

EAFP Council meeting
Galway, Ireland, 10 April 2010

MINUTES

Attendants: Steve Feist (President), David Bruno (Vice president), José Garcia (Meetings secretary), Roy Palmer (Publications officer), Sven Bergmann (Treasurer), Lone Madsen (General Secretary)

The EAFP council met at the Galway Harbour Hotel in Galway, Ireland, 10 April 2010. The president chaired the meeting. The minutes of the council meeting held on 13 September 2009 were approved.

AGENDA

- 1) Council reports
- 2) 2011 Conference updates
- 3) 2013 conference bids
- 4) Fees 2011
- 5) Payment of membership fees by branch officers; deduction of bank charges and bank transfer
- 6) Online payment of membership fees
- 7) Circular on the EAFP
- 8) Senior membership of the EAFP (like student membership fee)
- 9) Sustaining members and their "advantages" as EAFP members: e.g. advert in the EAFP bulletin?
- 10) Conference abstracts published on the website?
- 11) Changes to the appearance and format of the Bulletin and EAFP logo
- 12) Change of printer – publication timeline
- 13) Bulletin and possible cooperation - Springer
- 14) Bulletin pdf's for the website
- 15) Storage system for old bulletins
- 16) EAFP council representatives at other conferences than the EAFP conference
- 17) Next council meeting – when and where?

1) **Council reports**

General Secretary:

Per April 1st 728 members have paid their membership fees, while response is still needed from 188 members (including final details from the branches Chile, Iceland, Japan and Russia). Compared to last year membership of 958 a decline in membership number is already visible. This decline seems primarily to involve regular members.

Action: The general secretary to check up on membership details (including the student status) within the next month. The general secretary to contact branch officers for information on why existing members leave and new members join the association before next council meeting.

Vice president:

The vice president reported on an average of 187 page views per day on the website. VP has been keeping website up-to-date for the last 6 months by adding announcements, bulletin contents and bulletin pdf's 1994-1996. The website has proved invaluable for conference abstract submission for the EAFP conference.

Action: Bulletin archive should be more prominent on the website. Need to be a link to membership page to encourage registration as members in order the access recent bulletin issues, which are not generally available online currently.

A draft proposal from the vice president is needed within a month on how members can access the newest issues of the bulletin (links etc. on the website) - how is the linking between pdf's of bulletin issues and membership possible?

Treasurer:

Currently the EAFP has two bank accounts, one in Norway and one in Germany for the bulk of the EAFP funds. According to Paul Midtlyng, former general secretary, the EAFP still has money on an account at VESO. It is planned that these funds shall be moved to the Norwegian account. When this has been done, the Norwegian account can be closed (earliest July 2010). Currently the treasurer has not had payment from some of the branches (Chile, Denmark, France, Iceland, Ireland, Japan), and he has had some payments from China, however the EAFP does not have any Chinese members, so this will need to be clarified.

Action: Uncertainties about some payments – these will be clarified between treasurer and general secretary within the next month. Clarify the money on the VESO account – contact Paul Midtlyng regarding this matter (will be done by the president, vice president, general secretary within a month).

Publications officer:

During the last 2½ years the current publications officer has dealt with 15 bulletin issues and 190 manuscripts. Annual manuscripts submission has gone up in 2009 to 60 (the same level as 2005). 56 % of submitted manuscripts are published - 34 % are rejected. Currently it takes approximately 6 months from submission of a manuscript to printing of the article. An additional subject editor

for parasitology has been found to deal with the large number of papers submitted on this topic. Subject editors for general histopathology and toxicology are needed although the president and vice president agreed to help.

Meetings secretary:

The meetings secretary went through the proposal sent by Ivona Mladineo (head of the local organizing committee for the Split conference 2011) just before the council meeting

2) **2011 Conference updates**

The information sent from the local organizing committee shortly before the council meeting was discussed.

Action: Every council member to go through the budget and sent additional comments to the meetings secretary by next week. The meetings secretary to contact the head of the local organizing committee and go through budget – comment on what is needed, what can be excluded, what is missing. A new budget needs to be signed at the latest in July.

3) **2013 conference bids**

The EAFP had received 6 bids for conference venues, all very strong bids. The council acknowledges the interest shown in hosting future EAFP conferences. The council discussed the bids. The criteria used for evaluating the bids were accessibility, venue (including if the EAFP conference has been hosted in the member country before), finance and organization qualifications. Two of the bids had the highest scores, and it was decided to propose to one of these bids to host the 2013 conference and the other bid the 2015 conference.

Action: Publications officer to draft a letter for the proposals selected for 2013 and 2015 and another for those which were unsuccessful – within a month.

4) **Fees 2011**

Deferred to the next council meeting.

5) **Payment of membership fees by branch officers; deduction of bank charges and bank transfer**

This point was raised as there seems to have been different ways of doing this from branch to branch. It was decided unanimously by the council that branch officers can deduct bank account charges as well as bank transfer fee, before they transfer their annual payment to the EAFP but must provide evidence of the

charges incurred. Branch officers shall always aim at keeping bank fees as well as transfer fees as low as possible.

Action: General secretary to draft a letter within a month for branch officers concerning the above mentioned decisions by the council and send out to the rest of the council for comments before it is send out to all branch officers.

6) Online payment of membership fees

The vice president had between council meetings forwarded an email from a company doing online payment solutions. This was discussed. It was decided that more information was needed before any decision on this subject could be made, e.g. in what format information on payment will be sent, as online payment shall not end up with creating more work concerning membership fee payment and update on payment, than there currently is.

Action: The vice president to ask questions for the company concerning direct data delivery of who has paid – within a month.

7) Circular on the EAFP

There is a need for a circular on the EAFP in the efforts of getting new members of all categories for the EAFP.

Action: The president to take the lead – within 3 months a draft will be sent to the vice president for comments.

8) Senior membership of the EAFP (like student membership)

The possibility of having another membership category had been raised by one of the EAFP members and it was discussed by the council. It was decided that the membership rate for regular are already quite low and for logistic reasons it was decided not to have another category of members.

Action: The general secretary to respond to the enquiry.

9) Sustaining members and their “advantages” as EAFP members: e.g. advert in the EAFP bulletin

This point was discussed.

Action: The president to draft a letter within two months for all sustaining members asking them what they want of the EAFP and ask them about the possibility of getting an advert in the EAFP bulletin. All council members to suggest possible companies to approach with respect to becoming new sustaining members of the EAFP. The meeting secretary to take this forward

10) Conference abstracts published on the website?

It was suggested that these could be placed on the member's only site 6 months after the conference.

Action: The meetings secretary to approach the conference organizer from Prague and request a pdf file of the abstracts book from the 2009 EAFP conference (which was promised) – before the next council meeting.

11) **Changes to the appearance and format of the Bulletin and EAFP logo**

This point was discussed – it has already earlier been decided that the EAFP logo will be kept as it is. Concerning the Bulletin it is agreed that a full colour is needed instead of the current appearance.

Action: The president to seek suggestions for possible designs for consideration by the council before the next meeting.

12) **Change of printer – publication timeline**

The publications officer had approached several printers without finding any realistic alternatives. This agenda point is closely connected with the former, so it will be necessary to ask for prices for full colour printing.

Action: The publications officer to ask Albion press for printing in full colour as well as different formats of the journal. The president to approach other printers with the same questions. This action should be done before the next council meeting.

13) **Bulletin and possible cooperation – Springer**

A proposal from Springer was discussed. On agreement by all council members it was decided to decline the offer by the time being.

Action: The publications officer to contact Springer and decline the offer for the time being. The publications officer to contact other small associations that are currently having this agreement with Springer and hear what their advantages/disadvantages have been (e.g. membership effects) – before the next council meeting.

14) **Bulletin pdf's for the website**

There are still some of the bulletin issues missing at the bulletin archive on the website.

Action: The president as well as the treasurer to deliver the pdf's of the missing bulletin issues for the website within the next month. The vice president will upload the pdf's.

15) **Storage system for old bulletins**

The vice president informed the rest of the council that he was not able to store as many copies of each bulletin issue as has been done up till now. It was decided that only a few numbers of each issue shall be stored.

Action: The vice president only to keep a few of each bulletin issue.

16) EAFP council representatives at other conferences than the EAFP conference

It will be dealt with on a case by case basis.

17) Next council meeting – when and where?

Meeting on 16th October 2010 in Aberdeen

April 2010
General Secretary