

## **Minutes of the EAFP Council Meeting. Oslo, 26 April 2007**

Present: David Alderman (President), David Bruno (vice president), Paul Midtlyng (General Secretary), Sven Bergmann (Treasurer) and Steve Feist (Meetings Secretary).

Apologies: Ellen Ariel (Publications Officer)

The meeting opened at 09:00 at VESO, Oslo, Norway.

1. Minutes of previous meeting were approved.
2. Previous action points were reviewed.
3. Meetings Secretary report.

### ***Grado conference 2007***

Following approval of the conference budget the 2<sup>nd</sup> announcement, registration and call for papers was placed on the EAFP website. The deadline for receipt of abstracts was the 23<sup>rd</sup> April and to date over 300 submissions have been received, many containing multiple submissions of oral and poster titles. There will be reviewed by the scientific committee in the coming weeks and submitters will be notified in sufficient time to meet the early registration deadline of 30<sup>th</sup> June 2007.

Session titles and workshops were agreed and are available on the EAFP website. Subsequently it was agreed that the EAFP General Assembly will be moved to the Wednesday afternoon in order to attract more participants than in previous conferences. The banquet will remain scheduled for the Thursday evening.

Four keynote speakers have been identified and have confirmed their willingness to provide these talks. The timing for their presentations has been posted on the EAFP website. Confirmation of two titles are still outstanding.

Conference bags will again be provided through the generosity of Schering-Plough and the Council accepted the design of conference logo for the conference literature and bags. It was agreed that the design produced by Paola Beraldo (member of the local organising committee (LOC)) was excellent and captured the spirit of the conference and venue perfectly.

Details requiring further attention include the format of the opening session and feedback is anticipated from the LOC on this. In addition, Schering Plough have also generously undertaken to provide prizes for the 'best posters'. The nature of these has yet to be decided. Three prizes, to the senior author.

It was decided that if required the meetings secretary will visit Grado to ensure all arrangements are in place.

### ***2009 conference***

There has been progress with the development of indicative costs for the first choice venue for the 2009 Conference in Prague. We have a preliminary booking for the period between August 28<sup>th</sup> and September 12<sup>th</sup> 2009 for the Prague Congress Centre. Information on possible alternative venues has been requested from the LOC.. Following correspondence with the proposed conference organiser on our requirements for the conference we are awaiting a preliminary budget. In particular, indicative costs of centre rental, audio visual support and the conference bureau services (project management including registration etc.) must be estimated. A second conference organiser based in Prague has approached the General Secretary, wishing to tender for the service provision. This bureau has proposed an alternative conference venue in a less touristic part of Prague. Based upon experiences from earlier conferences, we wish to perform a tendering process before fixing venue and/or service provider in Prague.

The Council is seeking expressions of interest for the 2011 Conference and beyond and an announcement will be placed in a forthcoming issue of the Bulletin and on the website calling for suggestions.

Histopathology workshop - the production of the CD from the Histopathology workshop in order to reduce costs it was agreed that workshop participants continue to receive the CD covered by the EAFP. In the future, distribution of the CD to all members will discontinue and will be made available via the EAFP website.

### ***Treasurers report***

Fees for 2007 – There are still four branch officers who have not been able to provide the necessary information or arrange payment.

Library subscription companies – there are continuing problems with links between subscription company and payments for Institutions.

Problems regarding access to accounts from Germany has improved.

The accounts for administrative support (Lis Knudsen, Aarhus) need to be checked and if payments are outstanding complete these as soon as possible. A possible meeting in Aarhus to negotiate an extended support contract was proposed. Council expressed appreciation of Liz Knudsen's efforts during the publications officers illness.

Financial updates for the Council are required every 3 months. It was agreed that the Council should investigate the possibility of establishing a secretariat to undertake routine accounting functions starting in 2008. This proposal is to be tabled at the EAFP conference general assembly.

### ***General Secretary report***

Elections were successfully held for the German and Slovenian Branch Officers and the Council welcomes them in their new positions.

Call for new Council positions has been published and nominations are in hand.

Eleven branches no updated member lists, 4 underway. A reminder with a deadline will be issued to branch officials and members. Bulletin issue will be discontinued after issue 2 unless notification of payment is received. After removal of non-paying members the list will be provided to NewTeam for guidance on collection of registration fees ie only members in good standing will be entitled to registration at membership rates.

Plans for electronic handbook were discussed. 2 options – web page to be updated allowing for updates of membership details or pdf of membership list for download. Council to review the 2 approaches at the next Council meeting.

### **Publications Officer**

The Council approved the suggestion of DJA, who will digitise the old Bulletin issues up to volume 20 for placement on the EAFP website.

While the publication officer is on sick leave and had already indicated that she would not be standing for a second term in this position. Lis Knudsen (Aarhus Laboratory) has undertaken to manage the distribution and management of manuscripts. The Council gratefully acknowledges her work on this and offers to assist run the normal editorial process as needed.

Following election protocol, a candidate for a replacement of Publications officer has been received. The new publications officer will visit Aarhus as part of the take-over procedure at a suitable time.

It has not been possible intersessionally to progress planned improvements to the administration systems and EAFP website. However, during the meeting the Council discussed a major upgrade to functionality (membership details, submission of papers, back numbers of the Bulletin and electronic payments) (see 5 above). M Hiney will chair a group consisting of P Midtlyng, S Bergmann and Nacho de Blas to take this forward. DB suggested his son might offer assistance to the EAFP in this work as a summer job.

### ***Vice President and President.***

Student applications for the forthcoming EAFP conference have been received and the details will be forwarded to the local conference organisers. A total of 11 applicants have been approved.

The statutes committee is planning to meet in Hannover in the near future and it is planned to discuss their report at the next Council meeting in Grado and at the conference general assembly.

### ***Council responsibilities***

These are in revision pending the outcome of the statutes reappraisal and changes in management of the EAFP discussed above. These will be further discussed the next Council meeting and the conference general assembly in September. It is planned that these will be finalised during the next year with roles primarily having an oversight role for each area of responsibility, reflecting the increased administrative support planned.

***Council Membership – elections for 2007.***

The General Secretary, vice president and publications secretary positions are due for election in 2007. A call for nominations for these positions was published in Issue 1 of the Bulletin and concurrently on the website for nominations to be received by 1 April 2007.

The call for new Council positions has been published and nominations are in hand.

The Council acknowledged the need to ensure clarity for the responsibilities for Council positions and of the support provided for these in order to encourage nominations.

The Council agreed the need to approach potential candidates for council positions required in future elections.

***Links with PANDA***

DJA informed the Council of the recent PANDA meeting held at Cefas Weymouth Laboratory 20-21<sup>st</sup> March 2007 where he represented the EAFP and discussed future links between the EAFP and PANDA. This depends to an extent on future financial support for PANDA but it is hoped that EAFP members will register with the PANDA network. PM informed the Council of the EAFP forum on the PANDA website and demonstrated the forum on the PANDA website. DJA distributed the literature prepared for the workshop to council members.

***Date and location of the next meeting.***

The next meeting will be held in Grado at the end of the conference, provisionally the 16<sup>th</sup> September 2007.

The meeting closed at 1515.

S W Feist  
EAFP Meetings Secretary.