**BOD VIENNA,**

**12 September 2019**

**9.00am – 1.00pm**.

**Present**

Dr Luke Sung Kyo Kim (LK)

Dr Catherine Ricci (CR)

Dr Terry Fermakis (TF)

Dr Alan Nerwich (AN)

Dr Mark Wotzke (MW)

Dr Liliana Artaza (LA)

Dr Elizabetta Cotti (EC)

Dr Ahmed Abdel Rahman Hashem (AH)

Dr Patrick Taylor (PT)

Dr Gopi Krishna (GK)

**Apologies**

Dr Anil Kohli (AK)

Dr Ennio Rebellato (ER)

**Absent**

Dr Christine Berthold (CB)

**Roll Call.**

**Approval of Minutes**

BOD meeting Seoul South Korea – unanimously accepted and approved.

**World Congress Updates.**

**12th WEC, Chennai Update.**

GK provided a full update on planning for the WEC 2020 including confirmed speakers, and trade sponsorships, exceeding expectations. The website if fully functional from today. This will also include a separate portal for research papers so that students will know before registering whether their paper has been accepted. The conference facility contract has been signed. The PCO and insurances have been finalized and include all the insurances discussed at the meeting in Montreal. The level of insurance has been raised to US$900K. The policy also includes public liability insurance for all attendees and non-attendees involved with the Congress. A full budget was provided showing a profit of US$40K with 2000 attendees (very conservative numbers) and highest level of costs. GK expects to have more attendees and can also cut costs if necessary.

GK went through the website in detail. The registration fee structure was altered as discussed in Montreal, with a significant increase for late registrations.

GK has finalized and organized Visa requirements for attendees. The process will be automatically sorted during the registration process.

The main congress hotel will be the ITC Grand Chola Hotel which is one of the top 40 hotels in India. Other hotels to suit all budgets have been organized and at least 50 rooms reserved for attendees at each of these hotels.

High quality caterers, tour organizers and an exceptional AV company have been chosen. A marketing strategy including facebook, twitter and Instragram is about to be launched.

GP discussed the challenges of receiving a large amount of research papers and he has had to limit the numbers of Indian applications to 2 per school. International applications will be unlimited. There was a discussion relating to the prizes/awards and GP requested that IFEA consider providing 2-3 judges to sit on a panel of 5 to judge the e-posters and scientific papers for the associated prizes.

GK requested assistance with country representative speakers for the WEC. AN advised that he is happy for GP to send him the request and he will disseminate the information to the Member Associations.

**13th WEC, Buenos Aires update.**

Venue has changed due to costs. The new venue for the WEC will be the Goldencenter which is half the price and has good parking facilities which is important for local attendees. There will be shuttles from the hotels, which will be located 15minutes away. The proposed dates are 9-12 November 2022. Fase20 is the PCO for the event. The expected profit is close to US$200K.

There are no other endodontic meetings in the region proposed for 2022. SELA will be incorporating their meeting at the WEC and will be paying for their delegates (about 18), who will be giving 30minute presentations each. There will be no additional cost to the IFEA WEC and the SELA meeting should promote additional attendees to the WEC.

There will be some lectures in Spanish, however, these will be translated into English. All the English lectures will be translated into Spanish.

**14th WEC, Scotland update.**

Unfortunately, the representative for the 14th WEC was unable to attend the BOD meeting, however, a written update was received and emailed to the BOD prior to the meeting.

**Committee reports.**

**Education grant committee update.**

GK advised that he has not received any applications. AN has also not received any either.

Currently, there are committee members from most regions. There should be a committee member from each region, so Oceania and North America still need to nominate a member for this committee. The members of this committee may prove to be good candidates as judges for WEC poster and research presentation prizes.

**Research Committee update.**

Unfortunately, CB was not present at the BOD meeting. There has been no correspondence from Christine since the informal BOD meeting in Montreal. There has been one application for a research grant, however, no further information regarding this application has been received.

**Officers and Regents reports.**

Received by email, however, not read due to time constraints at the BOD meeting.

**Business.**

**Membership Status: Potential new members.**

Interested countries include Croatia, Czech Republic and Austria, however, applications have not yet been received from these nations. AH advised that Libya and Morocco are possibilities.

Netherlands has previously applied for membership but were concerned about the privacy of their membership details. They were also supposed to send us a copy of their constitution in English. The proposed By-Law changes are aimed at allaying their fears regarding privacy. To date, no further correspondence has been received by AN.

AN requested that Regent Directors attempt to find Countries that may be interested in membership from their respective regions and to communicate with AN so that formal invitations can be made by the Secretary. AN commented that countries need to have an Endodontic Association to be eligible for membership.

AH recommended that IFEA produce a logo – “IFEA member” to be sent to the Member Societies to be placed on their websites as this is a prestigious membership. MW recommended that TF encourage the Member Societies to do this when paying their dues. MW advised that there IFEA has previously requested that the AAE place the IFEA logo on their website, however, to date this has not occurred. PT will follow this up with the AAE.

**By-Laws review.**

The BOD members present (as above) unanimously voted in favour of approving the changes and recommending that the membership vote in favour of these changes. MW pointed out a minor grammatical error of a comma instead of a full-stop in one of the clauses that will be rectified.

**Insurances.**

AN explained that there has been no progress on the insurances since Montreal as TF was uncontactable over this period due to his motor vehicle accident and subsequent recovery.

TF has now been supplied with the documentation and will complete all the documentation related to the finances. AN can then move forward with the application.

**Contracts for WEC’s.**

AN explained the need for proper contracts for the WEC. Currently there is just a signature on the guidelines.

AN has been in contact with this lawyer was recommended by the AAE. Following on from the informal BOD meeting in Montreal, the lawyer advised that the contract will be valid in the state of Illinois. The costs involved and the contract to engage the lawyer were previously emailed to the BOD. The BOD present voted unanimously in favour of proceeding. The contract was signed by the President, Secretary and Treasurer.

**Secretariat.**

AN recommended that the BOD - consider seeking the services of a Secretariat for IFEA. This would allow for all IFEA business to be stored in and carried out from one location, without risk and will allow a seamless transition for new members of the executive. The injury to TF highlighted the risk of the current situation, where the treasurer is in total control of the finances, the secretary is in total control of the general business and membership, and the Office is managed by the Maggio’s. This situation puts IFEA at risk if one of these members of the Executive or Office managers suffers and acute illness or worse.

MW advised that the President needs to have access to all the bank details and accounts as well as the Treasurer. LK and TF to expedite this.

TF commented that the secretariat should be located in the USA as the bank accounts are located there. AN commented that this could be expensive.

GK advised that we may be able to utilize other countries’ secretariats to fullfill this role, however, MW pointed out that this is a risk that we could lose total control and we should not take this risk. MW gave the example of the AAE wanting to have more control of IFEA in the past.

PT advised that the IADT utilize the services of a Secretariat that is shared with other groups. All members of the BOD were happy for AN to reach out to the IADT secretariat and possibly one other one for comparison. AN advised he has some contacts with other groups and will investigate further.

**State of new Directors and Regents 2020-2022.**

The current Regents’s terms have not expired, so as long as there are no new nominations, the current Regents will be eligible to continue in their current roles. There will need to be a nomination for an Executive position opening to be discussed by the Executive and BOD prior to the next AGM in Chennai.

**IFEA Membership Application Form revision.**

May be required after the changes to the By-Laws, if approved.

**Website**

MW reported that he will retire from the website duties in 2020. The costs of the website are kindly covered by B&L Biotech (IFEA sponsors). GK was nominated by AN for this role. The BOD were in favour and GK gladly accepted.

**Discussion on Regions.**

Deferred to the next BOD meeting.

**Next meeting (AGM 2019)**

To be held at the WEC in Chennai, India, September, 2020.

Meeting Closed at 12.44pm.