jones. That night, ExCo will have dinner at the Acland Room at Rewley House with M. Spyer at 6:45pm.

Action: S. Webster to distribute schedule of events to ExCo with addresses, maps, and phone numbers.

D. Noble asked ExCo members what they felt needed discussed at the meeting. W. Boron stated he wanted ExCo to discuss the promotion of its Journal, as discussed with APS. He also expressed a desire to further promote the physiome project. He also suggested breaking up jobs such as vetting committee nominations between members of ExCo to free up more time for discussion. W. Boron also requested that ExCo discuss IUPS's interaction with the Bio-Unions and ICSU.

P. Wagner suggested ExCo discuss the dues revision process. He stated that he and M. Spyer were still waiting on membership numbers from member societies. D. Noble reminded ExCo that they were meeting M. Spyer for dinner on Tuesday. P. Wagner also wished to include IUPS's involvement in world-wide academic programs. W. Boron agreed, stating that it would give IUPS a better idea of who needed what support, and how to provide it.

P. Hanson also suggested looking forward as a major planning focus for the meeting. The main question she proposed was one of how to proceed. P. Hanson also wanted to discuss strategies for reinvigorating the Council and Committees. She stated that there is a good deal of information in the IUPS by-laws. She offered to create a document detailing the nomination process and jobs.

D. Noble suggested that the matter of nominations under the "worldwide programs" section of the meeting. He suggested using a "sandwich structure", starting with one topic, and returning to it at the end of the second day. He suggested discussing the dues structure on Monday afternoon, and the journal afterwards.

W. Boron asked if the 2017 Congress in Brazil should be discussed, and if ExCo should attempt a Skype call with B. Machado and V. Antunes. He stated that IUPS needed to appoint members to the International Science Program Committee (ISPC) as soon as possible.

D. Noble suggested the following structure for the agenda: World Programs, 2017 Congress Planning, Dues Structure, Journal, and return to World Programs. P. Hansen suggested renaming World Programs "Future Directions". This would subsume the funding and journal discussions. P. Wagner proposed setting aside the journal discussion, asking if it was too specific for the ExCo meeting. D. Noble asked if the dues discussion was also too specific. He emphasized the need to keep the ISPC and Brazil in the forefront.

Based on the discussion, W. Boron suggested the following agenda: World Programs\Future Directions, Committees and Commissions, 2017 Congress, Dues Revision, Journals, World Program\Future Directions Redux. S. Webster suggested creating a "secondary list" of topics, which ExCo could visit once the primary matters had been settled. D. Noble suggested breaking up the list between ExCo Skype meetings. He emphasized that ExCo only had two days, and did not want to become overwhelmed.

D. Noble asked about IUPS's letter to the APS regarding promotion of *Physiology*. He stated that IUPS had not send any formal letter to APS. W. Boron offered to draft a letter to J. Sayles for he and D. Noble to sign and send.

<p>Action: S. Webster and W. Boron to draft letter to J. Sayles for D. Noble to review and sign.</p>

D. Noble also brought up the membership committee. W. Boron asked if ExCo should invite members of the committee for a discussion via Skype during the Oxford meeting. D. Noble said that was not necessary, but ExCo should communicate with them soon. P. Hanson agreed. D. Noble stated that ExCo needed to keep track of the composition of the committee, to emphasize a diversity of countries and sexes. He pointed out that S. Semnanian would retire as committee chair after the 2017 Congress. He also stressed the need for active committee members.

S. Webster was instructed to compile a list of all of the nominations for committee chairs. P. Wagner asked if the BGA could be of assistance. W. Boron offered to send emails to Council and BGA members asking for nominations.

Action: S. Webster to compile list of nominations and distribute to ExCo.

Action: W. Boron to solicit committee nominations from Council and BGA.

P. Wagner asked about the response rate for email asking for membership numbers and nominations. S. Webster stated that the request for nominations only yielded a handful of responses. However, the request for information received an almost 50% response rate. W. Boron noted that 50% was actually rather good for an IUPS-wide email. D. Noble suggested S. Webster focus on the larger societies, as the smaller ones are generally hard to contact.

3. Financial Report

S. Webster gave the financial report. P. Wagner asked if IUPS had paid The American Physiological Society (APS) for publication dues. S. Webster did not believe so, and would look into the matter. P. Wagner also asked about IUPS yearly tax filings. He stated that IUPS's accountant generally filed for an extension, and filed the taxed on October 15th. P. Wagner offered to send S. Webster the accountant's contact information for him to contact. There was some discussion regarding the ExCo travel budget. P. Wagner stated that there is a public perception that ExCo is using IUPS as their own travel agency.

Action: S. Webster will check to see when publication dues are to be paid to APS.

Action: S. Webster to contact accountant to ask about tax filings.

4. Confirmation of future ExCo Skype dates

S. Webster requested confirmation for the following dates for further ExCo Skype meetings: October 28th, November 25th, December 18th, January 23rd. P. Henson reported that she would not be able to make that November date, as she will be on an airplane that day.

Action: ExCo to confirm dates of future meetings with S. Webster via email.

5. Other Business/Matters Arising

P. Hanson brought up the issue of ExCo meeting minutes not being completed as soon as was previously delivered. She also requested that draft meeting agendas be provided as least several days in advance, if not a full week. She also inquired as to S. Webster's progress into solving the issue with his email not sending group emails to either her or J. Chan.

Action: S. Webster to create listserv to better facilitate ExCo group emails.

Action: S. Webster create and distribute ExCo meeting minutes within the week of an ExCo meeting.

W. Boron asked P. Henson about the Terms of Reference she was writing. P. Henson replied that she would use a standard template, and copy from the IUPS Constitution. She did note that ExCo would need to make a few key decisions regarding them, to be decided at the Oxford meeting.

Action: P. Henson to complete drafts of Terms of Reference for **ExCo** to consider during Oxford meeting.

P. Wagner inquired on the status of the 2017 Congress contract. ExCo requested that the contract be sent out by close of business today.

Action: S. Webster to send 2017 Congress contract.

Respectfully submitted, S. Webster.