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IUPS Executive Committee Teleconference Meeting Minutes

October 28, 2014

Present: D. Noble, J. Chan, W. Boron, P. Wagner, B. Machado, S. Webster
With Regrets: P. Hansen

1. Review and Approval of Executive Summary from Oxford Meeting

P. Wagner wanted to add items to the Oxford meeting minutes. Firstly, he had a list of small errors and clarifications to be added to the minutes. He requested that minutes from the dinner meeting with M. Spyer be added. This included discussion of the BGA, the status of regional federations, and the dues revision proposal. S. Webster reported that the rate of answering the questionnaire remained at 50%. S. Webster was directed to reach out to member societies over the phone to get the answers required.

Action: P. Wagner to send meeting minutes revisions to S. Webster.

Action: S. Webster to resubmit to ExCo for approval.

P. Wagner mentioned he will be in Glasgow for the next week. He will not be completely out of contact, but email may be difficult for next discussions on the Brazil contract.

2. 2017 IUPS Congress Update from B. Machado and V. Antunes

B. Machado reported V. Antunes would not be attending the meeting, because he is teaching. B. Machado reported the SBFis Executive Board is reviewing the contract ExCo submitted on October 7th. He stated the Executive Board felt the financial terms were more favorable to the host country for the 2013 Congress. He expected the revised contract to be sent to ExCo by Thursday, October 30th at the latest.

P. Wagner asked if SBFis was scrapping the entire contract, and starting from scratch from the 2013 contract. B. Machado replied that this was not the case, it kept most of the language not dealing with financials. W. Boron asked that the contract be mailed as the original MS Word document with changes marked. B. Machado reported that the contract was transmitted as a PDF. S. Webster was directed to email B. Machado and V. Antunes the original Word document.

Action: S. Webster to send B. Machado and V. Antunes original contract file.

D. Noble suggested a meeting in a week or two for ExCo and SBFis to negotiate the contract. B. Machado agreed, and S. Webster was directed to set up the meeting. This would be preceded by a skype meeting of the ExCo to discuss the Brazilian counter proposal.

Action: S. Webster to set up meeting between ExCo and SBFis to negotiate contract.

B. Machado stressed the need for specific names for the International Science Planning Committee (ISPC) for the 2017 Congress. He stated the names were necessary in order to invite them formally to speak at SBFis's annual Congress August 2-5, 2015 in Águas de Lindóia, outside of São Paulo, Brazil. The ISPC will meet the day before the congress, August 1, and ExCo will fly to Rio de Janeiro to visit the convention site on August 6.

B. Machado also reported that fund raising for the Congress will start next week. S. Webster asked about the Congress website. B. Machado answered that it will go live in mid-November.

3. CAPS report from D. Noble

D. Noble reported on his trip to the CAPS meeting in Shanghai. He reported that many of the 1200 attendees were younger physiologists, which he found very encouraging, and that attendance was up 50% from the previous meeting he attended 2 years earlier.

4. "Exchange"/"Trading Post" Update

W. Boron reported on the progress of the Exchange/Trading Post for the IUPS website. He, D. Noble, and S. Webster met with the web developer, D. Huffman. He stated the technology is available, it just needs to be set up. To start, all requests will go through S. Webster to ensure they are all legitimate. J. Chan asked when the site will be ready. W. Boron did not know, but surmised there would be a phase of "beta testing" to make sure everything thing works before it goes live. He promised to ask when the exchange could realistically be completed.

Action: W. Boron to ask D. Huffman when Exchange/Trading Post could be ready.

5. Outreach Questionnaire

P. Wagner reported that he was waiting to hear back from R. Vaughn-Jones, Phys. Soc. President, regarding their plans for outreach, before starting work on the Outreach Questionnaire. D. Noble stated if ExCo did not hear from him within the week, he would visit R. Vaughn-Jones's office.

Action: D. Noble to inquire with R. Vaughn-Jones about PhysSoc/IUPS outreach collaboration.

6. Financial Report

S. Webster gave the financial report. He reported speaking with IUPS's accountant, S. Ostiller, regarding IUPS's tax filing. S. Ostiller was working on the taxes, and expected to be done within the next week. P. Wagner asked about a double expense the travel line of the monthly budget statement. S. Webster answered that it was a refund and repayment for W. Boron's travel from Tbilisi to Oxford. P. Wagner also asked S. Webster to modify the Dues Invoice tab to list in one group countries that had not paid their dues. He also asked why the manager's salary was not posted for September or October. S. Webster stated that he had not been paid yet, and his salary would come out of the November.

Action: S. Webster to modify monthly budget statement to show unpaid dues invoices.

7. Other Business/Matters Arising

D. Noble reported that he was drafting the editorial for the upcoming issue of *Physiology*, and he would forward it to ExCo for review. The draft is due on November 1.

D. Noble reported on progress toward the Physiome Journal. He consulted with A. McCulloch and P. Hunter about the journal, and both were supportive. He speculated that Virtual Physiological Human Institute had not begun work on a journal. Physiome articles in similar journals were seen to be among the best performing articles, and this was seen as positive sign. W. Boron was directed to look up the proposal template for a similar journal from several years ago. D. Noble stated that now that he had asked VPH, the clock was ticking to create a Physiome journal. If IUPS is able to solicit support quickly, it will be able to seek a more favorable deal with publishers.

<p>Action: W. Boron to look up proposal for journal to be used as template for Physiome journal.</p>

S. Webster asked about setting up a brief ExCo meeting during the EB Conference in March 2015. ExCo decided that Saturday March 28th, before the scientific program started would be the best time. D. Noble was only scheduled to speak on March 30th, but would look to modify his travel plans. S. Webster was to start looking for a venue for the ExCo meeting.

<p>Action: S. Webster to research meeting venues for ExCo meeting in Boston.</p>

Respectfully submitted,

S. Webster, IUPS Manager