

Minutes IPS Board Meeting, Udine, 2016

Tuesday 27th September, 2016

1. Attendance

Chris Johnson (President), Allison McKendrick (Secretary), Mitch Dul (Treasurer), Michael Wall, David Henson, Paolo Brusini, Mark Zeppieri, Paul Artes, Linda Zangwill, Ted Garway-Heath, Aiko Iwase, Chota Matsumoto, Kazuhiza Sugiyama, Fritz Danheim

There were no apologies for the meeting.

2. Minutes of the 2014 meeting (New York)

The minutes of the 2014 IPS Board Meeting held in New York were tabled and accepted.

3. President's report

Prof Johnson noted his term as President is due to be completed at this meeting. Chris provided an update on the status of the website. The iPS website has been maintained for some time pro-bono by Trish Duffel. The current arrangement is not sustainable. There was general agreement from the board that the website needs upgrading to a more streamlined and contemporary look. Chris tabled a proposal from Jessica Bramow (IT, University of Iowa) who has offered to take over the IPS web site privately (outside of the Univ of Iowa setting). The quoted price for this work was \$500 to redesign and build the new website with a \$60 ongoing annual fee for website hosting. Specific updates will incur costs on an as-needs basis.

Decision: The board agreed to enlist the services of Jessica Bramow to update the iPS website.

4. Secretary's report

Prof McKendrick reported that the IPS has received and processed 7 new applications for membership since the New York meeting.

For the Udine meeting, a total of 62 abstracts were received: 10 poster preferred; 41 oral preferred, 11 no preference. Reviewing of the abstracts was conducted by 18 reviewers who each scored between 3-8 abstracts. All abstracts were reviewed by 2 people and a cumulative score given. All abstracts were deemed of acceptable standard for presentation at the meeting. The score did not influence the allocation of oral versus poster presentation, however, contributed to ranking for prizes and travel awards.

At time of abstract processing, there were 77 active members with paid dues. The IPS has another mailing list of approximately 100 members with unpaid dues. A discussion was held about the process of removing non-active members from the public list of members on the website. This will be reconsidered as part of the website rebuild, as it is unclear whether a publically available active list of members will be retained on the new website. It was noted

that a significant differential between the number of active paid members and listed members has been ongoing for the history of the IPS.

5. **Treasurer's report**

Prof Dul presented the attached report to the board. In summary, the balance at Sept 27th 2016 is \$US 92,520, up from \$US 61,570 at January 2014, primarily due to a surplus of 27,387 from the 2014 IPS New York meeting.

Mitch also reported that there is an additional US bank account for IPS which was set up by Richard Mills that is currently attracting monthly fees. The account appears to be a legacy from a past meeting held in the USA and is no longer required. Richard Mills is the only person who can close the account.

Action: Michael Wall to contact Richard Mills to assist with closure of the unnecessary IPS bank account.

6. **Report on current meeting (Udine)**

Dr Brusini and Dr Zeppieri provided a report on the status of the current meeting. The meeting received 109 registrations as of 27th September (prior to the commencement), and is likely to end with a balanced budget. Total income from registration is approximately Euro \$36K, with a further approximately Euro \$100K in sponsorship. The expenditure is currently budgeted at \$132K. The board commended the Udine team for their efforts in attracting significant sponsorship in a difficult climate.

Action: A full report on the meeting to be provided to the IPS board by Drs Brusini and Zeppieri after the conclusion of the meeting once accounts are finalised.

7. **Travel grants and Heidelberg Award**

There were 7 applications for the 6 travel grants. The travel grants were assessed by the Awards Committee (chaired by Dr Fritz Dannheim). The awardees were Nikki Rubinstein, Shindy Je, Lindsay Rountree, Jack Phu, Luke Saunders, Shuichiro Aoki.

The Board discussed the current travel grants, including eligibility, in addition to the Heidelberg Award. The following decisions were adopted:

Decision:

- To change the travel grants to also include registration for the meeting, and membership for the next 2 years as complementary, in addition to the \$1000 for travel expenses
- To clarify the wording of eligibility for the travel grants to include "up to 3 years of initial postdoctoral training".
- To promote the Heidelberg Award on the website, including promotion after the conference with photos of the awardees to be posted on the main IPS website.

8. Revision of constitution

It was noted that there are several areas of the current constitution that do not describe the current practice of the organisation. Specifically, at the 2014 meeting, a decision was made to remove the criteria to have applications for membership to receive 2 nominations from society members. This has already been enacted although official changes to the constitution have been overlooked. The regulations state that the dues shall be paid biannually but these have been annual for some time. The language of the constitution is very specific to perimetry despite the society being renamed the Imaging and Perimetry Society some years ago, and the language is also very gender specific (use of male pronoun). It was noted that any changes to the constitution require two months notice to be provided prior to a vote at a general business meeting.

Decision and Action: Allison McKendrick to edit the constitution with tracked changes and send this through to the Board for comment and discussion. After circular approval, the revised draft constitution will be circulated to the current financial general membership for voting to accept the changes via an online survey.

9. Board membership

The role of President was discussed as the term of the current president is completed. A nomination from the board for Chota Matsumoto as the next President will be tabled at the General Business Meeting.

Mitch Dul has been Treasurer for 4 years, so is due for term renewal. A nomination from the board for Mitch Dul for Treasurer will be tabled at the General Business Meeting.

A thankyou was noted to David Henson for his longstanding role on the board as Past Secretary, his term is now finished.

Michael Wall commented on the importance of the Standards Committee. Paul Artes was nominated and agreed to chair the Perimetry Standards Committee.

A decision was made for Michael Wall to co-chair the OPI committee with Andrew Turpin.

There will be 2 positions for members at large to be filled at the Business meeting. A general discussion was held regarding the need for board renewal and succession planning, in particular the benefit of recruiting younger members to the board.

10. Visibility of the IPS

A general discussion was held around strategies to improve the visibility of the IPS. The new website was seen as a key enabler for this effort. All board members were also encouraged to participate as advocates for the society, in particular in regard to ongoing promotion of the next meeting.

11. Opportunity fund

Chris Johnson reported that the opportunity fund was no longer a viable entity due to the complexity of legal arrangements involved in setting up such a fund.

12. Poster sessions at IPS meetings

A discussion regarding the format of the poster session was held. For the Udine meeting, the program has been arranged to have 3 minutes for each individual presentation and then the poster display. Further consideration of the poster format will be held after the Udine meeting.

13. Consideration of Honorary member: Enrico Gandolfo (PB) / Hans Bebie/ Doug Anderson.

The following honorary members were proposed: Hans Bebie, Doug Anderson, and Enrico Gandolfo (in memoriam). There was a general consensus that these are highly appropriate nominations.

Decision: The proposals for honorary memberships are to be formally nominated and voted at the General Business meeting.

14. Future meetings

The 2018 meeting will be held in Kanazawa, Japan hosted by Dr Iwase and Prof Sugiyama from May 9th to 12th 2017. Preparations for the Kanazawa meeting are progressing well. A powerpoint presentation regarding the planned venue and social program was presented by Prof Sugiyama.

A bid to host the 2020 meeting in San Francisco has been received from Prof John Flanagan. There was general consensus from the board that San Francisco would be a suitable venue for the next meeting which is due to be held in North America in 2020. A brief proposal will be presented to the General Business meeting.

The Board discussed the need for a “guide for hosting the IPS meeting” to be created and circulated to future meeting hosts to ensure continuity of organisational memory. A previous bullet point list had been created by Michael Wall but may need some updating.

Action: Michael Wall to circulate the current bullet point “meeting guide” to be updated by all current board members that have been recently involved in running meetings.

15. Sub committee reports

There was no significant activity to report from the sub-committees.