

EAFP council meeting
Prague, Czech Republic, 13 September 2009

MINUTES

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

The EAFP council met at the Clarion Congress Hotel in Prague, Czech Republic, the day before the 14th EAFP conference situated at the same place. The vice president chaired the meeting. The minutes of the council meeting held on 17-18 April 2009 were approved.

AGENDA

- 1) Council reports
- 2) 2009 Conference updates – (e.g. consequences in case of a loss, 30 year celebration, honorary membership)
- 3) 2011 conference planning - update
- 4) 2013 conference bids
- 5) Treasurer: detailed budget (e.g. bulletin printing costs, administration costs)
- 6) Change of bank - update
- 7) Fees 2010 (membership fee in Euro)
- 8) Online payment of membership fees
- 9) Circular on the EAFP
- 10) Changes to the appearance and format of the Bulletin and EAFP logo
- 11) Change of printer – publication timeline
- 12) Bulletin and possible cooperation - Springer
- 13) Additional referees for the bulletin
- 14) WSID freshwater – European Commission approach
- 15) Reimbursement, council meetings – suggestion for new reimbursement sheet
- 16) Bulletin pdf's for the website
- 17) Any other business
- 18) Next council meeting

1) Council reports

General secretary report:

There has been a decline in membership, from 1111 in 2004 to 1011 in 2007, 968 in 2008 to 958 in 2009, particularly with respect to the student memberships.

Action: EAFP are keen to develop the student membership – encourage our regular members to get their students involved in EAFP. Folder on EAFP (see later agenda point).

Publications officer report:

Bulletin is well cited, turn-over time for manuscripts has come down (to 6 months) for articles. More submissions are needed

Action: Encourage everyone to publish in the bulletin. An action point for the future is to discuss online manuscript submission for the EAFP bulletin.

Meeting secretary report:

The move to abstract submission via the web as well as the registration of presentations on the web had been a success. A total of 261 and 165 oral abstracts had been received. The organisation of the sessions had been relatively straightforward and included a wide variety of topics. This could be regarded as a major strength of the conference. A number of workshops are included although it was decided that for this conference 'Round table' discussions would not be included. Late during the organisation, two requests for 'additional' workshops were made; these were accommodated as unofficial workshops with the help of CzechIn and the LOC.

A number of conference organising companies had approached the EAFP for future conferences. The process we adopt for selection of conference venues was explained.

Treasurer's report:

A constant increase of income has been shown, which is only achieved by the fees of the association. Recently student members, members and libraries from all over the world but also sustaining members, mainly from Norway, are the depositors. The treasurer presented the account movement including all numbers used for the publication board (EAFP Bulletin), the appointed administration coming from Denmark (DTU, CVI, Aarhus) and overtaken by England (Weymouth, Cefas) and the necessary payments for council meetings. In numbers of expenditure were: 62 % for the bulletin, 23 % for administration measurements, 11 % for council reasons, 2% for web hosting and 2 % of bank charges. The treasurer appreciated and mentioned the critical account overview done by Dr. Inger Dalsgaard (DTU, Copenhagen). A new account was opened in the "Euro zone" in Germany which was necessary because of an increasing number of fee payments by cheque and credit cards. This was successful done. The treasurer stated that the EAFP is a healthy and good situated society. Two of the three accounts in Norway have been closed.

Action: The last account in the Norwegian bank will be closed in mid 2010.

Vice president's report:

Work carried out has been in connection with the web site and this included regular updates to ensure the information is correct, and moving the message board to a new content management system which is now hosted by the providers of the software thus increasing security to this area. The front page now brings in RSS feeds from the two main areas of the site, namely events and information. The site was also enhanced to manage the abstract submission information for the Prague conference, which represents a considerable time saving in time. Facilities have been set up to allow voting through the message board, as well as access to the members handbook and all available PDF's from the bulletin contents have been uploaded. As agreed after 5 years the information is uploaded. This area of the web is frequently accessed and ensures the contents are read as widely as possible. The site continues to be improved and suggestions welcome on how to move forward.

Action: Announce new website features in the EAFP bulletin.

2) 2009 Conference updates

For the next conference it is necessary to write in the contract that the agency will have to adjust a budget, if there are fewer attendants than the budget was originally calculated.

Action: See above for note for a contract with an agency for a future conference.

3) 2011 conference planning – update:

A meeting with Ivona Mladineo (during this conference) concerning 2011 conference in Split, Croatia was suggested, to talk through budgets and venues.

4) 2013 conference bids:

Five potential bids from possible locations – deadline for the decision on location for 2013 conference shall be 2010 (at the next council meeting).

5) Treasurer – detailed budget:

The treasurer presented a detailed budget.

If membership continues to go down, we need to know the size of the critical amount. According to the treasurer the critical amount of members will be around 750 members.

6) Change of bank – update:

The change to Commerz bank in Germany has been done. One account will be kept in the Norwegian bank to at least July 2010.

Action: The account in Norway will be left open until mid 2010.

7) Membership fees 2010:

Same rates as last year (regular: 50 Euro, student: 25, library: 90 Euro, sustaining: 372 Euro). This year the rates send out to e.g. branch officers will only be given in Euros (no exchange table will be issued).

8) Online payment of membership fees:

Until now, the investigated possibilities have either been too expensive or too difficult (or both).

Actions: Explore possibilities – every council member, for next council meeting

9) Circular on the EAFP:

Meeting secretary and Vice president will make a draft for a circular on the EAFP.

Action: Draft by end of November 2009.

10) Changes to the appearance and format of the bulletin and the EAFP logo:

The council agreed that the latest template sent by Albion press was very nice, but drafts that include more colours would be requested. It was raised to approach other printing companies

Action: See Agenda point 11.

11) Change of printer – bulletin timeline:

Publication officer reported on the possibility of changing printers – had found two companies, one in Ireland (near Dublin) and one in Spain. It was agreed that both printers would be approached.

Actions: The publication officer to approach these different printers to ask for bids (including multiple colours on front page, colour costs, costs for printing different amounts) before next council meeting.

12) Bulletin and possible cooperation - Springer

Typesetting, printing and distribution of the EAFP bulletin would be done by such a company.

Action: Publication officer to approach Springer (Suzanne Mekking, Springer, who approached the EAFP council in the first place) and ask for more details regarding price etc. If these look promising, then a meeting on the subject during the next council meeting should be arranged.

13) Additional referees for the bulletin

Publication officer got three volunteers after a note in the bulletin. Subject editors for histology, parasitology, toxicology are needed.

Action: The publication editor to arrange for subject editors.

14) WSID freshwater – European Commission approach:

Pedro Rosado-Martin has been approached by the treasurer regarding this subject.

Action:

The vice president to scan Marine WSID version as well as Spanish Freshwater version to pdf's and put on the website.

15) Reimbursement – council meetings:

Treasurer to make a new reimbursement form, based on Euro.

Amount to claim for this meeting

Saturday, Sunday, Saturday – full days 40 Euro (+ Sunday for vice president and general secretary)

Other days: Monday, Tuesday, Wednesday, Friday: 20 Euro

16) EAFP Bulletin pdf's for the website:

Treasurer has had 1991-92 scanned – they will be placed on the website.

The current President was Publication officer in the missing period 1993-99. Meeting secretary will provide pdf's for 1993, vice president for the period 1994-1996, and president for the period 1997-99.

Actions: The above mentioned volumes will be scanned and placed on the website.

17) Any other business

Agenda for GA:
Council reports
Discussion

Any other business

30 year celebration:

The meeting secretary to present a slide on the future of the EAFP.

Obituaries:

It was decided that obituaries should be placed in the EAFP Bulletin, 1 page.

18)Next council meeting:'

Galway, Ireland 10 April 2009

November 2009
General Secretary