

2022 IPS Board Meeting, Berkeley, 2pm 10 August 2022

Minutes

1. Attendance and apologies

Chota Matsumoto (President, via Zoom), Allison McKendrick (Secretary), Mitch Dul (Treasurer), Michael Wall, Linda Zangwill, Aiko Iwase (via Zoom), Chris Johnson, Ryo Asaoko, John Flanagan, Tony Redmond, Andrew Turpin, Lyne Racette (via Zoom)

Apologies: Paul Artes, David (Ted) Garway-Heath

2. Minutes of the 2018 meeting (Kanazawa); 2021 Zoom meeting

Accepted as a true and accurate record.

3. Matters arising from the minutes

It was agreed that matters were to be covered in subsequent agenda items.

4. Final report from the 2018 Kanazawa meeting (Aiko Iwase)

A presentation regarding the final position of the 2018 Kanazawa meeting was tabled by Dr Aiko Iwase. The final registration count was 297, representing 14 countries. The meeting resulted in a nett profit of 700,000 Japanese Yen, which has been transferred to the IPS treasury. All present agreed that it was an excellent meeting.

5. President's report (Chota Matsumoto)

Professor Matsumoto apologised for being unable to attend the meeting in person at short notice due to COVID-19 and local hospital and Japanese government travel rules. He acknowledged the sad passing of 5 IPS members since the last meeting (Stephen Drance, Paul Spry, Franz Fankhauser, Richard Mills, Hans Bebie). The President passed on his thanks to the 2022 Berkeley meeting's local organising committee, recognising the very difficult circumstances of organising a meeting through 2020-2022 due to the COVID-19 pandemic.

The society is commencing a collaboration with ISCEV, led by Paul Artes, to work on a clinical guideline/standard for the full-field stimulus test.

The President thanked Tony Redmond for agreeing to be the host of the 2024 meeting (Cardiff), and acknowledged the Secretary for her work during the period between meetings.

6. Secretary's report (Allison McKendrick)

The Secretary reported that the IPS has received and processed 22 new applications for membership since the Kanazawa meeting. Due to the cancellation of the meeting in 2020, and then 2021 (COVID-19), membership applications were received in blocks prior to each of the scheduled but then cancelled symposium.

For the Berkeley meeting, a total of 53 abstracts were received. Reviewing of the abstracts was conducted by 14 reviewers who each scored between 6-7 abstracts. All abstracts were reviewed by two people and a cumulative score given. All abstracts were deemed of acceptable standard for presentation at the meeting. The score contributed to ranking for prizes and travel awards.

The annual call for dues was sent in November 2021. Uptake was slow, presumably due to uncertainty regarding the state of the COVID-19 pandemic and whether the 2022 Symposium would go ahead. The membership database has 191 contactable members.

7. Treasurer's report (Mitch Dul)

The IPS treasury current balance is approximately \$91,500, which has been relatively stable over the past 8 years. Since the last meeting, annual dues were moved to PayPal from RegOnline, which has been a simpler system with fewer issues.

A discussion ensued regarding the possibility of IPS becoming a registered "not-for-profit" organisation, which would have some benefits for future meetings held in the USA.

It was also noted that there is currently only a single signatory to the IPS bank accounts, which carries significant risk.

The Treasurer noted that he has been in the role for 10 years (including the 2 year, pandemic related extension), and that it would be best practice to appoint a new Treasurer at this time. Due to the location of the IPS bank accounts, it remains easiest if the Treasurer is based in the USA.

Action:

- that the outgoing treasurer is added as a second signatory to the IPS bank account
- that the pros and cons of being registered as a "not-for-profit" organisation be explored.

8. Travel grants and Heidelberg Award (Allison)

Travel grants were assessed by the awards committee: Paul Artes, Lyne Racette, Ryo Asaoka, Andrew Turpin according to prescribed criteria. Scoring is a composite of the "travel grant score" and the "abstract score". There were 13 grants received. Originally 8 grants were awarded, however, 4 of the applicants were unable to physically attend the meeting due to visa issues/COVID restrictions etc. Consequently, additional travel awards were awarded close to the meeting.

Final awardees: Riccardo Cheloni, Aoife Hunter, Bethany Higgins, Takashi Nishida, Stephen Kelly, Alireza Kamalipour, Peter Reddingius, Akihiko Sugino

Seven applications have been received for the Heidelberg Engineering Award. Selection occurs post presentations at the meeting. The selection committee was to consist of Ryo Asoaka, Andrew Turpin and Lyne Racette. Lyne has been unable to attend the meeting at short notice due to COVID-19 and so a third individual will be sought from the IPS membership to assist.

Agreed: Ryo Asoaka to approach Brad Fortune to join the Heidelberg Award selection panel.

9. Board membership and Office Bearers

As discussed during the 2021 IPS Board Zoom meeting, membership terms are a bit in flux because of an agreed 2-year hiatus. The board effectively extended everyone's term for 2 years, to keep replacement in sync with face-to-face meeting cycles and given COVID disruptions (this was emailed to all members on March 27th, 2021 to which there was no objection). Board vacancies are as follows:

- a) Mitch Dul has been Treasurer for 8+2 years, so will step down at this meeting;
- b) Ted Garway-Health has notified the Secretary that he will step down as Vice President at this meeting;
- c) Fritz Dannheim has retired, creating a vacancy for the role of Chair of the Awards Committee.

Taking into account the 2-year extension to office bearing positions, the other office bearers will come to end of their terms in office at: IPS 2024 Aiko Iwase as Vice President; IPS 2024 Allison McKendrick as Secretary; IPS 2026 Chota Matsumoto as President.

Allison McKendrick nominated Lyne Racette as Treasurer. Lyne accepted the nomination. **Endorsed** by all present as a candidate. The vote occurs at the upcoming General Business Meeting.

Andrew Turpin nominated Ryo Asoaka as Chair of the Awards Committee. Ryo accepted the nomination. Because this is a board nominated position, Ryo is appointed effective immediately.

Allison McKendrick nominated Mitch Dul as Vice-President. Mitch accepted the nomination. **Endorsed** by all present as a candidate. The vote occurs at the upcoming General Business Meeting.

The appointments above of Lyne Racette and Ryo Asoaka create two vacancies for "Members at Large". A discussion was held regarding possible candidates for these positions. The importance of selecting people who pay membership regularly, thus demonstrate a commitment to the IPS beyond occasional attendance was noted.

Action:

- Lyne Racette to be nominated for Treasurer, and Mitch Dul for Vice-President at the upcoming General Business meeting.

- All IPS Board members to consider and discuss with potential suitable candidates, the role of “member at large” to generate interest and nominations at the General Business Meeting.

10. Future meetings

Tony Redmond presented a comprehensive update from the UK team for the 2024 meeting. The board agreed that Cardiff looks like an excellent location for the 2024 meeting. Specific dates for the meeting are to be confirmed, however, likely to be in early August.

Mario Zulauf has indicated that he is interested in hosting the 2026 meeting in Switzerland. The IPS Board agreed that Switzerland would be suitable for the 2026 meeting but noted that efforts should be made to keep the meeting affordable. Some discussion was had regarding the best time of year, and the need to discuss the calendar widely to avoid major clashes with other international meetings.

2028 should be held in Asia/Australia in keeping with traditional meeting rotation. At this stage, no hosts have been identified.

Action:

- All IPS Board members to promote the Cardiff 2024 meeting
- Mario Zulauf to be thanked for his interest in hosting the 2026 meeting, and asked to present a brief proposal to the upcoming General Business Meeting.
- All members to enquire with suitable colleagues in the Asia-Pacific region about hosting the 2028 IPS meeting.

11. IPS website

The IPS website is currently hosted from the University of Iowa. The current arrangement seems suitable. A discussion was had regarding the need for a website “face lift”, with the consensus being that this was not urgent for now.

An action from the 2018 board meeting was to create a “History of the IPS” section on the website. This has not occurred due to other matters being time critical during the COVID-19 pandemic and really requires a “champion”. Aiko Iwase has compiled a list of all previous office bearers and award winners, and Chris Johnson has previously presented a lecture on the history of the association. These could be used to form the basis of the website content, but need some checking for accuracy prior to uploading.

Action:

- Fritz Dannheim to be contacted to ask whether he is available and interested in assisting with creating the “History of the IPS” website content.

12. Reports from sub-committees and discussion of future sub-committee priorities

Andrew Turpin presented a report on the Open Perimetry Initiative. The OPI is now being used at 23 sites internationally, and significant developments have occurred in the VisualFields Package. Linda Zangwill noted that it would be helpful for this work to be promoted to members in more detail.

The education committee has not been active during the COVID-19 pandemic period. It was agreed that perimetry education is very important, but a champion is required if this area is to be pushed forward. Consideration of this issue should be included in the nomination of members for the position of “Member at Large”.

13. Consideration of honorary members

Chris Johnson recommended that Fritz Dannheim be nominated at the upcoming General Business Meeting for honorary membership of the society. This recommendation was unanimously agreed.

14. Report on current meeting (IPS 2022 Berkeley)

Meeting hosts John Flanagan and Linda Zangwill provided a verbal report on the status of the current meeting. 92 registrations have been received and the meeting will be financially viable with a combination of sponsorship and registration fees. The meeting size has been deliberately kept small due to COVID-19 safety considerations, and the potential financial risk of booking a larger venue that might need short-notice cancellation due to pandemic related issues. A decision made early in the meeting planning phase was to have an entirely “in person” rather than hybrid meeting, however 6 talks will be presented via video recording due to international participants being unable to get visas in time (India) or national COVID travel restrictions (Japan).

Final registration numbers were as follows: 63 member attendees; 26 industry attendees; 9 guests. The program format included 4 keynote presentations, 49 presentations (7 of which were virtual), 3 industry sponsored presentations.

15. AOB

A discussion was held regarding how the society should keep records in the modern age of cloud storage etc. A decision was made to explore this further after the exploration of “not-for-profit” status, as this recognition may change cloud platforms that are available for this purpose.

Given the number of out-of-session items to be confirmed before the next face-to-face board meeting (2024), it was decided to hold a Zoom interim board meeting in 6 months.

Action: The Secretary to convene a Zoom board meeting in February 2023.

Meeting closed 4:34pm.

Summary of Actions required prior to next meeting	Responsible Person
Investigate Not-for-profit status for an international organisation and report to the Board including process, ongoing costs, audits, etc	Lyne Racette, Mitch Dul
Add second signatories to IPS accounts after appointment of new treasurer	Mitch Dul
Convene a Zoom-based Board meeting to discuss progress on NFP status, "history of IPS website" in 6 months (February 2023)	Allison McKendrick
Create a collaborative document to select dates without clashes for the 2026 meeting in Switzerland	Andrew Turpin
Call for 2028 meeting proposals at Business Meeting	Allison McKendrick
Update www site with new Board positions post General Business Meeting	Allison McKendrick
Create a scrap book for members to contribute history items	Andrew Turpin
Contact Fritz Dannheim regarding involvement in the IPS History project	Allison McKendrick