

EAFP council meeting Madrid, March 24th, 2012

Attendees: Stephen Feist (President), Patrick Smith (Vice president), José Garcia (Meetings secretary, Roy Palmer (Publications officer), Sven Bergmann (Treasurer), Lone Madsen (General secretary).

1) Previous action points

Action points from Minutes of Split council meetings September 2011 were all completed with the exception of the following:

Email to all conference participants, thanking them for their participation and asking them regarding suggestions for future conferences. Similarly, non-EAFP member participants will be contacted, but here information on the benefits of EAFP membership will be included.

Action: The Meetings secretary to draft a concise email to conference participants.

NB: The Minutes from the post conference meeting September 2011 included a check list for suggestions/changes for the future conference – this list will be reviewed by the meetings secretary in connection with the “creation” of the Tampere conference in 2012.

2) President

a) Report

The president had been contacted by a PhD student regarding the possibility of the EAFP to provide some support for a PhD study. The EAFP is not currently in a position to offer such support. However, bearing in mind the desire of the EAFP to encourage and support young scientists in aquatic animal health areas, it was decided that the possibility of a student award (possibly via an educational trust) will be discussed more fully at the next council meeting.

Action: The vice president to investigate the possibilities of setting up an EAFP educational trust and report at the next council meeting.

b) Facebook

The council appreciates and supports Brit Bang Jensen and her suggestion regarding the EAFP to go on Facebook. The EAFP facebook "site" shall be dynamic and shall be managed and updated regularly.

Action: The president to contact Brit Bang Jensen and give her the mandate to continue developing the Facebook site with the aim to launch as soon as possible.

3) Vice president

a) Report

b) Options concerning professional audit of the EAFP accounts

The Vice president had made initial contact with an accountant regarding provision of audit for the EAFP

Action: the Vice president to obtain indicative cost for professional audit of the EAFP account.

c) Electronic fee payment

The Vice president presented the systems that are needed if the EAFP "swaps" to electronic fee payment as well as what the expenditures are.

A members database, Book-It Professional Vs 4.0, was presented. This database has several features, including sorting systems among them can arrange members by speciality and by country, and has a label printing function. Net cost will be £5,147 (total cost £6,171.60) for the set-up and entering of details of the database. Book-It will be automatically updated at no charge according to the Vice president.

The payment of membership fee could be handled via Sage Pay:

Merchant services rates

Credit card 2.5%

Debit card £0.40 (0.50 €)

Commercial card 2.5 %

Clearance 3 working days

£20 /month for up to 1000 transactions per quarter; £0.10 /transaction over 1000.

Action: The council is aiming for setting up this system.

- d) Status of the EAFP concerning payments/security and liability – the possibility of becoming a community interest company

Community interest company (CIC) is a limited company with special additional features created for the use of people who want to conduct a business or other activity for community benefit and not purely for private advantage. The Vice president has checked this on the internet without being able to get further information regarding this subject.

Action point: The Vice president to look further into this and report back to the council before the next meeting.

- e) Sustaining members

The Vice president has contacted the sustaining members by letter, asking what they would like to benefit from the EAFP. Excellent feedback was received from some of the sustaining members. The ways of attracting new members were also discussed.

Action: The Vice president to trace up on the response from sustaining members. When it comes to attracting new members, it is important at the beginning of the EAFP conference, to mention what the EAFP is and what we do, and how one can join the EAFP.

- 4) General secretary

- a) Report

The General secretary presented the membership figures. The membership figures in 2011 were 892 in total. At the meeting date (March 24, 2012) the General secretary had heard from 595 members that wanted to continue their membership, among them were 42 new members. 67 members had wanted to cancel their membership, whereas 280 members had not been updated (among them were 9 branches where the branch officers had not forwarded the final figures).

Action: The General secretary to trace up on members (among them branch officers) so the membership figures for 2012 can be finalized.

- b) BO's in new countries, e.g. India

A new branch in India has been set up and a branch officer appointed. In other branches branch officers have wanted to retire and new branch officers have (or shall be appointed). All branch officers are acknowledged for the invaluable work they do for the EAFP.

5) Treasurer

a) Report

The interest accrued in 2011 was almost 8.000 €. The total income on the account from the membership fees (94%), libraries (4%) and bank benefits (2%) was approximately 50.000 €. Total payments from the account were with 35.000 € mainly on the site of the bulletin (47%) and administration costs (32%) but also on the council expenses (18%) and on the bank fees (1%). The payments of the membership fees occurred mainly from January to April 2011 but had already started in November – December 2010. Some branches paid quite late in 2011 since the fees occurred between May and July 2011 on the account. The branches should avoid payments by cheques due to high bank fees. The account itself has been stable at approximately 135.000 € for several years now.

b) German bank: do they offer an Internet Merchant service to process transactions online?

Action: The Treasurer has to follow up on that again.

6) Meetings secretary

a) Report (among that finalisation of the 2011 Conference)

The Split conference ended with a surplus of 10,191.54 € for the EAFP. The Meetings secretary has send out a letter to the conference agency in Split thanking them for their role in making the conference a success.

b) 2013 conference updates

Deadlines for first announcement, second announcement, abstract submission and early registration were discussed. The Meetings secretary would like to set up deadlines that are a bit earlier than at the Split conference.

Action: The Meetings secretary to set up dates for the above together with the Local organizing committee in Tampere.

c) Bids for future conferences

The bids that had been received regarding hosting the EAFP conference 2017 were compared in relation to the following factors: Previous conferences in the country, Accessibility, Finances, Venue, Organisation. Each council member awarded a value for each of the above factors between 1 and 5. The totals were calculated by combining the values assigned by the council members with the successful bid attaining the highest score.

Action: The Meetings secretary to contact the bid holders regarding the outcome of this evaluation.

d) Student awards for the 2013 conference: appropriate notification via net and bulletin

Action: The Meetings secretary to make sure that appropriate notification of the student awards for the 2013 conference is done via the EAFP website and the EAFP bulletin.

7) Publications officer

a) Report

The Publication Officer presented a detailed report concerning the EAFP Bulletin. The number of manuscript submissions has shown some decline over the period 2004 to 2012. In particular there have been reductions in submissions from certain countries and regions. The number of submissions from these countries does not now reflect their membership numbers. There were a number of suggestions made, by members of the Bulletin Board and the Subject Editors, for improving the relevance of the Bulletin to all the EAFP Members.

The outcome of submissions has not changed significantly over the period 2004 to 2012, with the percentage of manuscripts accepted remaining similar. The main topics of printed articles in the Bulletin have been related to parasitology. However, there has been a significant increase in virology related articles over the last two years.

There is a continuous effort made to improve the publication times. The mean number of months from submission to print, is steadily decreasing: for the last Bulletin Issue (32(2), this was 4.4 months. It should be noted that any revision time (while the manuscript is back with the authors for revision), has not been deducted from this figure.

The Council discussed re-introduction of the publication of Workshop Reports in the Bulletin, and this was approved.

Recognition was made of all the input and work of the Subject Editors, Referees, Authors, EAFP Administration at Cefas (Paul Hayward, David Smith) and the Bulletin Board.

b) Bulletin manuscript submissions and outcome

Different suggestions for increasing the number of manuscripts submitted came forward – see above.

c) Electronic access to the EAFP Bulletin – policy statement of why members do not have access to most current volumes

Action: the Publications officer to check if our website accurately reflects this.

8) Next council meeting – venue and dates

Berlin, 28th September 2012

General Secretary

April (June) 2012