

EAFP Council Meeting

11th September 2005, Fredericksberg, Copenhagen

Agenda

Present : David Alderman (President), David Bruno (Vice President), Francesc Padros (Meetings Secretary), Paul Midtlyng (General Secretary), Brit Hjeltnes (Treasurer), Maura Hiney (co-opted as web advisor), Steve Feist (new Meetings Secretary), Sven Bergmann (new Treasurer)

The President opened the meeting at 0940 and welcomed the new council members, Sven Bergmann and Steve Feist. The outgoing council members Brit Hjeltnes and Francesc Padros were thanked for their hard work during the last 4 years.

1. Minutes of previous meeting
2. Matters arising

Points requiring action will be dealt with under the current agenda. The general secretary asked if the budget for 2006 could be included.

3. Council Officers Reports

a. Meetings Secretary.

Second announcement was circulated with minor changes, including changes to the date of the histopathology workshop (17th September).

Scientific structure of conference – The electronic submission of manuscripts was successful with considerable saving in postage costs. The meetings secretary reported that he had received little comment regarding the scientific structure of the conference and slow feedback from referees.

Action: A scientific committee would be formed for Grado, and organised by the meetings secretary. This will comprise meetings secretary as chairperson, up to 3 local organisers, 2-3 other EAFP members (which can be council members). Guidelines will be drafted by the meetings secretary with the following terms of reference: establish criteria for grouping abstracts, arrange review of submitted abstracts, develop structure of conference (subjects), decide on oral / poster presentations, identify chairpersons, identify and contact keynote speakers, inform participants and develop new guidelines for workshop organisers. It was proposed that the scientific committee could be combined with the (proposed) editorial board, this was not discussed further. The costs of the scientific committee will be included in the conference budget.

Meetings secretary received 25% of presentations between January - April, late submission were refused 2 weeks after the given deadline. Only 4 keynotes speakers were included in the programme. Around 200 oral papers had been accepted, 280 posters.

Action: Agreed to reduce the number of oral sessions in 2007 to approximately 150, as a consequence the number of posters will be expected to reach 330.

Workshops - Workshop organisers will be given clear guidelines as it was apparent some had resulted in a collection of papers (see above).

Action: Meetings secretary to draft guidelines.

Study visit – after discussion, it was agreed to continue with the study tour on the Friday after the formal conference.

Keynote papers – 4 keynote papers will be published in the bulletin assuming deadlines are met. Workshop reports printed in the bulletin will be limited in length.

Action: Publications officer will liaise with keynotes and advise on deadlines.

Programme books – discussed options for and against printing the programme abstracts or making abstracts available on a CD. Overall the retention of the printed books was recommended.

Action: Meetings Secretary to take this option forward for 2007.

b. Treasurer

The finances up to end 2004 were reviewed. Income was identified as static. We agreed to continue to use the Norwegian Banks for EAFP accounts for this financial year. The meetings secretary asked for a breakdown of the bulletin expenses.

Action: Council requested additional information to present at the General Assembly, Treasurer to provide a breakdown of Bulletin expenses to council. A professional audit was recommended for the future (Treasurer to action)

c. General Secretary

The current membership number is 1105. The General Secretary noted membership had declined slightly since 2003.

d. Publications Officer

Publication officer received 89 papers for the bulletin in 2004, 25% were rejected often due to language difficulties. Approximately 40 manuscripts are in progress at any one time. The number of papers published in issues 1-4 for 2005 are 7, 6, 6 and 8 respectively. The publication officer identified that her secretary was occupied for 6 days per month with the bulletin, the cost was 21700 Euro. The publication officer's time amounted to 11900 Euro over the same time period. After discussion it was agreed to allocate 10000 Euro to allow the publication officer to employ somebody to cover her secretary's time that she spent on the bulletin. This cost will be met from current funds.

Action: Review of expenditure to be carried forward and discussed at next Council meeting.

Bulletin. The council suggested that papers longer than 6 pages are directed to an alternative journal, although the aim is to maintain flexibility.

Action: Publication Officer to redraft the guidelines regarding submission.

Editorial board. A specific editorial board will be formed comprising publication officer president, vice president and general secretary, although all council are expected to have editorial responsibility with regard to refereeing papers.

Action: Publication Officer to draft terms of reference.

e. Vice President and President.

The reports from the President and Vice President were combined. They included, roles as chairman, preparing agendas, dealing with some of the correspondence, preparation of minutes, organisation of the student awards for the conference and maintaining contact with council.

4. Conference:

- a. Branch officer awards – awards were agreed for the Canadian and Swedish branch officers. Signed certificates will be presented during the banquet.
- b. Poster award team – Schering-Plough offered to sponsor this award, after discussion it was agreed to divide the money and make 5 awards. The following will be invited to select the winning posters, Peter Smith, Inger Dalsgaard, representative from Schering-Plough and one other.

Action: President will acknowledge this support and present awards at the banquet.

5. Publications

HJ Schlotfeldt has offered to proof read a new version of 'What Shall I do, freshwater version. A completely new version was proposed but would be subject to funding.

Action: President to discuss this with HJ Schlotfeldt and the opportunities for funding. The Vice President was asked to assist.

6. EAFP statutes.

The statutes have been in place since 1979 with the aim of retaining flexibility without overburdening the organisation with bureaucracy. Members were asked to comment on some provisional changes and comments were received from 3 members. Following discussion we have agreed that a group will be formed to consider if the current statutes and operational procedures should be revised.

Action: A committee comprising HJ Schlotfeldt, Inger Dalsgaard and Barry Hill were agreed. Two other members will be approached. They will consider the current statutes and report their comments to the spring Council meeting in 2007. It was agreed that no funding could be provided for meetings etc.

7. Web publication.

The possibilities of using the web to publish the Bulletin were discussed. Overall it was agreed that we will not publish an electronic version of the bulletin but will review this in the future and will seek members views.

8. Electronic payments. Discussed options for electronic payments of fees, maintaining a secure on line database of membership details with the aim of reducing costs. Credit card payments were available, generally for people joining mid year.

Action: president, treasurer, publication officer and web advisor to investigate how this might be achieved.

9. EAFP handbook. Discussed the biannual publication of the EAFP handbook. We agreed that this was useful for members but we did not conclude if we are printing a new version in 2006?

Action: council to make final decision at next council meeting

10. Membership fees. The General Secretary proposed an increase in membership fees. After discussion this was rejected for the coming year.

Action: General Secretary to advise branch officers regarding fee collection for 2006 in October 2005.

11. Problem Branch Officers

A review of all branch officers was completed; one branch officer has performed badly over several years with late payments.

Action: President and General Secretary will invite the individual to resign.

12. Membership database, status, problems

13. Matters for General Assembly

Reports will be given by Treasurer, Meetings Secretary, General Secretary and Publications Officer.

The President will discuss the forward look review of the EAFP with regard to the Bulletin and the revision of the statutes.

EAFP members will be informed of the financial loss incurred following the Malta conference.

14. Council Membership – members to take action to identify and talk to potential candidates

15. Any other business – Publicity leaflet - an amended leaflet was circulated.

Action: president will update and circulate file to Council and branch officers. It was proposed that the branch officers are identified by country and email to save space.

General Secretary suggested we arrange some ‘phone meetings’ to discuss council issues. See minutes of 17th September.

Histopathology CD – council agreed to fund the production and distribution of the CD from the histopathology workshop for 2005.

Date and location of next meetings

A Council meeting will take place in Grado 20-23 April 2006, Maura was asked to attend.

Action: the meetings secretary will discuss with local organisers to confirm dates.

A Council meeting is planned probably after the OIE conference in Bergen 4-7 September 2006.

Action: President to confirm dates when the conference programme has been announced.

A council meeting will take place in April / May 2007 at which the report from the “Forward look” committee will be considered.

The council will visit the Prague conference site in spring 2008.

EAFP 2009 conference planning meeting

Monday 12th September 2005, Fredericksberg, Copenhagen, 1230

Present: David Alderman (President), David Bruno (vice president), Francesc Padros (meetings secretary), Paul Midtlyng (general secretary), Steve Feist (new meetings secretary) and Iva Dykova

Purpose: Review the proposal from the Czech Republic for the 2009 conference to be held in Prague. After discussion it was agreed to formally accept the proposal. Iva was thanked for her work in preparing the proposal.

Action: Iva will provide information on a second option regarding hotel / location at the next council meeting with some more information regarding costs.

1.

EAFP General Assembly

Thursday 15th September 2005, Fredericksberg, Copenhagen, 1600 pm

The general assembly was attended by approximately 50 members. Reports were presented by Meetings Secretary, General Secretary and Treasurer. The details of these reports are provided in the Council minutes of 11th September.

Treasurers report. Barry Hill noted the balance was healthy, and asked if an increase in membership fees could be considered. Diane Elliott commented that the transfer of funds electronically was expensive.

Publication officer's report. Barry Hill enquired if we could move back to rapid communication of articles with preliminary investigations with a 4 page limit and not become a second rate journal. The President replied that the news and views section where these articles could be placed was not used by members.

Action: The council have recommended a 6 page limit and the Publication Officer is currently introducing further changes which are detailed in the Council minutes of 11th September.

Eric Hudson suggested an electronic version of the bulletin. This is already under investigation by the Publication Officer. The President reported that the Council has agreed to pay for some assistance with Bulletin editorial work and will be looking at all costs including an on line journal. The current feedback suggests the printed journal is preferred.

Guiseppe Bovo asked for 'fast tools' for communication.

Olga Haenen requested more review of the EAFP bulletin. The President summarised that the Bulletin and web were our two main areas for communication.

EAFP statutes. The council have agreed for a group to look at the statutes and consider if they should be revised. The president reminded members that the statutes were 26 years old and had served us well. Three members were identified during the council meeting of the 11 September. Additional people will be asked to help. Neils Olesen asked if junior members could participate. The membership were asked to vote if they wanted to wait for this review or consider the proposed changes for the Statutes already identified to be discussed, the vote was 27 to 2 to wait the review from this group.

Malta Conference. The General Secretary informed the members of the current situation regarding the finances of the conference budget which followed by the death of Zarco Peric and the financial difficulties that occurred with the local agency. Legal advice indicates that we may not win a court case in Malta to recover the conference profit and therefore at this stage we will not pursue the claim.

EAFP Council Meeting

Saturday 17th September 2005, Fredericksberg, Copenhagen, 08:30am

Present : David Alderman (President), David Bruno (Vice President), Paul Midtlyng (General Secretary), Steve Feist (Meetings Secretary), Sven Bergmann (Treasurer)

Agenda

PANDA. This item was an addition to the prepared agenda. Barry Hill attended the council meeting from 0830-0915 and asked the council to consider how the EAFP and PANDA could work together. The discussion covered; areas that might be funded by EU at the end of the 3 year support, how the membership might benefit from networking with PANDA, the numbers registered with PANDA (220) and a comment that the EAFP database had apparently been used despite our policy of not releasing members information.

The President commented that we have a link to the PANDA web site. The treasurer noted that PANDA gives advice, and the EAFP does not.

2. Matters arising from previous meeting (11/9/05)

3. Matters arising from General Assembly

Vice president suggested we consider a different forum for the General Assembly.

Action: Meetings Secretary will consider possibilities for Grado. We agreed to publish an agenda before the General Assembly.

4. Treasurers report. We agreed to move to Microsoft Money to facilitate itemised reporting of the EAFP accounts. We also agreed that the retiring Treasurer will finalise the conference budget and the new treasurer will take over next year. The accounts for 2006 would be made available on the EAFP web site, reviewed in April and submitted for approval at the next General Assembly.

5. Phone conference. Difficulties in answering emails were identified by some council members (11 September) when regularly out of their office.

Action: We agreed that relevant council members should receive circulating emails, and we would hold a phone conference every second month (hosted by VESO). The General Secretary will prepare a timetable and circulate points for discussion beforehand.

6. EAFP statutes. The group considering the statute review will be given Terms of reference.

Action: General Secretary to consider the points discussed during the council meeting from 11 September, draft Terms of Reference and circulate to council for discussion (phone conference). Ruth Kongtorp had agreed to assist with this group. The council suggested she acts as chairperson. The General Secretary will check if this is acceptable, a reserve member of this group was identified.

7. Copenhagen conference

Francesc Padros was thanked again for a successful conference.

Feedback from members after the conference was very good.

See comments carried forward to Grado conference

The General Secretary will write to DIS formally thanking them for their work after the final budget has been received.

8. Any other business

The points raised by Barry Hill (PANDA) were briefly discussed. We agreed that we would continue to have a link to their web site.

Grado conference. We agreed to continue with a study visit but might move to a half day.

Action: to be discussed during spring meeting.

Our standard contract will be discussed with the local agency.

Action: point for General Secretary

It was requested by some members that transport from Venice to Grado should be organised.

The council agreed to consider the practicalities of providing one or two bus pick ups before and after the conference.

Action: Meetings Secretary

Council will allow 2 days for council business in Grado.

Histopathology workshop. This will be organised for the Saturday following the conference.

Poster awards team will be appointed before the conference

Reduce the poster session time slightly as we expect lunch to be provided in the poster area

Feedback from members after the conference was very good.

Maintain lunch with poster session

Provide clearer information if there were room changes within the programme.

Increase name size on badges

Several T shirt requests were received

Ensure members know that lunch is provided

Editorial board. One additional member was proposed to cover Parasitology.

The meeting was concluded at 10:45