

EAFP Council meeting. Grado, 22-23 April 2006.

Preset: David Alderman (President), Maura Hiney (co-opted as Web Advisor), David Bruno (vice president), Steve Feist (Meetings Secretary), Ellen Ariel (Publications Officer), Paul Midtlyng (General Secretary), Sven Bergmann (Treasurer). Marco Galeotti (Chair Local Organising Committee) and Newteam (Conference Organiser Company) (22nd only).

The President opened the meeting at 0915 and welcomed Marco Galeotti as Chair of the local organising committee (LOC) for the EAFP 2007 Conference in Grado to the meeting.

- 1) The structure of the opening session of the EAFP Conference was discussed.

The local organising committee (LOC) was appointed, led by Prof. Marco Galeotti.

Conference dates were confirmed for 17-21 September 2007. The histopathology workshop will be held during Saturday 22 September at the Conference venue. Evening visit options and additional tours are to be proposed by the LOC and Newteam. The LOC will act on behalf of the EAFP in negotiations with Newteam but decisions requiring funding beyond set budgets will be referred to the EAFP Council.

- 2) Discussions with Newteam on the draft agreement were held and suggestions for additional options for standard services were considered. Newteam are to be responsible for ensuring that technical facilities are in place for the conference venue. A website link between EAFP and Newteam will be established in order to facilitate registration. Conference logo and graphic design will be the responsibility of the LOC. The Meetings Secretary will provide a list of responsibilities and timetable for LOC.

A conference scientific committee to include LOC members MG GB (virology) and P Beraldo (bacteriology) were appointed. Further members will be appointed as required to ensure coverage of the main scientific disciplines.

- 3) The Grado Conference Centre visit and other facilities were visited and were deemed to be acceptable for the requirements of the conference. The LOC will develop a more detailed plan for poster displays in relation to lunch and coffee. Options and costs for video link from small meeting room(s) to display elsewhere are to be provided by the LOC. Audio visual company options are to be provided by the LOC. Options for additional space for poster display will be investigated.

Villa Romano was found to be an excellent venue for the banquet. The LOC are to confirm that facilities are in place to accommodate up to 300 persons. The proposed

civic reception venue (ca'Tullo vinery) was also ideal for purpose and the LOC will investigate sponsorship to support this event.

The Council agreed to provide support for up to 10 students. This will include conference registration, accommodation and the banquet. Applicants must be EAFP members from 2006 or earlier. It was also agreed that Keynote presenters will receive support for conference registration and banquet. Cost recovery will be based on 400 paying participants.

4) General Secretary's report.

Communications from members on the Statutes and members handbook have been received and it was agreed that a statutes committee be established in order to review and update as appropriate with recommendations to be considered by the EAFP Council at the Spring 2007 Council meeting.

Approximately 700 members currently paid up. An additional 310 yet to pay via branch officers – have been contacted. 30 new members have joined the Association.

There have been requests for 'What should I do?' and Histopathology Workshop CD's. Regarding 'What should I do?', printing costs for the original edition were provided by the EU. It was proposed that a project group be established, to identify potential funding sources. EAFP funds will be made available to initiate this process. Update existing information and introduce new sections on cyprinid diseases. It was proposed that the head of the project group approach the Commission on behalf of the EAFP Council to enquire about similar support from the Commission for the updated booklet.

5) Treasurers Report

There are problems with accessing the account following the transfer of responsibility to the current Treasurer. Transfer of the EAFP account from Bergen to Germany (in Euro) is proposed. Electronic re-imburement of expenses is working successfully. Internet connection costs and subscription for the treasurer to be supported in part by the EAFP.

The Treasurer provided an update of the current financial situation including a summary of the final accounts for the 2005 conference.

7) Meeting Secretary's report.

As a potential venue for the 2009 EAFP Conference in Prague, the Hotel Pyrimida and Congress Centre were visited. Indicative costs for the Congress Centre are to

be requested and possibilities for alternative venues will also be investigated in liaison with the LOC.

8) Publication Officer's Report.

41 submissions in last 6 months. Approximately 50% accepted. A difference between the types of contribution in the Bulletin and papers presented at the EAFP Conference has been noted, with a majority of parasitology and bacteriology reports being submitted. A system of subject editors has been established to good effect. Their input is gratefully acknowledged and it was suggested that additional subject editors might be appointed for parasitology and bacteriology papers in particular. Additional financial support for editorial technical support was agreed.

9) President and Vice President's reports.

Statutes review: The President tabled a draft letter for the members of the statutes committee to consider. The Council agreed to provide financial support for a single days meeting (possibly Copenhagen). The committee are to decide on when best to meet during the revision process. The Chair of the group should attend the EAFP Council meeting in Spring 2007.

10) Members Handbook

Hard copy update to be produced for 2006 (full details). It was agreed that this will be the last hard copy to be produced. The intention is to provide member contact information (without postal address) electronically by 2008. The General Secretary will liaise with D. Alderman and H. –J. Schlotfeldt for the updating of membership details with the aim to distribute the handbook with a forthcoming. Costs for this will be allocated from EAFP funds.

11) EAFP Leaflets and Website.

The leaflet has been updated. It was agreed that present administration systems for membership, website etc need updated. M. Hiney agreed to chair a project group (P. Midtlyng, E. Ariel, S. Bergmann and Nacho de Blas as members) to make proposals with a target implementation date for 1st stage in time for 1 January 2007.

It was agreed that the 'News and Views' section will be retained in the Bulletin but should also be included with additional items such as meetings announcements, reports and obituaries on the website.

12) Any other business.

Next meeting scheduled for 3rd October at a venue to be arranged close to Heathrow airport.

The meeting closed at 1800.

S W Feist
EAFP Meetings Secretary

Action points

Action point. MG to advise on introductory presentation. Invite sponsors, Head of veterinary service etc. Decide those to invite for opening session, reception and Conference dinner. Single presentation at opening ceremony.

Action point. PM to provide written confirmation.

Action point. SWF to provide abstracts as pdf file and develop the programme. Newteam to arrange the printing. Deadlines provided by Newteam for provision of these. LOC to take responsibility for organising packing of conference bags.

(Action point. SWF to provide Newteam with previous registration documents for information).

Action point. Newteam to revise list of services required, confirm with the EAFP council and develop budget accordingly. This should include an itemised listing of costs. LOC to identify alternative options for 'conference organisers' for comparison and advise on options. It is anticipated that this list will form the basis for LOC responsibilities for future conferences.

Action point. Meetings secretary to amend standard contract to include annexes on list of services required and standard budget. Treasurer to represent the council in negotiations with LOC and Newteam on budget development.

Action point. SWF to confirm with LOC the agreed conference dates and request booking of the conference centre (lunches as buffet to be provided at the conference centre). MH to update website with dates and links for information on Grado.

Action point. SWF to propose after consultation with scientific committee. *Genotyping/virulence factors (Keynote possibility – OIE scientist?), ecological aspects of disease/climate change (large scale), micro scale environmental effects. 'Standard topics of vir, bact etc.'* Update on sentience in fish/Welfare.

Action point. It was proposed that HJ Schlotfeldt be approached to form a project group, to identify potential funding sources. EAFP funds will be made available to initiate this process. Update existing information and introduce new sections on cyprinid diseases.

Action point. SB to provide a detailed breakdown of the EAFP accounts for the next Council Meeting including the 2004 accounts.

Action point. SWF to ask LOC to investigate alternative venues in Prague or even outside.

Action point. EA to contact new subject editor for bacteriology to update on responsibilities.

Action point. DJA to finalise the draft letter and send to the statutes committee. Circulate to the Council by the end of February and following incorporation of comments send to the committee as soon as possible thereafter. Set of recommendations 15 March 2007 in order to give the Council time to consider at the spring meeting. Release to the EAFP website for the membership for comment at the general assembly at the 2007 conference.

Action point. MH to place a notice on the website calling for comments from the membership for input to the statutes committee.