**IFEA BOD meeting**

**Montreal**

**10 April 2019** 1.00pm – 5pm.

**Present**

Dr Luke Sung Kyo Kim (LK)

Dr Catherine Ricci (CR)

Dr Terry Fermakis (TF)

Dr Alan Nerwich (AN)

Dr Mark Wotzke (by phone) (MW)

Dr Elizabetta Cotti (EC)

Dr Ahmed Abdel Rahman Hashem (AH)

Dr Patrick Taylor (PT)

Dr Christine Berthold (CB)

Dr Gopi Krishna (GK)

**Apologies**

Dr Liliana Artaza

Dr Anil Kohli

Dr Ennio Rebellato

**By-Laws.**

In general, changes, as distributed prior, are good except:

1.iv English with a capital E

Delete list of dues paying members but add instead “approximate number of members”

2.i first line, delete “person” and replace with “of its current members”.

4.iii add “either” at the end of the sentence.

3. All in agreement with the concept that anyone nominated to the executive must have previous experience on the BOD or one of the committees. GK’s idea was to spell it out clearly so that there is no doubt. If there is no one prepared to nominate, then there is the nomination committee who can find another candidate to fill the role.

**Chennai Update.**

GK provided a full update on planning for the WEC 2020 including many confirmed speakers, and trade sponsorships. The registration portal is ready to go live. 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. In the process of finalizing the PCO contract and the insurances. The proposed PCO organizes all Indian government conferences and is highly experienced and trustworthy. A full budget was provided showing a profit of US$40K with 2000 attendees and highest level of costs. GK expects to have more attendees and can also cut costs if necessary.

Regarding the PCO, MW stated that the payments are too restrictive and that GK should negotiate more time allowable to pay.

*Discussion on insurance*

GK advised that delegates would need to have their own insurance, however, LK, AN and others agreed that the insurance needs to cover public liability insurance, which is critically important.

GK advised that the general insurance for losses is limited to US$600k which will mean that there is US$0 liability. MW recommended a 10% increase to US$660K as a precaution. Speaker non-appearance insurance was discussed, and GP advised that this is covered in the US$600K insurance. MW recommended that GK sign the insurance contract before the contract with the PCO

Discussed the registration fees/levels. There are 3 levels, being early bird, before June 30 and after June 30. CB recommended that the fee after June 30 should be significantly higher so that registrants are severely punished for a late registration, possibly an additional US$200-300.

The Visa requirement was discussed. Everyone needs a special Conference Visa to India, not a Tourist Visa. GK is organizing the necessary paperwork with 3 ministries and will supply the paperwork to all international attendees. Visa requirements will be stressed when registering for the conference.

GK discussed provision for other groups to have booths at the WEC in Chennai. The BOD is happy for GK to make the decisions on suitability. MW happy to check the previous generosity of the particular group to assist GK in the decision-making process.

**Education grant committee update.**

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

Currently, only Dr Mehmet from Turkey is on the committee. There should be a committee member from each region. A request to all the Regents to provide a member for this committee needs to be made, preferably an academic. The regents also need to promote this grant if appropriate. Everyone is happy with the guidelines as prepared by GK, so these can now become official and posted on the website.

**Insurances.**

AN explained the need for insurance for BOD members which is already recommended in the by-laws. The AAE has kindly supplied the name of an insurance broker and AN has been dealing with him already. The cover recommended was for US$1million, however, CB recommended that we increase the level of cover. AN to obtain quotes for US$1, 5 and 10 million.

CB also stressed the need for the cover to include Legal costs.

TF to supply all the financials as needed.

**Contracts for WEC’s**

AN explained the need for proper contracts for the WEC. These are now big events and legal contracts are needed. Currently there is just a signature on the guidelines.

AN explained that he is about to meet with an attorney who was kindly recommended by the AAE. Need to ascertain the costs involved and make sure that he has an office in Illinois where IFEA is registered and/or that the contract will be valid in that state.

**Treasurers report** **(TF)**

US$202,000.00 in Harris Bank, close to US$10,000.00 in BB&T bank.

TF to request profit share from owed from the WEC in Seoul (US$58K) to be deposited into the BB&T account.TF will investigate the most effective way of receiving the funds with regard to IFEA being a non-profit organization. TF will discuss all the issues with the accountant including the need to provide an invoice. AN advised the need for all the accounting to be perfectly to the book. Whatever is required, tax returns etc, need to be carried out. When received, the money will be deposited into the BB&T account which requires a balance of at least US$30K to avoid bank fees. Up to now the bank has not charged any bank fees even though there is only US$10K in the account. We may need to organize a new tax return as the income for the financial year will be over US$50K.

**Research committee (CB)**

CB hasn’t received emails from AN – perhaps going to spam, especially when all the BOD is copied in on the email. Decision was made that AN will email CB directly, members of the BOD approved of this.

One application received by AN in December. CB now has the application and will expedite the process as soon as possible.

CB clarified the process and amounts to be awarded. The amounts to be awarded will be dependent on the quality of the research project and will be determined by CB prior to presenting the decision to the BOD.

The BOD confirmed their acceptance of the new guidelines and application. MW will update the website accordingly.

**New Members**

Netherlands has applied for membership as per documentation sent to the BOD prior to the meeting. The BOD came to a decision not sign a privacy agreement as they requested. To allay their concerns, they will not be required to provide us with the details of all their members. They do, however, need to send us a copy of their constitution in English.

Other interested countries include the Czech Republic (EC), Vietnam (TF), Cambodia (AN) and Austria (AN), however, applications have not yet been received from these nations.

LK recommended that we invite non-member countries to the Annual General Assembly to encourage them to join IFEA.

**MOU with AOFCD**

LK agreed with AN’s comments, as distributed be email a few months ago, regarding this group. LK informed the BOD that this group is actually an offshoot of a mother-group in Europe. LK advised that the group is in its infancy and in the process of organizing its first meeting. The BOD opted to defer a decision on the acceptance of a MOU for the near future. This will be revisited once the group has had several conferences.

**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).

**Discussion on Regions.**

Deferred to the next BOD meeting.

**Next meeting (AGM 2019)**

To be held at the in Vienna.

CR advised that the conference organisers can only rent IFEA meeting space on a daily basis, at a cost of EU500.00 for the first day (BOD) and EU1800.00 for the second day. A decision made to hold the BOD and the AGM on the same day, the BOD meeting in the morning, followed by the AGM.

The preferred date is Thursday 12 September 2019. EC and CB advised that the Friday would not be suitable as this day is a major day of Congress. CR will confirm with the ESE organizing committee.