IRMMW-THz Society
Meeting minutes (Mittleman)
Hong Kong
Sunday, August 23, 2015
Meeting start: 2:30pm

24 members present (including one AIOC member)
(plus Emma Macpherson, who arrived late)

Park: welcome, review agenda

ITEM: financial summary (see PPT file for details)

Siegel:
- current assets (as of August 9): $338,190 (Significant growth in the last 12 months!)
- annual expenses include the cost of accounting firm (TemoArjani); Their services are exceedingly valuable. Recommendation to continue this every year from now on.

Park: Chair and Vice-Chair have reviewed the accounts earlier today - spreadsheets, duplicated in printed form, independent auditor all provide assurance. This review process will continue annually.

ITEM: US tax-exempt designation

Siegel: Society is now a 501c(4) corporation; recommend switching to 501c(3)
- more appropriate for our type of organization
- will make it possible for the Society to take in donations (and provide tax deductions for donors), earn virtually unlimited amounts (501c(4) organizations are limited)
- conversion will require a one-time legal fee (approx $5K), plus ongoing annual expenses for legal and accounting services (which we should be doing anyway) of a few $K. Details of these expenses yet to be determined.

Discussion:
Temkin: How many hours does it take to maintain this organization?
Siegel: not a significant issue. Conversion process might occupy a week of work, spread out over several weeks/months
Hu: IEEE and OSA are 501c(3) organizations.
Zhang: would this conversion change the way that government funding agencies can fund our conference?
Siegel: Yes, in a good way. ARO was reluctant to give funds to the Society for last year's meeting because they did not recognize the 501c(4) designation as sufficiently reputable. This problem would be solved.

Motion: to authorize General Secretary to begin the process of transitioning to 501c(3), to be completed within one year, up to $8K expenditure.

Motion seconded by XC Zhang.

Vote: 20 YES; 4 Abstain; 0 No   MOTION PASSES

ITEM: new web site

Siegel: new web site has been constructed. Went live 2 days ago. Check it out!

- many new features: info; news; history; documents (behind password protection)
- built-in expansion and security features
- IOC members can log in.
    - Username: 1st initial of 1st name plus last name
    - Password: username@irmmw-thz2008
    - To get to the login page: http://www.irmmw-thz.org/member
- annual cost of maintenance: unlikely to exceed $1K except maybe in Year 1 when significant editing and new features may be needed

ITEM: IEEE Xplore fee

Siegel: starting next year in Copenhagen, IEEE will charge $15 per paper that is archived on Xplore. If we do not pay, then MTT is billed. But MTT doesn't seem to care very much about paying this on our behalf. So if we ask nicely (and SOON), they might agree to do so.

Temkin: the THz journal is one of only a few supported by MTT. And the conference generates papers for the journal. Therefore MTT should be amenable to supporting the archiving process for the conference. Also, many IEEE members attend the conference.

Castro-Camus: is there an alternative to IEEE for archiving?

Siegel: No. All alternatives (google, Thomson Reuters, etc.) already investigated and deemed unsuitable.

<u>Action item</u>: Siegel will compose a letter to MTT addressing this issue.

ITEM: KJB prize

Siegel: financial statement review

- end of fiscal 2015: $178K balance (after 2015 prize payout)
- committee being rebalanced, rules reformulated for 2016
- we've run out of medals; either need to order more or switch to a plaque (will bring this up for consideration at the KJB prize committee meeting tomorrow)

Neil: does changing to a 501c(3) affect the Society's relationship to the prize account?
Siegel: this is a bit complicated. After the change, the society could adopt the prize account, but this is a conversation for another day.

ITEM: travel support for the General Secretary

Park: General Secretary does a lot of work for the Society. It should be recognized. Proposal: the Society should be willing to pay for the travel costs for the General Secretary to attend the conference, if a need for such support can be demonstrated.

Siegel: this should not be a fixed-amount payment, because the job should be volunteer, not paid.
Neil: and if it were paid then that payment would be taxed!

Motion: to fund travel reimbursement for the General Secretary, if a need is demonstrated, at the discretion of the Chair.

Vote: 23 YES; 0 Abstain; 1 No MOTION PASSES

ITEM: procedure for IOC financially sponsoring future conferences

Siegel: general idea: IOC should be financial sponsor and control the purse strings. LOC can still handle technical program and local arrangements, but should not be burdened with financial risk. As part of this, a subcommittee should be formed to select and vet proposals in advance of their consideration by the full IOC.

Test case: the 2020 meeting. A search committee (subcommittee of IOC) should solicit, accept, and vet proposals from North American sites, bringing the results of this process before the full IOC at the 2017 meeting for final selection. These proposal would be governed by an MOU between the IOC and the LOC which dictates the details (who is responsible for what).
Advantages:

- hosts would not need to be local to the site
- hosts have no financial responsibility or risk
- IOC would have financial involvement and more active participation
- Profits from meeting would come to the Society not to the LOC
- LOC need not 'reinvent the wheel' when it comes to standard tasks like accepting registration payments, dealing with Shocklogic, etc.

Disadvantages:

- greater burden on the IOC
- financial risk borne by the IOC (but we now have enough funds in the bank to cover a catastrophic event)
- new ideas could be harder to incorporate into the meeting, since there would not be a brand new LOC crowd each year

Motion: to implement this plan for 2020 conference as a test case.

<extensive discussion, before during and after a coffee break>

[Park: congratulations to Emma for creating both a conference and a baby in 2015!]

K. Wood: presentation on proposal to alter the procedure for venue selection
- concerns go back several years, not just about last year's debacle

- proposal: formulate three geographically themed subcommittees.
- standardized proposal format for prospective LOC chairs to use
- IOC members from the geographic region under consideration should not vote, so that possible politicization of the vote is avoided.

< extensive discussion >

Proposal: to table Siegel's motion
Yes: 4 No: 16 Abstain: 4 Proposal to table fails

Vote on 2020 Test Case motion: 20 YES; 2 Abstain; 2 No MOTION PASSES

ITEM: Exceptional Service Award

4 nominees: Thumm, Koch, Leotin, Liu

Brief statements in support of each candidate.

Vote: Liu selected

ITEM: status of proposed Young Scientist Award

Gallerano: now that the financial status of the Society is more clear, we could act on this proposal (originally made last year)

Existing subcommittee encouraged to put together a detailed proposal for consideration by the IOC.

ITEM: Best Student Paper Award

Llombart-Juan: Same procedures as last year have been followed again. Session will be on Wednesday at 5:45pm in this room. Reviewer pre-screening during the review process was very helpful. Please continue to do that in the future.

Thumm: motion to double the existing prize amounts for 2016 and beyond (current amounts: $500/$300/$200)

Vote: 20 YES; 3 Abstain; 1 No MOTION PASSES

ITEM: Best Paper Award

Mittleman: Some conferences do this. It is difficult to implement fairly. Logistical nightmare. Recommendation is not to do this.

ITEM: Retiring IOC members

Park: The Chair requested that all 5 who were on the list of "supposed to retire after 2015 meeting" should remain on board the IOC for another 2 years. All accepted.

Meeting close: 5:45pm

Additional Notes from Peter Siegel:

Additional Society Business conducted at IOC meeting on Tuesday Sept. 25th Room YIA 201:

(1) Nominations for Society General Secretary called for by IOC Chair.
   a. Only one nomination, Peter Siegel
   b. Hand vote taken while nominee was not present
   c. Peter Siegel elected General Secretary for FY2016 by unanimous vote

(2) Peter S presented a motion on establishment of a Waiting List for IOC candidates.
   a. Background:
      i. As the IOC and the Society have become more visible to the scientific community, there are many individuals who ask about serving on the board, the process by which they can be considered, and when a nomination can be considered. The IOC has a policy for filling vacancies but does not have a queue or any way at the current time to accept new nominations. A waiting list will assure that there are great candidates just waiting for a chance to serve.

   b. MOTION:
      i. The IOC will put in place a candidate nomination list for eventual consideration by the IOC when an opening becomes available or when the IOC Chair decides that an additional board member is needed. Candidates can be nominated by any IOC member, but before the nominee is placed on the waiting list, the full IOC will vote to endorse or reject the nomination. A majority vote will constitute addition to the waiting list. The IOC chair will retain full authority in appointing any nominee from the list or any other individual as already prescribed in the By Laws.
   c. Motion was seconded. Hand vote was held. Motion passed unanimously.

(3) Motion above, plus Motion regarding travel support for General Secretary were added into By-Laws as Articles 31 and 32 on Aug. 26 2015 by Peter Siegel. Amended and up-to-date By-Laws are available on the Society Website under Committee Documents.