

INTERNATIONAL UNION OF PHYSIOLOGICAL SCIENCES

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IUPS Executive Committee Teleconference Meeting

January 23, 2015

Present: D. Noble, P. Hansen, W. Boron, P. Wagner, S. Webster
With Regrets: J. Chan

1. Approval of Minutes from Previous Meeting

ExCo approved the December 9, 2014 minutes and instructed S. Webster to distribute them. P. Wagner and P. Hansen asked him to modify language on the minutes for the November 5 and 11 contract discussions to avoid implying untoward. He is to distribute the edited minutes to ExCo for review.

Action: S. Webster to post meeting minutes to IUPS website, and distribute to relevant parties.

Action: S. Webster to edit November contract discussion minutes, and resubmit to ExCo for approval.

2. Approval to transmit Contract and Cover Letter to SBFis

P. Wagner asked that the figure of sixty thousand dollars mentioned in the contract and cover letter be changed to “approximately \$60k” for clarity. The change was accepted by all present. ExCo approved the contract and cover letter with the change. W. Boron and S. Webster were instructed to transmit them to SBFis immediately following the meeting.

Action: W. Boron and S. Webster to make change to contract, and transmit to SBFis immediately

3. Discussion of Commission names and roles

Questions brought up by J. Taylor, the Commission I chair-elect, were brought to ExCo. Specifically, it was discussed whether the term “Locomotion” was anachronistic or not. It was decided that the Secretariat would write a letter answering J. Taylor’s questions, and assure her that ExCo would discuss the roles and names of the Commissions and Committees. P. Hansen was also asked to send the Secretariat the proposed Terms of Reference for the Commissions, for attachment to the letter.

Action: W. Boron and S. Webster to answer questions posed by J. Taylor to ExCo.

Action: P. Hansen to send W. Boron and S. Webster updated Terms of Reference to include with J. Taylor letter.

Action: ExCo to discuss future names and rolls of IUPS Commissions and Committees at EB Boston.

4. Proposed Southeast Asian Physiological Society meeting in Kathmandu

P. Wagner was included in an email chain from the Southeast Asian Physiological Society by M. Frank from APS and A. Siddiqui asking for support for their 2016 meeting in Kathmandu, Nepal. He noted that there was no specific requests for support, such as money or advertising. He stated that he felt he should consult with ExCo before proceeding further. D. Noble said IUPS should be happy to allow the use of the IUPS logo, but there should be some criteria for doing so in the future. P. Wagner agreed, and proposed that ExCo wait for a clearer request for support before going further. W. Boron suggested creating set guidelines at the EB meeting in Boston in March. P. Hansen pointed out that the informal guideline was that if a meeting was granted funding, it would be allowed to use the logo.

5. Ukrainian Physiological Society payment (see attached email chain pdf)

P. Wagner was sent an email in December from the Ukrainian Physiological Society asking for leniency in paying their 2014 dues, due to the ongoing war. P. Wagner proposed agreeing to the proposal, and sending a letter of support. D. Noble agreed that this was “the only humane thing to do”.

Action: P. Wagner to send letter to Ukrainian Physiological Society allowing them to forgo dues payment for 2014 and 2015.

6. Progress on *Physiome* journal

D. Noble reported on the progress of the Physiome Journal sub-committee. He stated a draft proposal had been created and circulated. He noted that it was important that the sub-committee keep ExCo updated on their progress, as to not go off on their own. He has reached out to Elsevier to see if there was a set format for journal proposals. He noted that Wiley was another possible publisher, but others may have better contacts within. P. Wagner stated that Wiley publishes *Comprehensive Physiology* for the APS. D. Noble will ask D. Patterson, while W. Boron will talk to M. Reich about Wiley’s proposal procedure.

Action: D. Noble to consult with D. Patterson regarding Elsevier proposal guidelines.

Action: W. Boron to ask M. Reich about same.

7. Review of 2014 Finances

S. Webster presented his report of the 2014 IUPS finances. P. Wagner proposed that interest and dividends not be used, as it is earned to balance ongoing future budgets. He pointed out that line items such as reimbursements from the 2013 Congress and the previous treasurer, were one-time payments, and not reoccurring. W. Boron did not agree with that policy, stating that APS has a set policy for spending some percentage on investment returns. P. Wagner pointed out that IUPS is much smaller than APS, and has much less in the bank. He also noted a discrepancy between individual expenses reported and the total given on the financial report. S. Webster was instructed to resolve the matter, and report back to him. D. Noble proposed that IUPS avoid spending any unnecessary money until IUPS achieves some financial threshold. He noted the financial landscape is much different than it was in decades past. He felt that IUPS was in a much more fragile financial situation.

Action: S. Webster to correct error in financial report, and resubmit to Treasurer

Action: ExCo to discuss financial situation at EB Boston

8. 2014 Dues not paid

S. Webster also reported on the number of countries did not pay their dues for 2014. Among these include Germany, Brazil, Argentina, Israel, Denmark, Taiwan, Mexico, New Zealand, and Sweden. Out of all the countries invoiced for dues, twenty-one did not pay, 50%. D. Noble stated the need to get a hold of the past-due societies. It was felt that having the Manager call would either get misplaced, or ignored outright. Ensuring correct contact information was also seen as important. W. Boron asked how many societies were in contact, but had not paid. S. Webster pointed out that he was in contact with Germany to send the wire information, and ExCo spoke to B. Machado, the president of SBFis in Brazil very regularly. P. Wagner suggested that as IUPS President, and an eminent physiologist, D. Noble would be best to reach out to societies who had not paid. S. Webster was detailed to create a contact list for D. Noble to contact at the earliest opportunity. W. Boron also suggested looking at APS's membership rolls for contact data, as many eminent physiologists are members.

9. Membership numbers data gathering

D. Noble noted that his calls to member societies would also help gather membership data missing from member societies. He pointed out the need to be polite in the request, the letters may have just been lost or forgotten about.

Action: S. Webster to create call list for D. Noble.

Action: D. Noble to call society contacts to enquire about late dues and membership numbers.

10. Review of Action Items from Previous Meeting

a. P. Hansen to act as liaison between ExCo and Council

D. Noble proposed it would be prudent to discuss the reinvigoration of Council at EB in March. P. Hansen noted that ExCo had discussed making the Committee and Commission chairs members of Council back in Oxford. D. Noble confirmed this, stating that it would require a change to the IUPS Constitution to make it official. W. Boron felt that the 2nd Vice President should be the official liaison to Council, similar to the 1st Vice President liaising with the BGA. The matter will be further discussed at Boston.

b. S. Webster to send IUPS/PhysSoc collaboration letter to R. Vaughn-Jones

D. Noble reported that he has not heard anything official from R. Vaughn-Jones regarding collaboration with IUPS outreach. He was aware of the PhysSoc Council discussing their support of the 2017 Congress, but not much more than that. He proposed sending PhysSoc a pdf of the editorial in *Physiology* detailing IUPS's outreach efforts.

Action: D. Noble to send PhysSoc Council pdf of *Physiology* editorial

c. S. Webster to arrange a conference room for ExCo to meet all day at EB Boston

S. Webster reported that he was so far only able to secure a conference room from 7am to 1pm on the day requested. He proposed looking outside of the official EB conference location to find a suitable location. P. Hansen suggested asking L. Allen at APS, as they reserve a large number of conference rooms, and might have a suitable one available. S. Webster asked if he was needed for any other activities at EB. He was told he was not, and was given permission to book travel and accommodations. P. Wagner recommended the Suburban Extended Stay Logan Airport hotel, where he was able to reserve a room for roughly half of what the conference was charging.

Action: **S. Webster** to continue to research meeting locations in Boston

11. Other/New Business

P. Wagner reported that PhysSoc was working on their budget, and requested their dues invoice by the end of January. He also stated that for simplicity, the amount should be rounded up to an even \$10,000. S. Webster responded that the annual dues increase for member societies is 2%, and this would represent a 3.8% increase. P. Wagner replied by saying the \$150 difference would not matter in the overall. He also requested that the dues invoice include wording stating that the dues do not reflect any changes from the dues revision process which is still ongoing. S. Webster stated he would draft wording within the day for P. Wagner's approval, and would send the invoice immediately thereafter

Action: **S. Webster** to transmit PhysSoc dues invoice, as soon as wording is approved by P. Wagner.

P. Wagner also brought up the need for a 2015 budget. He wanted to see the 2014 finance report before making any proposals. Once S. Webster corrects an error on the 2014 report, they will figure out what needs to be spent, and what has been spent. W. Boron suggested looking at the Commissions and Committees, as they were previously budgeted \$2,000. P. Hansen offered that she knew the Education Committee had raised some funds, but was not sure if any others did. P. Wagner stated that if each Commission was budgeted \$2,000, would total \$16,000, which is a very large sum of money for IUPS. S. Webster clarified, by stating that the Commissions and Committees were budgeted \$2000 total, but spent none of it. He also stated that the Education Committee was budgeted \$5,000, but only spent \$2,000.

W. Boron reported on progress of the ISPC. He and B. Machado were close to finalizing the first call for plenary and keynote speakers. He also brought up a possible issue with securing pre-approval of speakers. He felt that there was a risk associated with nominators approaching potential speakers. Unless the nominator was known personally to the nominee, this could potentially put off some potential speakers. W. Boron said he would bring this matter up with B. Machado.

Action: **W. Boron** to bring up pre-approval of nominations with B. Machado.

Finally, W. Boron reported on the Advanced School being planned in Greece in conjunction with IUBMB. He reported that IUBMB has, for the moment, put the school on hold. He is scheduling a meeting with A. Azzi to discuss the matter.

Previous Action Items

1. **S. Webster** to post all approved meeting minutes to IUPS website, and distribute to relevant parties.
2. **S. Webster** to edit November contract discussion minutes, and resubmit to ExCo for approval. (completed)
3. **W. Boron** and **S. Webster** to make changes to contract, and transmit to SBFis immediately (completed).
4. **W. Boron** and **S. Webster** to write to answer questions posed by J. Taylor to ExCo. (completed, J. Taylor accepted invitation to chair Commission I and ISPC)
5. **P. Hansen** to send W. Boron and S. Webster updated Terms of Reference to include with J. Taylor letter. (completed)

6. **P. Wagner** to send letter to Ukrainian Physiological Society allowing them to forgo dues payment for 2014 and 2015. (completed)
7. **D. Noble** to consult with D. Patterson regarding Elsevier proposal guidelines.
8. **W. Boron** to ask M. Reich about same. (completed)
9. **S. Webster** to correct error in financial report, and resubmit to Treasurer
10. **S. Webster** to create call list for D. Noble. (completed)
11. **D. Noble** to call society contacts to inquire about late dues and membership numbers.
12. **D. Noble** to send PhysSoc Council pdf of *Physiology* editorial
13. **S. Webster** to continue to research meeting locations in Boston
14. **S. Webster** to transmit PhysSoc dues invoice, as soon as wording is approved by P. Wagner. (completed)
15. **W. Boron** to bring up pre-approval of nominations with B. Machado (completed)

Proposed EB Meeting Discussion Items

1. Future names and roles of IUPS Commission and Committees
2. Discuss guidelines for use of IUPS logo for future meetings
3. Future financial situation
4. Council reinvigoration, including 2nd Vice President liaising with Council
5. Council meeting in Águas de Lindóia agenda