

**MINUTES OF THE FOURTH MEETING OF
THE BOARD OF DIRECTORS OF
INTERNATIONAL SOCIETY OF INFRARED,
MILLIMETER, AND TERAHERTZ WAVES
A NON PROFIT MUTUAL BENEFIT CORPORATION**

These are the minutes of the fourth meeting of the Board of Directors of the above-named corporation. Formal notice was given of this meeting and the agenda via email to all board members on Sept. 17, 2012. The time and place of the meeting and those present are indicated below:

Time: 12:30 – 2:30 p.m.

Date: Monday, September 24, 2012

Place: CSE Meeting Room

University of Wollongong

Wollongong, South Australia

The following Directors, constituting all of the Directors of the corporation, were present:

Gian Piero Gallerano, Society Chair

Gun-Sik Park, Society Vice-Chair

Peter H. Siegel, Corporate Chair/Treasurer (for Tax Purposes), Society General Secretary

The following board members, constituting a quorum of the corporation were present:

Rene Beigang (Ad Hoc)
Gian Piero Gallerano (Chair)
Masanori Hangyo
Peter Uhd Jepsen
Martin Koch
Kodo Kawase
Roger Lewis (Ad Hoc)
Shenggang Liu
Nuria Llombar-Juan
Emma MacPherson
Dan Mittleman
George Neil
Gun-Sik Park (Vice-Chair)
Terry Parker
Kiyomi Sakai
XueChu Shen
Peter Siegel (General Secretary/Treasurer)
Manfred Thumm
Ken Wood
Xi Cheng Zhang
Chao Zhang (Ad Hoc)

The following retired board members were also present:
Gregory Nusinovich

The following board members were NOT present:

Jean Louis Coutz
Armand Hadni
Qing Hu
Fritz Keilmann
Jean Leotin
Alexander Litvak
Neville Luhmann
Andrea Markelz
Richard Temkin
Chris Walker

Gian Piero Gallerano served as Chair of the meeting. Minutes were prepared by Peter Siegel and are presented in Time Order, although he has tried to organize the discussions by general topic in places even though the time sequence was not followed precisely. ***Italicized text*** has been added in places to give some extra background or explanation to the discussions.

NEW AND RETIRING MEMBERS

The Chair opened the meeting by announcing that no current Society Board members have indicated that they would be voluntarily stepping down in 2011/12. New members in attendance were introduced: Peter Uhd Jepsen (Denmark), Kodo Kawase and Masanori Hangyo (Japan). *These members were added in an email nomination and voting process that took place prior to the current board meeting.*

STATUS OF THE CORPORATION

The Chair turned the podium over to the Treasurer, Peter Siegel, who presented the format, financial status and assets of the corporation which total \$78,922.69 as of 9/21/12. The treasurer also reviewed the overall format of the corporation and its status as a tax exempt organization and the strategy for investing its assets.

Assets are held in two accounts: (1) Bank of America, Foothill Blvd., La Canada-Flintridge, California, 91011 under checking account IRMMW-THz XXXX-XXXXX. Funds in this account total \$9838.78 as of 9/21/12. (2) Vanguard VFIDX corporate bond fund under account IRMMW-THz Society XXXXXXXX. Shares totaling \$65,000 were purchased by the Treasurer for the corporation on 4/14/2011. As of 9/21/12 the value of the fund totaled \$69,083.91. Dividends are distributed monthly and directly deposited into the IRMMW-THz checking account via electronic transfer.

The treasurer displayed to the board the society financial spreadsheet listing all earnings and expenditures from society inception to date. For board reporting purposes, the corporate fiscal year extends from conference to conference, or from Sept. 30-Sept. 30 in such instances where a 12 month comparative period is desired.

Expenditures for Sept. 30, 2011- Sept. 21, 2012 consisted of (1) final BofA checking account charge of \$15.00 before establishment in October 2011 of no-fee checking; (2) 2011 Student paper prize of \$1000; (3) Continuing server hosting fees for the 2010 conference (Rome LOC): \$70.00 for 2011 and \$56.28 for 2012; (4) Software for processing IEEE Xplore paper package - \$29.95; (5) Domain name auto-buy-back fees for IRMMW-THz2013 and 2014: \$64.96; (6) Student Paper prize for 2012: \$1250 [Note this was increased from \$1000 to \$1250 at the 2012 conference after the Student Paper Prize committee awarded two first place prizes of \$500 each and a third place prize of \$250]; (7) Shipping charge for Service Award prize to Terry Parker - \$47.95. **Total expenditures for the period 9/30/11-9/21/12=\$2,534.14.**

Earnings consisted only of Vanguard distributions and dividends. These occur monthly and totaled \$3886.71 for the period Sept 30, 2011-Sept 21, 2012. As of Sept. 21, 2012, hosting fees for the 2011 conference in Houston, Texas were in default. The 2011 chair indicated no possibility for recovery of the lost funds. Beginning with 2011, IEEE no longer reimburses the Society for IEEE Xplore content (\$1000 in past years). **Hence total earnings for the period 9/30/11-9/21/12=\$3,886.71.**

Although not indicative of future trends, the value of the principal in the VFIDX account increased from \$ \$67,415.86 on Sept. 1, 2012 to \$69,083.91 on 9/21/2012. Total VFIDX earnings (dividends plus principal) in the fiscal year Sept. 30, 2011- Sept. 30, 2012 was 8.8%.

The Treasurer reiterated that all transactions and receipts are recorded and maintained in a series of account books held by the Corporate Chair at 5166 Oakwood Ave, La Canada, CA, USA and entered into an expenditures/income spreadsheet available to the Society Chair. Major transactions and receipts (>\$1000) are also scanned and accumulated in a PDF file, "Corporate Binder" held by the Society Treasurer and the Society President and updated regularly by the Treasurer. All account information, passwords, electronic access and hard copy records are also entrusted to Ronnie S. Siegel, wife of the Treasurer and Corporate Chair, and co-resident at the location of the Corporate offices in La Canada, CA, USA.

The Treasurer informed the board that 2011 California State and US Federal tax forms will be filed before April 15, 2012 and that no notifications from the IRS were received for the 2010 tax year filings, indicating that the Society maintains its tax exempt status in 2012. After presenting the financial status, the Treasurer asked for comments and discussion on the financial accounts and investment portfolio. No motions or discussion items on these points were raised.

HOSTING FEES

Following the financial report, the Chair raised the issue of Hosting Fees. *Each year the amount of the fee (if any) is set by the Society and levied on the LOC of the conference venues 3 and 4 years ahead. This allows the presenters to factor the fee into their costs before they agree to accept the responsibility of hosting the conference. The current fee is set at \$50 per paid attendee from 2011 through 2014 and is recorded in the By-Laws as such (Article 19 and Amendment 22). Paid attendee is defined as anyone who is required to pay a registration, irrespective of the rate or type of registrant, i.e. student, retiree, speaker or regular attendee.* The Chair presented a motion to set a fee for IRMMW-THz2015 and 2016 of \$50 per paid attendee. The motion was seconded and a hand vote was taken. The motion carried unanimously. *The General Secretary has amended the By-Laws accordingly-Amendment 22.*

Considerable discussion accompanied the hosting fee vote for 2015 and 2016. The Chair raised the possibility of setting up a society membership fee that would either supplement or substitute for the hosting fee. The ensuing discussion, which was very long and detailed, brought many additional suggestions and opinions, both pro and con for such a membership fee, and also the obligations or services such a membership model would levy on the society. In the midst of the discussion there was a motion from Xueshu Chen to have a formal proposal for such a membership model prepared and presented to the committee at the next board meeting. Although the motion was not formally recognized at the time (*it should have been*), the discussion was closed off by the Chair who also agreed to prepare a more formal proposal for presentation and discussion in 2013.

IOC BALANCE

The Chair introduced the topic of IOC balance, size and selection of new members. The Chair proposed election of a permanent IOC member from Australia. *The current size of the IOC is 30.* The Chair stated that he would like to keep the total number of IOC members at 30 if possible. There was animated and varied discussion about the size, balance and representation on the IOC. There were several names proposed for new membership, discussion of optimal area representation, country distribution, age and gender. As with the prior topic proposal the

discussion continued for quite a long period. *The By-Laws give the Chair responsibility for membership distribution on the IOC through a formal nomination, selection and approval process (Article 2g). The IOC Chair may also ask any standing IOC member who has served 6 years to step down at his/her discretion.* After extended discussion and several uncarried proposals and motions, the Chair agreed to table the discussion and the current vote on new members and the maximum size of the IOC until he (the Chair), is able to review and report on the current and future desired size and distribution of IOC members. The Chair further proposed that a vote on converting one ad-hoc member from Australia to full IOC membership would take place via an email process following the current conference.

ELECTION OF GENERAL SECRETARY

The Chair introduced a motion to nominate and vote on the election of the General Secretary for 2012/13 (*By-Laws Amendment 24: The General Secretary is elected each year at the Society Board meeting through a nomination and voting process*). The Chair nominated Peter Siegel to continue in his current role as General Secretary. The nomination was seconded. No other nominations were introduced. The Chair asked for a vote on the election of the General Secretary. Peter Siegel was elected for a one year term beginning at the close of the 2012 conference and extending to the close of the 2013 conference.

SOCIETY EXCEPTIONAL SERVICE AWARD

The Chair introduced a motion to vote for the 2013 Exceptional Service Award (*By-Laws Amendment 21. The award is announced on the Society Web Page at least 3 months before the current year conference and written nominations are collected by the General Secretary or Society Chair for distribution and voting at the Society Board Meeting. The award is not restricted to IOC members and anyone in the IRMMW-THz community may be nominated*). Nominations for the award were received by the Chair prior to the meeting. The nominees were discussed and the committee selected Michael von Ortenburg for the award.

STUDENT PAPER PRIZE

Manfred Thumm proposed adding a best poster award to the current best paper prize. There was considerable discussion on both the logistics and the merits of such an award. Additional suggestions on alternative poster award processes were also mentioned. The Chair suggested that this motion was the purview of the Student Paper Award committee and could be formally proposed and discussed within the committee and brought to the Society Board for approval if desired by the committee.

YOUNG CAREER AWARD

The Chair brought up the issue of the Young Career Award suggested last year and formally placed in the hands of a committee consisting of Neville Luhmann, Andrea Markelz and George Neil. Only George Neil was present, and no formal proposal was ready for discussion by the board at the time of the meeting. The Chair suggested that a proposal and vote might be undertaken over the intervening year. Peter Siegel asked to have the committee make a full

proposal before the board, so a face-to-face discussion could take place. The Chair agreed to ask the committee to formally present a proposal at the next committee meeting.

ESTABLISHMENT OF PERMANENT CONFERENCE WEBSITE URL

The Chair presented a proposal to establish a subdomain URL to reside under the general Society domain name www.irmmw-thz.org rather than have individual servers hosting each conference domain. Peter Siegel reiterated the difficulties and extra cost he has had in acquiring the domain names for 2012, 2013 and 2014. The Society already owns 2015-2020.org and .com. However 2012,13 and 14.org were gobbled up by domain name pirates and had to be repurchased at considerable trouble and cost. The committee agreed to have the Chair go forward with the plan to switch to the new subdomain name system. Peter Siegel also relayed that the society website is currently maintained on a Caltech server, but that the cost for this service is quite high - \$300/year – and is being covered by Peter directly. The website should be moved to a free server sometime within the next year as Peter will not necessarily be able to maintain it after August 2013.

ADJOURNMENT

The Chair thanked the board for their time and asked if there was any other business to conduct. There being no further business to come before the meeting, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

10/17/12

Gian Piero Gallerano, Chair

Peter H. Siegel, General Secretary

International IRMMW-THz Society - Board of Directors Meeting

Date: Monday, September 24, 2011

Time: 12:30-14:00

Place: CSE Meeting Room, Building 11, University of Wollongong

Final Agenda

- 12:30-12:35 Set-up, introductions and seating (Chair - Gian Piero Gallerano)
- 12:35-12:45 Society Status Report (General Secretary - Peter Siegel)
- 12:45-13:00 Board of Directors & IOC Membership (Gian Piero Gallerano)
New Members: Masanori Hangyo, Peter Uhd Jepsen, Kodo Kawase
Approved by email election
Announcement of any retiring IOC members
Selection criteria and nominations of new IOC members
2012 Exceptional Service Award to Terry Parker
Appreciation to Student Paper Prize Committee members
- 13:00-13:20 Discussion & Voting on New Appointments and Awards
(Gian Piero Gallerano)
Affirmation of General Secretary 2013
Nominees for Exceptional Service Award for 2013
Vote on nominations for the 2013 Exceptional Service Award
- 13:20-13:40 Discussion and voting on new proposals - (All)
(1) Young Career Award – discussion and confirmation of committee
(A. Markelz, G. Neil, N. Luhmann)
(2) Hosting fee for 2015 and 2016 & establishment of a Society membership fee
Formal Amendments to By-Laws
- 13:40-14:00 Additional Agenda Items and Open Discussion (All)
(1) Archiving past conferences web sites & hosting of new web sites (GP Gallerano)
(2) Feedback for chair

Adjourn

SOCIETY BOARD AS OF SEPT 23, 2012

Rene Beigang (Ad Hoc through 2013)
Jean Louis Coutaz
Gian Piero Gallerano, Chair
Armand Hadni
Masanori Hangyo
Qing Hu
Peter Uhd Jepsen
Kodo Kawase
Fritz Keilmann
Martin Koch
Jean Leotin
Roger Lewis/Chao Zhang (1 vote - Ad Hoc through 2012)
Alexander Litvak
Shenggang Liu
Nuria Llombart-Juan
Neville Luhmann
Emma MacPherson (Student Paper Prize Committee Chair)
Andrea Markelz
Dan Mittleman
George Neil
Gun-Sik Park, Vice Chair
Terry Parker
Kiyomi Sakai
XueChu Shen
Peter Siegel, General Secretary/Treasurer
Richard Temkin
Manfred Thumm
Chris Walker (Ad Hoc through 2014)
Ken Wood
Xi-Cheng Zhang