

## **Minutes of Council meeting held at the SAS Radisson Falkoner Hotel, Fredericksberg, Copenhagen, 17-18<sup>th</sup> April 2004**

Present: David Alderman, David Bruno, Brit Hjeltnes, Ellen Ariel, Paul Midtlyng, Francesc Padros, Maura Hiney

The President opened the meeting at 09:00 and welcomed the EAFP Council.

### **Copenhagen meeting September 2005**

Inger Dalsgård, Lone Madsen and Kurt Buchmann joined the meeting and will form (with Jens Laurits Larsen) the local organising committee (LO) for the 2005 meeting in Copenhagen.

The council agreed that the committee should remain small but were happy to have co-opted people to assist as necessary. Inger also informed the Council of the support of the Danish Institute for Fisheries Research for the Conference.

The local organising committee were informed that the EAFP would take responsibility for any conference overspend, although the local committee would be responsible for keeping costs within an agreed budget. In any case, unplanned expenses should be agreed with the Council in advance.

A memorandum of understanding will be issued to the local committee. It was agreed to appoint DIS as the local agent.

A representative from the SAS Radisson Falkoner hotel conference centre and another from DIS joined the council meeting at 11am and provided a tour of the conference facilities. We agreed in principle to hiring the whole of the conference centre, since an attractive discount package was offered. The hotel proposed a package that would include lunches and audio visual equipment. The cost included one AV technician, the Council with the LO committee will discuss if extra staff are necessary.

The lobby could be used for registration, the Falconer auditorium for the poster session and the Falconer Hall for plenary and large sessions. Additional rooms would be used for parallel sessions. Requests for additional rooms for other meetings outside of the Conference period and not organised directly by the EAFP will be charged directly to the organisers of such meetings by the hotel and paid for before use. The MS will encourage people to book meeting rooms early.

DIS presented a provisional budget and prices for other hotels, and a formal agreement document for the 2005 conference. The Council to prepare comments. To reduce costs of the conference the council will review the level of support for keynote speakers.

A provisional programme for the Study Tour included a study visit to a trout farm. The proposed social programme includes a visit to Tivoli Gardens on the 13<sup>th</sup> September. Inger suggested that the welcome reception could be held on Sunday at the University building with the Civic reception in the City Hall (Tuesday) and the banquet on Thursday.

The Council agreed to set the break-even point for conference costs of 400 delegates for the 2005 conference. All payments will be in DKK

The provision of photocopying facilities at previous conferences have been high. The conference the centre's business unit can provide a copying facility, but only Council and LO approving costs can be charged to the conference. The MS will encourage individuals to bring sufficient copies of required paperwork to help reduce this high cost. Council and DIS explored the possibility of sending the presentations to the AV team in advance. The coffee break budget might include only coffee and tea. The Council asked that water or soft drinks should be available. Complementary food and beverages for these breaks could also be funded through sponsorship.

The LO indicated that there was support for a Danish theme for one session within the scientific programme which the council could take forward. LO will indicate whom they might invite to attend (minister?) Inger will respond.

The council agreed that we would not provide extra facilities for delegates to check personal emails, an Internet Café facility being available in the lobby and internet connections are available in the conference hotel rooms.

The LO will prepare a budget estimate for the local logo.

The first announcement will be drafted for the June bulletin. EA to prepare.

FP raised the idea of having 'special keynotes' or 'guest lectures' devoted to topics such as other marine animals (mammals, reptiles) or other topics (safety and fish) that normally are not included as main sections in the programme, but might be welcome to most of the delegates. Other provisional topics for 2005 might include a session on cetacean pathology, zoonosis and effects of pollution.

The histopathology workshop was provisionally planned for the 17<sup>th</sup> September pm (12-6) within the University. DB will confirm at a later date.

### **Minutes**

The VP offered to help draft future minutes with MS. The council agreed that the minutes will be placed on the web and a note placed in the bulletin to say they available. The VP suggested that some of the preparation of the minutes could be organised beforehand. We agreed the minutes from the meeting represent the notes on issues discussed but also that it would help in constructing the minutes to have reports from council members submitted electronically.

### **President report**

The sturgeon workshop (from Rhodes conference) will be published by FAO as a CD, and it was hoped the EAFP logo will be added to the cover. DA to confirm. Copies could be made available to all members if funds were available. The president will remind Council to book their flights early for all Council meetings.

### **Malta conference**

The success of the conference was agreed but the final budget with Intertravel had some outstanding issues. We agreed that there should be a request for an immediate refund of the deposit paid by the EAFP to secure the hotel rooms. In addition there should be a refund of all monies not agreed as part of the deal with the agents. Paul will scan and circulate our memorandum of understanding to council for comment.

### **Grado conference 2007**

FP presented his findings on the 2007 conference facilities. The council were informed that the meeting rooms were suitable for our requirements. The MS will inform the LO in Grado that they must not enter into any formal agreement with any agency until this is cleared with Council, probably in 2006.

### **Bulletin**

EA has received 71 manuscripts between October 03-March 04 and has found the work load high. It was suggested that papers are divided so those of direct interest and from EAFP members have priority, although papers are welcome from any scientist. There had been problems with the compatibility of files in Denmark and the UK and postal charges were increasing. DA to prepare a short note on the costs of the bulletin plus a budget option for the future.

### **Financial report**

BH provided a short report on the financial situation, which remains healthy.

The meeting was closed at 7pm

Present on 18<sup>th</sup> April: David Alderman, David Bruno, Ellen Ariel, Francesc Padros, Brit Hjeltnes (to 10:00)

### **General secretary report (received by email)**

Three branches (Chile, Iceland and Malta) appear not to have paid to date, whereas other branches had failed to inform the GS.

25 branches have provided their membership update for 2004 and another handful have paid but not yet updated their membership lists. Gen. Sec. will chase information for update of the member list. Out of the large branches, only Chile is still missing, but the Chile BO has reported that collection of fees is on-going. Paul will send a reminder to delayed branch officers, warning that the distribution of the Bulletin will be stopped after Issue 2 for those branches and members that have not paid their 2004 fee.

As of date, 62 members have left the EAFP since the Malta conference, whereas we have 37 new members. This represents a normal pattern following conference years. The total membership count as of date is 1197, which means that we likely again will reach 1200 by the year ending.

### **Members Handbook**

A provisional timetable for the 2004 handbook was agreed. The membership codes are currently not used and we agreed to remove them.

Action: Maura to change the membership form on the web

Paul to email branch officers with current membership records and advise on changes by mid May.

David B to check and update the history of the EAFP and to circulate to Council for comment

Files should be with Stewart ideally for printing in time for mailing with issue 3 (June).

Ellen to notify Stewart that we are planning a handbook this year.

DA and DB will proof read the handbook as necessary.

Paul to inform BO's that the membership codes are no longer used.

### **Printed conference abstracts v CD for 2005**

Following discussion it was agreed that the option of adding the abstracts to a CD for distribution at the conference represents a cheaper option than the current A4 book. In addition there was an advantage in terms of weight for members to carry. Overall it was agreed that we might offer the CD for all members and the handbook at cost. This decision is pending. Inger will provide more detail on the printing costs and CD costs and the savings that might be made. Another possible change can be to reduce the shape of the book of abstracts, as well as the characters and add two or three abstracts per page. To be discussed with LO.

### **Web advisor**

It was agreed to formally propose a change to the EAFP statutes in 2005. If this is agreed by the General Assembly at the conference then a new council post of EAFP web advisor will commence at that point. The normal cycle of elections will cover President, Treasurer and Meetings Secretary in September 2005.

### **Meetings secretary**

FP informed the Council that he might not stand for election in September 2005.

### **Date of next meeting**

After discussion it was agreed that the EAS meeting in Barcelona was too close to the April meeting and too far away from the Copenhagen Conference to be a suitable time for the next Council meeting, since we had agreed to combine the autumn and spring meeting to reduce costs. Looking at possible sites the concept of holding the next Council meeting in Prague in early December 2004 was agreed. VP will contact Iva Dykova to discuss this possibility and arrange a suitable venue.

The meeting was closed at 11am