IRMMW-THz SOCIETY BOARD Meeting minutes

Sunday September 25, 2016, 2:00pm

Gun-sik: welcome everybody, please sign the attendance sheet

Especially a welcome to two new IOC members: Hegmann and Shukrinov (two others, Lewis and Stake, not present today, coming tomorrow)

Gun-sik: review of today's agenda (incorporated here by reference)

Siegel: secretary/treasurer's report, review of finances

1. Finances: last year at this time, we had accumulated about $318K. Since then: our earnings amount to nearly $100K (including a donation of about $29K from Emma, above and beyond the Society hosting fee from Hong Kong, plus dividends). Total expenses in FY'16 were about $14.5K. Most (but not all) of these expenses will be ongoing (web site maintenance, student paper prize, tax filing and accountant fees, legal upkeep) – anticipated future expenses will be about $10K/year. Very happy with our accountant, but the fees will go up with our conversion to 501c(3) status. Not as happy with the lawyer, but he did do the job of converting our legal status. Itemized income and expenses all audited and approved by Chair and Vice-Chair. We now have enough funds in the bank to run the conference by ourselves. This has inspired the discussion about Society financial sponsorship of all future conferences, coming in a few minutes.
2. Report on 501c(3) conversion: we now have an endowment, so it made sense to convert to this status. The process took several months, but now is done (approved by IRS on June 10). The Society can now accept donations from anybody, and such donations are tax-deductible. Our by-laws are now written in legal jargonese. What we used to call by-laws have now become a "rules and operations manual". This document is incorporated into the by-laws by reference. The new by-laws must be approved by IOC vote, some time before Jan 1st. **This vote will take place by email soon.** Also, conflict of interest statements are now required to be signed by all IOC Board members.
3. This new tax exempt status allows us to now acquire and manage the KJB Prize endowment. It is currently being managed by a separate charitable organization (the Pasadena Community Foundation) – the transfer will eliminate the need to pay the PCF an annual maintenance fee. This endowment now amounts to $173K which already includes the payment for the 2016 prize (up from $164K a year ago). This year's capital gains exceeded $13.5K. There was a one-time expense of $3918 for 25 new medallions, with updated Society text.
   Summary of MOTION: The board authorizes the Secretary to negotiate the transfer of the KJB Prize endowment before January 2017, and place the funds under Society management. (PHS moves, George Neil seconds)
   RESULT OF VOTE: **unanimous approve**
   POST-MEETING UPDATE: the transfer has been completed, with no extra fees charged. The funds ($174,366.66) are in a new Vanguard account, opened specifically for this purpose.
4. Shocklogic contract: current contract expires 12/31/2016. We need to decide if we want to renew. There is not a lot of time to vet a new system before the 2017 meeting. PHS recommends renewing for another 3 years at the same rates ($1500/year (paid by Society) + $5 per record (paid by the LOC) – rates have not changed since 2010). The general agreement by recent LOC chairs is that it works well enough. It is suggested that we may want to

consider other options before this renewal would expire (in 2020), so that the next time we face this decision, there is more than just the one option.
Summary of MOTION: The Board authorizes the Secretary to negotiate and sign a contract renewal with Shocklogic, before Jan. 31, 2017. (PHS moves, Gian Piero Gallerano seconds)
RESULT OF VOTE: **unanimous approve**
POST-MEETING UPDATE: The Shocklogic contract has been renegotiated, signed and paid forward to cover 2017, 2018 and 2019, with very favorable terms. We are paying the same amount per record ($5) as for the prior 3 years, and the yearly fee was also kept the same at $1500/year. Funds from the general Society account were used to pay the $4500 three year base fee. We will renegotiate again in 2020. A "trainer" was assigned to us (12 hours per year free training time is built into the contract), and the first training session for the 2017 LOC Chair and IAC chair is scheduled to take place on the 26th of October.

5. Financial sponsorship of conference: other societies use their finances to support (or at least backstop) their conferences. They don't ask LOC chairs to take financial responsibility. PHS proposes that we should do the same. It will make it much easier to find people to host the meeting, at least in the US where universities generally are not willing to take on the risk. Caveat: serving on the IOC is no longer a passive activity. It will require more effort than we're used to. This is a new process, but it seems that there are significant benefits. Last year, we approved a motion authorizing that 2020 should be a test case for Society sponsorship of the conference. That has been done. The team that has been identified: headed by Bob Giles, U. Mass. Lowell. Bob will make a presentation here tomorrow. After we scheduled that, Andrea Markelz expressed a desire to also propose to host in 2020 (also under financial sponsorship). The suggested procedure: Andrea and Bob will both propose, under IOC financial sponsorship in both cases. Both proposals will be made in Cancun, and then we will choose by vote.
   Comments:
   Jepsen: let's just be sure that the LOC doesn't just become the program committee. They need more involvement than just that.
   Siegel: agreed, it has to be an LOC-run event. The IOC will merely monitor expenses to make sure that everything is appropriate and consistent with previous LOC best practices. The IOC will also be asked to set the contingency percentage, up front, to minimize the risk to the Society's endowment. But LOC will still be running things.
   Wood: I am concerned with the fact that the venue selection process could remain a competitive and divisive process. This doesn't seem to solve that problem.
   Siegel: But it should. A subcommittee should be the vetting body each year, and then can present to the full IOC any number of vetted proposals on a fully equal footing. This year, being a test case, didn't work out that way. PHS was the one-man subcommittee, and the second proposed host (Buffalo) only became an option very recently.
   Summary of MOTION: IOC must choose between two options: 2020 will be either in Lowell or Buffalo, but in either case will be sponsored by the Society OR we go back to our old process and choose in Cancun, and the conference will be sponsored by the LOC as has always been the case (PHS moves, DM seconds)
   RESULT: **first choice (IOC sponsorship) approved by unanimous vote**

Gun-sik Park: next topic is nomination and vote for general secretary
Mittleman: nominate PHS. MacPherson: second VOTE: **unanimous**

Park: congratulations to S. Liu for 2016 Exceptional Service Award (in abstentia)

2017 ESA: only one nomination: Manfred Thumm (Thumm leaves the room)

PHS: Manfred had many nominations. Hosted the meeting. Extremely active participant on the IOC and the KJB Prize committee and the student prize committee, as well as in the conference. PHS strongly endorsed him for the ESA.

Park: call for vote. RESULT: **unanimous** (Thumm returns)

Update on prize committees:

KJB (already done by Siegel, earlier)

Student prize (Llombart-Juan): thanked prize committee members who helped to select the finalists this year. Reviewed the current selection procedure, and requested input, if any. Suggested that student paper prize submissions should submit two-page papers at the initial step, to streamline the evaluation process. (We must make sure that Enrique knows about this so that the information can appear on the 2017 web site.) Also, it may be time for a new subcommittee chair. Finalist presentations: 5:30pm on Tuesday in Room 21.

Young Scientist Award proposal (Gallerano): proposed a subcommittee to evaluate and choose winners. Not a nomination process, but rather an application process. Would recognize outstanding scientific contribution by a young scientist in one of the topical areas of the conference. Would include a $2000 cash prize, and would include an invitation to deliver a keynote presentation at the following conference. Could also include a waiver of conference registration fee. Committee chair would be chosen for a three-year term by the IOC. The chair would then assemble an award committee which could include people both inside and outside the IOC, of perhaps 8-16 members (not limited, just a suggestion). Applicants are eligible if they are within 5 years of the completion of the PhD (but not over the age of 40), and must have published at least one article as a lead author in a high-ranking international journal. Members of Award Committee are ineligible. Application details are worked out, and a template has been created for applications. Proposed submission deadline is same as the KJB Prize.

Motion: to approve the establishment of this award as described in the document prepared by Gallerano and distributed to IOC members, with modifications as discussed today incorporated therein, and with a first deadline of April 1 2017. (Gallerano: moves Jepsen seconds)

Result of VOTE: **approve motion, and also approve Gallerano as first chair of the award committee**

POST-MEETING UPDATE: Website has been updated to reflect the YSA.

Last order of business for today: (isn't it interesting that every vote today was unanimous?)

IOC membership: we have a wait list for new members to replace members who are ready to cycle from the IOC to the AIOC. Currently 14 on the wait list. One key concern is geographical balance, correlated to the average national meeting attendance. Now we have a rolling list for people to move to AIOC. It is important for people to be aware of their move date. A second round of request for new members for the wait list will be coming soon.

Jepsen: registration is open now. Reception at 6pm. See you there.

CLOSE (4:19pm)

2016 IRMMW-THz International Organizing Committee Roster: **Society Meeting Attendance: Sunday Sept. 25**

#	Last Name	First Name	EMAIL (modify if needed)	Signature
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