

Minutes

General Meeting (20th Symposium, 12th General meeting) – Dubrovnik – IDS2008

c. 40 members attended

1. Apologies

Apologies were received from council members; Steve Juggins, Viv Jones, Fumio Akiba, and Pat Kocielek

2. Minutes of the 11th General Meeting

The minutes of the last meeting held at the 19th International Diatom Symposium were approved.

3. Deaths of Society Members

A short silence was made in respect to Fortunata Cuamba who was our first member from Mozambique who died in 2006.

4. Presidents report

Andrzej Witkowski reported that

(a) An IDS venue for 2008 was not decided at the last meeting in Russia. At the Russian meeting Macedonia and Dubrovnik were both proposed for venues, and the Dubrovnik venue was later chosen on the basis of a vote from council members after more information from the organisers had been provided.

(b) Steve Juggins has now taken over from Dick Crawford as web manager. The new website design was complemented.

(c) Proceedings of the 19th IDS. These will be published very shortly by Biopress. There are only 13 papers in the volume.

(d) The North American editor of Diatom Research, Jeff Johansen stood down and Pat Kocielek took over the job.

(e) Credit card payments were explored by the treasurer Suzanne McGowan and will be referred to in the treasurer's report.

(f) Offers to host IDS 2010. Silvia Sala and Martha Ferrario have proposed Argentina as a venue but they will need a loan to fund it in advance - this will be discussed later.

5. Results of elections

The ballot for election was as usual sent by email with letters to people whose email bounced, or to those who did not have an email.

David Mann was elected vice president – he expressed his thanks and hoped to work alongside co-electees productively.

Sarah Spaulding, Marina Potapova, and Mike Sullivan were elected as members of council.

The president's report was accepted by the members.

6. Treasurer's report

Suzanne reported that

a) Liz Haworth (FBA Windermere) stepped down as treasurer for the Society after seven years of service and Suzanne McGowan (University of Nottingham) took over as treasurer in Dec 2006. The Council has agreed that Liz should be awarded an Honorary membership in recognition of her excellent work over these years. The Norwegian assistant treasurer job has passed from Bjørg Stabell to Jorunn Larsen and Hidekazu Suzuki took over the position of Japanese Assistant

treasurer from Shigeki Mayama. Linda Medlin will step down as German Assistant Treasurer in 2009 and Regine Jahn has agreed to take over.

(b) The Society has now signed up to Streamline facilities (charge of 5GBP per month) to allow the payment of subscriptions by credit card. Once the web page is up and running we will be accepting subscriptions via this payment method. This should be sorted out before the 2009 subscription period.

(c) The Financial Statement for 2006 has been checked by W. Johnson and submitted to the Charity Commission. Because of the transfer of the Treasurer's job it was necessary to find a new accounts examiner. Mr Robert Taft, an accountant for the Remote Sensing and Photogrammetry Society kindly agreed to do this for us. The Financial Statement for 2007 is now approved and ready to send to the Charity Commission.

(d) The Society has a stock of 235 mouse mats and 58 copies of the 18th IDS Proceedings. We are proposing to buy copies of the 19th IDS Proceedings.

(e) The number of paid members in 2008 has declined to 376 (an historic low since 2001), but some of the missing members have since paid late dues at IDS08. The number of student members is 9 (2006), 15 (2007) and 18 (2008) whereas joint memberships make up 18 (2006), 14 (2007) and 12 (2008) of the member numbers. Recruitment of new members improved in 2008 (26 new members), but despite this there was an overall decline in members. This trend indicates that there is a problem in encouraging old members to renew rather than with recruitment. There are 596 members listed in the database, so there is obvious scope for increasing payments of members by being more pro-active with reminders.

(f) The income from subscriptions has been approximately stable since 2003. Fluctuations in this income are affected by the exchange rate and other random factors (e.g. some members paying for multiple years). Charges from Biopress have increased by more than £5000 since 2004. N.B. Sometimes payments to Biopress are made in the financial year following publication of that year's volumes. The data presented here are for the cost of the two volumes in that particular year irrespective of the date of payment. Expenditure started to exceed income from subs in 2005.

(g) The Society had approximately £34,000 in the Capital Reserve account in March 2008 and made £870 in interest in 2007. The shortfall in subs payment to Biopress will be taken from the Capital Reserve account and so the shortfall in income versus expenditure needs to be addressed.

Discussion:

Eileen Cox- Can we raise subs?

Herman van Dam- Can we change printers?

Linda Medlin- library subs are very low- can we increase these (£75 that goes to Biopress) - can we change this?

Regine Jahn- publishers make more money by selling concessions to countries - can't we look into this?

Andrzej Witkowski suggested that we can use merchandise to raise Society money; **Linda Medlin** agreed and said that she had sold 20 mouse mats at this meeting. Pins should also raise 5000 USD. **Viv Jones** is organising the British Diatom Meeting and will be auctioning books for money and **Andrzej Witkowski** encouraged members to think about similar ways to raise funds.

Elliot Schubert offered to auction books at the British Phycological Society meeting in January if members wanted to donate them for the Society.

Mark Edlund agreed that auctions and raffles raise a lot of money for NADS and we should be looking into these options for the next IDS.

Ingrid Juttner raised the possibility getting a higher interest rate for the IDS accounts. **Suzanne McGowan** agreed to explore possibilities, but pointed out that we already have a good rate of return on our savings account. Treasurer's report accepted. All comments and suggestions were taken into account and Council will work to resolve the current financial problems over the next two years.

7. Secretary's report

Viv reported that being Secretary of the ISDR continues to be enjoyable and at times busy. I have been supported by Council especially Suzanne McGowan and Andrzej Witkowski. Gill Lockett at Biopress continues to be very helpful. Business over the past two years has included the 'normal' business of the Secretary e.g chasing late paying members, answering queries re lost or late copies of DR, sending emails to members – inevitably many bounce – again causing delays and time lost. Other items to report

- a) 2008 elections. Canvassing produced a list of candidates some of whom were not members of the society and some who were not prepared to stand. This left a list of 4 candidates for VP (Martha Ferrario, Regine Jahn, David Mann and Tamotsu Nagumo) and 9 for Council (Marco Cantonati, Nenad Jasprica, James Nienow, Marina Potopova, Akshinthala Prasad, Sarah Spaulding, Mario de Stefano, Jonathan Taylor and Michael Sullivan). Voters were assured that they could submit their votes in a sealed double envelope, 3 voters did this.
- b) IDS2004 sales. The society still has 58 copies (we bought 100) thus leaving us with a lot of stock which takes us space and assets (around £4500).
- c) IDS2006 Proceedings. We have agreed to buy 50 copies from Biopress.

Finally Viv offered her resignation as secretary but is prepared to work until a replacement has been found.

The secretary's report was accepted by the meeting

8. Editor's report

This has been a very busy two years for me (Karen Serieyssol). Jeff Johansen left the editorship and Pat Kociolek took over in Sept 2007. Pat received ten papers from Jeff and I got two. Since then Pat has received 18 new manuscripts. He has rejected 8 and 12 have been accepted for publication. In 2006 I received thirty-nine manuscript, nine were refused and one withdrawn. In 2007, thirty-four were received, eight were refused. So far this year, I've received twenty-seven papers, five have been refused, and nine have been sent to Biopress for publication.

The average turn around between the time I (KS) received a manuscript and it was returned to its authors is still approximately two months. We have rewritten the Instruction to Authors (Pat doing most of the work). As we are now in the electronic age, the editors and reviewer prefer receiving electronic submission. Articles should be submitted in word format. Photographic figures should be in either Jpeg or Tiff format. Jpeg goes through email easier. Please do not send in power point The Symposium Volumes do not sell well, for many reasons and I (Karen) propose that we add an additional volume to the Journal to make room for the symposium papers. The same review process would be used, as for the Journal

Discussion

Herman van Dam agreed with having a guest edited volume for symposium papers. **Linda Medlin** queried whether the e-submission was OK for very large files, and asked about other options.

Elliot Schubert- in the interim, it is possible to use temp web storage

Regine Jahn suggested that the problem of submitting large files was not one that should be discussed in this forum.

Linda Medlin asked what specifically the role of the editorial board was and **Karen Serieyssel** indicated that she uses them for advice.

The editor's report was accepted.

9. Web manager report

Steve reported

- a) Website is up and running and is stable on the Newcastle server.
- b) Latest contents of Diatom Research will be up in next week or so.
- c) I post news and other notices as people send them though I don't tend to get many requests.
- d) Credit cars payment. This will be up and running by the end of October.
- e) Scanning Diatom Research. There are 10 volumes and I estimate that these contain about 4500 pages. These will have to be scanned manually and the bibliographic details reformatted and entered into a database. I think we could scan about 30 pages per hour, so this is about 150 hours. I would have to pay someone £6 per hour, so scanning plus data entry would cost £1K.
- f) Finally, I'm happy to receive ideas to expanding the website with new material, if people can send me documents.

Andrzej Witkowski complemented the web page.

Linda Medlin commented that the IDS08 had been moved to past postings, and asked that the events be put in the appropriate part.

10. Location of next IDS2010

(a) **Rosa Trobajo** presented a bid for La Plata Argentina (on behalf of Martha Ferrario and Silvia Sala). Buenos Aires was too expensive and so La Plata was chosen. It is ~100km from Buenos Aires and well connected and would be organised with the help of local committees. The money would be managed by Fundacion Museo de La Plata. Proposed dates are November 2010. The registration fee would be 400 euros, but 45,000 USD would be needed as an advance loan. The budget for the meeting was presented (total cost USD 132,950).

Linda Medlin queried some of the expenses (e.g. 20,000 USD for 'meeting planning'). She also asked if previous meetings were profitable. Previous organisers indicated that they made a small profit and that the profit was fed back into the Society. Many questions were asked about the budget for the meeting and several people queried whether we should be sending such a large sum of money to Argentina. **Elliot Schubert** suggested that a Society of this size should have a reserve budget set aside for meetings that would cover eventualities such as this.

(b) **Matt Julius & Mark Edlund** presented a bid for St Paul, Minnesota at the Crown Plaza Hotel and pointed out the regions' facilities and sights. St Cloud State University and the University of Minnesota would host the event. Access is good (international hub airport @ MSP), and there are good wilderness areas locally so there could be houseboat excursions. So far the proposal has not had a chance to be budgeted.

Herman van Dam- suggested that we should give the Argentinians a chance to see if they can lower the advance that they need amount they want.

Linda Medlin questioned whether we are allowed to give a loan (i.e. is it in the constitution?)

Eileen Cox stated that we need to be more strategic to plan meetings and to be prepared to put money up front so that we can support more resource-depleted countries.

Suzanne McGowan felt that the timing in November is a problem for people who have teaching commitments. Also, most of our membership base is in Europe and N America so it is not necessarily a bad thing to focus meetings in these areas.

Elliot Schubert- thought that Council needs to work with Argentina to raise sponsors for the event (probably too late for IDS10, but is it possible for IDS2012).

Karen Serieyssol- stated that the meeting has moved around a lot in previous years and so we have had quite good coverage of non-Western European and -North American countries.

Elliot Schubert asked why there was no dialogue with Argentina about the expenses over the last 2 years but **Andrzej Witkowski** confirmed that there had been some.

Linda Medlin suggested that in the past we have changed the meeting venue (Leningrad) when it was not appropriate and we should do it in this case.

Matt Julius should we be asking Argentina whether they could do it with less money?

After discussion a vote was organised and St Pauls was voted for over Argentina
Koen Sabbe will discuss with Argentina about the possibility of 2012.

10. Proposals for the 2012 venue

Berlin was presented by Regine Jahn (Freie Universität Berlin). It would be hosted at the Dahlem Cube (newly built conference centre). She will look into sponsors soon. Italy was presented by Mario Di Stefano in Caserta (near Naples) in a Royal Palace, with accommodation for 200-250 people.

Koen Sabbe suggested that all potential convenors for the 2012 meeting should submit complete proposals by the end of 2008-beginning 2009 (budget, sponsoring, facilities, travel etc.) after which the next council will decide on the most appropriate location.

Regine Jahn pointed out that she needs more than 2 years to organise sponsors, etc.

Eileen Cox proposed that council decide on the venue within the next 12 months.

Andrzej Witkowski agreed.

11. Proposals for 2014 venue

Drakensburg S Africa (Jonathon Taylor), 3 hours from Durban. Has a list of potential sponsors.

Finally Andrzej Witkowski expressed thanks to Nenad Jasprica for organising such a successful and well run symposium.