MINUTES OF THE FIFTH 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 fifth 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 August 22, 2013. The time and place of the meeting and those present are indicated below:

Time: 12:30-14:00 & 17:30-18:30

Date: Monday, September 2, 2013

Place: Hilton "Gold Saal"

Congress Center, Mainz, Germany

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, Society General Secretary

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

Rene Beigang (Ad Hoc)
Jean Louis Coutaz
Gian Piero Gallerano (Chair)
Masanori Hangyo
Qing Hu
Peter Uhd Jepsen
Kodo Kawase
Fritz Keilmann
Martin Koch
Jean Leotin
Alexander Litvak
Shenggang Liu
Nuria Llombar-Juan
Neville Luhmann
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
Ken Wood
Chao Zhang
Xi Cheng Zhang

The following Advisory Board emeritus members were also present:
Gregory Nusinovich
Michael von Ortenberg

The following board members were NOT present:
Armand Hadni
Emma MacPherson
Chris Walker (Ad Hoc)

Gian Piero Gallerano served as Chair of the meeting. Minutes were prepared by Gian Piero Gallerano, with support from Gun Sik Park and Peter Siegel, and are presented in Time Order, although the discussion is organized 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.

STATUS OF THE CORPORATION

After a brief introduction on the financial status of the corporation, the Chair turned the podium over to the Treasurer, Peter Siegel, who presented the detailed financial status and assets of the corporation which total $113,447.77 as of 08/31/13. 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 $5,912.77 as of 08/31/13. (2) Vanguard VBIAX mixed corporate stock (80%) and bond (20%) fund under account IRMMW-THz Society XXXXXXXX. Shares totaled $107,535.00 as of Aug. 31, 2013. *Note that funds were shifted from Vanguard account VFIDX (corporate bond fund) to VBIAX (majority stock fund) on 7/15/13 after bond market decline in US.*

For board purposes the fiscal year extends from conference to conference. For fiscal year 2012/13 the following transactions were recorded:

Earnings:

Registered attendee fees from Wollongong conference	$20,900.00
Donation from Caltech to cover registered attendee fees for Houston	$25,000.00
Dividends (Sept 1, 2012-Aug 31, 2013)	$ 4,406.20
Total	**$50,306.20**

Expenditures:

Service Awards Binders (10)	$1,918.79
Shock Logic Contract	$4,500.00
Student Paper Prizes	$1,000.00
Network and name server fees	$ 187.47
Wire transfers	$ 57.00
Mail fees (Service award binder to von Ortenberg)	$ 59.95
Society Name renewal (California corporate requirement)	$ 46.00
Legal fees (related to KJB award transfer)	$ 450.00
Total	**$ 8,249.21**

The treasurer noted that expenditures in FY2012/13 exceeded dividend income by a significant amount ($3843.01) and that expenditures were eating into the earnings from registration fees. He also indicated that the Caltech donation to cover 2011 fees (and a similar donation in 2009 equivalent to fees from the conference in Korea), could no longer repeated in future years. In order to accumulate the funds needed for an endowment sufficient to financially host future conferences ($250K suggested), the full registration fees from at least 4 more events would be necessary. The treasurer expressed his strong personal desire for the society to accumulate this endowment as quickly as possible so as to make the conference fully independent and self-sustaining.

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

SOCIETY BOARD MEETING TIME SLOT

Following the financial report, the Chair raised the issue of not having sufficient time to address all the agenda items in the limited period currently allocated for the Society Board meeting, and suggested that there was a need to expand the discussion time. Peter Siegel, as Co-Chair of the 2014 Conference proposed holding the 2014 Society Board meeting on the Sunday preceding the conference opening, and immediately prior to the Welcome Reception, instead of at a luncheon during the conference week. The idea being that the discussion could start and end on time, and not be interrupted or delayed by dining selections or the need for people to come and go to technical sessions. A vote was taken to see how many committee members would approve such a change: to hold the Society Board meeting on Sunday afternoon, just prior to the Welcome Reception instead of on Monday during the conference. The vote was 20 FOR, 4 OPPOSED and 1 ABSTENTION. Peter Siegel said he would implement the change in the 2014 conference schedule and send a reminder and concurrence sheet around in the summer of 2014 to finalize the new time slot. Rick Temkin expressed the opinion that the meeting could be significantly shortened if decisions were handled by subcommittees rather than the full board.

HOSTING FEES

The issue of Hosting Fees was actually discussed during the IOC meeting on Tuesday. *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 2015 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. regular attendee, student, or other reduced rate.* The Chair presented a motion to confirm the fee for IRMMW-THz 2016 and to set the fee for 2017 to $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 22d.*

ESTABLISHMENT OF A SOCIETY MEMEBERSHIP FEE

The Chair reminded the Board about a prior year discussion on the possibility of setting up a society membership fee that would either supplement or substitute for the hosting fee. *Such a membership would be open to individuals of the whole infrared, millimeter wave and terahertz community with a yearly fee that could be paid to the Society regardless of the actual attendance of the conference*. Since the future Society status as either a continued Non-Profit Mutual Benefit Corporation or conversion to a full Charitable Corporation under US code 501c, is currently under discussion, and would affect the decision to implement a membership fee, the Chair informed the Board about his intention to postpone this discussion topic to a time when the final Society status is determined.

POSSIBLE OUTSIDE SPONSORSHIPS

The Chair introduced the topic of outside sponsorships. These might include sponsorship of activities that are consistent with the Society's role and function as a mutual benefit corporation, but would go to organizations or individuals who are outside the IRMMW-THz Society or not part of the IRMMW-THz conference series. These could take the form either of direct monetary grants or simply Society endorsements. Such grants could include, but are not limited to, sponsorship of workshops and conferences (perhaps through funding of one or more student registration fees), lending the Society name and logo to non-competing workshops or meetings, or other events that can enhance the visibility of the Society.

After an extended discussion on the merits/pit falls of funding such activities, the Chair called for a vote, and the Board decided (21 Y, 2 N) to establish a subcommittee to address various sponsorship possibilities as well as their financial impact on the Society, and report back to the full Board at the next meeting. The Chair called for volunteers to join the subcommittee. The subcommittee members were selected and a Chair appointed as follows: G.P. Gallerano (Committee Chair), G.-S. Park (Committee vice-chair), P. Siegel, George Neil, Manfred Thumm and Ken Wood (*added post-meeting*), committee members.

ELECTION OF THE GENERAL SECRETARY

The Chair introduced a motion to nominate and vote on the election of the General Secretary for 2013/14 (*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 unanimously elected for a one year term beginning at the close of the 2013 Conference and extending to the close of the 2014 Conference.

CHAIR NOMINATION FOR THE TERM SEPT. 2014 TO SEPT. 2017

The Chair nominated Gun-Sik Park as the Chair-elect for 2014-2017. The Chair pointed out G.S. Park's expertise, the important scientific initiatives he is leading in Korea, and his sensibility in caring for scientific relationships at international level and within the IOC. The Chair asked for any additional nominations. None were offered. The Chair called for an open vote on the nomination of G.S. Park as Chair-Elect. Gun-Sik Park was unanimously elected as Chair-elect of the Society Board and IOC for a three-year term beginning at the close of the 2014 Conference in Tucson, AZ and extending to the close of the 2017 Conference at a yet-to-be-selected site in the Americas.

SOCIETY EXCEPTIONAL SERVICE AWARD

The Chair introduced a motion to hold a vote for the 2014 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).* One nomination (Peter Siegel) was carried forward from last year with supporting statements from G.P. Gallerano, A.Markelz, K.Wood, X.-C. Zhang and Antti Räisänen. As communicated by email on Aug. 20, 2013, no other nomination was received in 2013. The Chair reminded the Board he had received an independent statement in support of Peter Siegel's nomination by Terry Parker. The Chair asked Terry Parker to briefly present his nomination. Following Terry Parker's presentation, the committee unanimously selected Peter Siegel for the 2014 Exceptional Service Award.

STUDENT PAPER PRIZE

The Chair expressed the Board's appreciation to the Student Paper Prize Committee, which was chaired by Emma McPherson through the beginning of the summer 2013. At this time Emma MacPherson expressed an interest in stepping down from the committee, in order to focus on activities in preparation for the 2015 conference in Hong Kong. Student Prize Committee member, Nuria Llombart-Juan was nominated to replace Emma MacPherson as Student Paper Prize Committee Chair for the current 2013 and 2014 conferences. Nuria Llombart-Juan was confirmed and appointed as Chair of the Student Paper Prize committee and assumed the respective duties for said appointment in August 2013. Nuria Llombart-Juan was present at the meeting and confirmed the details and procedures for the Student Paper Prize in 2013.

The Chair asked the Board to confirm the Student Paper Prize value and currency for 2013 and 2014. These were set by the Student Prize Committee to \$500, \$300 and \$200 for the first, second and third place awards respectively. In case of a tie between first and second place, the value is fixed at \$400 each for both first place winners plus \$200 for third place. In the case of a tie between second and third place, the value is set to \$250 each for both second place winners with \$500 remaining for the first place winner. The values were entered into the By-Laws as Amendment 26.a.vii.

YOUNG SCIENTIST AWARD

The Chair presented a proposal for a Young Scientist Award prepared by a subcommittee consisting of Neville Luhmann, Peter Jepsen, Andrea Markelz, George Neil and Kyiomi Sakai. Details of the proposal are reported in the document distributed by email to the IOC on July 7, 2013. There was considerable discussion of both details in the proposal and of the process for establishing and administering the award. The Chair highlighted several open issues, including: the amount of the award, the age of the nominees, and the composition of the award committee itself. The Chair proposed that a committee be established for managing the award and selecting the nominees and that this Award Committee include broad representation from the IR, mm-wave and THz communities who are not currently members of the IOC. After an extended and lively discussion, the Board voted to appoint the Gian Piero Gallerano as the Chair of a new "Young Scientist Award Committee" that will be formed over the next year.

The Young Scientist Award Committee Chair will be responsible for assembling an award committee consisting of members from an international pool of scientific and technical experts. No limit is placed on the number of committee members, but it is suggested that the committee consist of between 8 and 12 individuals that span geographic and technical distributions consistent with the make up of the Society. Committee Members would serve at the discretion of the Committee Chair.

The Committee Chair will also establish written guidelines for the nomination process, the requirements for award candidates, and the process for selection of the award winner. These guidelines will be presented to the Society Board for direct vote and approval before the prize is announced to the general community. The Chair agreed to formally present the full proposal at the next committee meeting.

ANNOUNCEMENT OF RETIRING MEMBERS

The Chair opened the afternoon session of the meeting by announcing that Armand Hadni had informed him by email that he would not be able to attend the conference in Mainz and would be voluntarily stepping down from the Society Board to move the status of Advisory IOC (emeritus) member. *With the assistance of the General Secretary a Certificate of Appreciation was prepared and signed by the IOC members. The Chair had this certificate delivered to Armand Hadni on his (the Chair's) return from Mainz*.

GUIDELINES ON IOC COMPOSITION & AMENDMENTS TO BY-LAWS

The Chair presented the Guidelines for IOC Composition, which were revised following a discussion that began at the end of December 2012. *The revised Guidelines were distributed by email to IOC members on Aug. 22, 2013*. The Chair pointed out that he had carefully considered the issues raised by several members from Asia, the outcome of voting on the relevant amendments, and additional feedback received during the past few months.

The current IOC composition Guidelines address IOC scope, size and duration of service. The voluntary 'six-year rotation' of IOC members, if not properly implemented, could produce an undesirably large number of member retirements in 2015, with the additional burden on the next IOC Chair, of asking members who do not rotate off the committee voluntarily, to stand down. The proposed amendments to By-Laws *Articles 2.b. and 2.f.* add several options to the duration of service to avoid an abrupt change in membership and to guarantee continuity in the IOC composition. At the same time it is in keeping with the idea that a gradual rotation of service on the committee is beneficial to any society.

The Chair presented a motion to approve revisions to *Article 2.b.* (Attendance requirements of former IOC Chairs) and to *Article 2.f.* (Duration of service). After a brief discussion the Chair called for a vote. The results were: Revisions to *Article 2.b.*: 20 Yea, 1 Nay, 1 Abstain; Revisions to *Article 2.f.:* 21 Yea. Both motions passed and have been implanted in the By Laws by Peter Siegel. *By-Laws modifications are added to the archived copy with noted date of modification and retention of prior wording. The most up-to-date By Laws can be downloaded from the Society website on the Committees page*

Wording of Motions: Article 2.b. "Former Chairs of the IOC will retain full honorary membership and voting rights on the IOC for as long as they fulfill the requirement of attending at least one IOC meeting in a three-year cycle". *Note modification changes only a single word from the original text and does not change the meaning or execution of the article, however the new text has replaced the original in the By-Laws.*

Article 2.f. "IOC members are appointed for a period of six years, including any period in which they may have served as Ad-Hoc members. In exceptional cases, as for instance the involvement of an IOC member in the LOC of a just completed or newly selected conference, or the active involvement of an IOC member in a standing subcommittee, they may extend their term for an additional specified period, following an invitation by the IOC Chair. IOC members that rotate off the committee will retain the status of Advisory IOC member for a period of nine years. They may suggest potential replacement IOC members that represent their particular host country and/or area of expertise. Such nominees will be considered, but are not assured selection to a committee slot. A formal selection process will be called for by the Chair if he/she deems it appropriate and the selection process will follow that described in *Article 2.g.*".

NEW IOC MEMBER NOMINATIONS

The Chair informed the board of his intention to carry forward the nomination from Prof. Shenggang Liu of Prof. Peihen Wu to serve on the IOC. Shenggang Liu presented the nomination, reminding the board that Prof. Wu is a member of the Chinese Academy of Sciences and the Director of the Research Institute of Superconductor Electronics (RISE) at Nanjing University. He has contributed significantly to the development of mm-wave and THz detection and is a leading scientist in the field. A series of documents relevant to Prof. Wu's nomination were distributed by the Chair to the board by email on Aug. 22. Statements of support were presented by Terry Parker and by Michael von Ortenberg during the discussion. The Chair asked for a vote on Prof. Wu's nomination. Prof. Wu was unanimously elected as a member of the Society Board and IOC for a six-year term beginning at the close of the 2013 Conference.

Based on the approval of revisions to Article 2.f., the Chair asked René Beigang, currently an Ad-Hoc Board member until the close of the 2013 Conference, to serve as a full Society Board member for a period of 3 additional years, in view of his dedication to the Society and of the expertise gained in the organization of the 2013 conference. René Beigang accepted the nomination to serve on the Society Board.

Formal letter of appointments were sent by the Chair to Peihen Wu and to René Beigang shortly after the end of the Conference on Sept. 13, 2013.

ADMINISTRATION OF THE KENNETH J. BUTTON PRIZE

The Chair asked the KJB Prize Committee Chair, Terry Parker, and Chair-elect, Peter Siegel, to present an update of the current situation. A brief summary of this update with proposed steps for the future had been distributed by email to IOC member s and to KJB Prize Committee members on Aug. 27, 2013.

<u>Update on the status of the prize:</u> When the IOP informed us that the prize had to be removed from the IOP, and it was clear that a transfer directly to the Society could not take place without risking significant scrutiny and potential tax liabilities in both UK and the US, Peter opened negotiations with the IEEE. In January 2013 Peter went to the IEEE MTT-S Prize committee and presented a proposal to move the prize to a society level award within the IEEE MTT. Along with the proposal were 13 provisions that Peter had drawn up regarding future administration of the prize under IEEE. These included statutes for the composition of the nomination and awards committee and the distribution of the award, amongst other things. *A copy of the proposal is available from Peter.* The MTT-S prize committee agreed to all the provisions except for two. MTT-S did not want to have the prize winner give a talk at the IEEE IMS meeting in June, and they wanted the scope of the prize changed from "*for significant contributions to the science of the electromagnetic spectrum*" because it conflicted with another IEEE award.

After discussion with the KJB prize chair, Peter agreed to these two conditions. Karen Galuchie, IEEE Foundation Chair, was brought in for approval, and IEEE chief council was brought in to investigate any tax or legal issues associated with the transfer of the funds from the IOP. In June, Peter went back to the IEEE MTT-S prize committee with a positive status report and a slightly updated proposal, wherein the prize name was changed to the "*The IEEE-MTTS Kenneth J Button Prize for outstanding contributions to the science of Infrared, Millimeter, and THz waves.*" At this juncture the MTT-S prize committee approved the transfer proposal.

The proposal was presented to the full MTT-S Administrative Committee who also approved the plan. Peter immediately moved ahead, working with Karen Galuchie, to implement the transfer from the IOP over the summer. During this time, Galuchie asked for clarification on who was the actual owner of the prize and the endowment. IOP clarified that the KJB Committee itself was the owner of the endowment. Galuchie suggested that the prize might go forward as a jointly administered award with both the KJB committee and the MTT-S as stewards of the prize. Peter quickly agreed to this. However, the IEEE awards committee chair was very unhappy with the concept of joint stewardship, suggested that this was a game changer and furthermore that negotiations could not move forward unless Peter was removed from the process, claiming conflict of interest.

At this point Peter was afraid the MTT-S was not open to the idea of keeping the KJB committee involved in the prize, and that he could not guarantee that the flavor of the KJB award would not change from the desires of its founder Ken Button. He suggested to the KJB prize chair that they look for another, less demanding partner, and move forward with the new knowledge that the endowment was actually owned by the KJB committee itself, not the IOP.

Peter approached the IRMMW-THz Society legal team (Hahn and Hahn) to find out what options were available for transferring the prize to the IRMMW-THz Society. The legal requirement is that the IOP in UK can transfer the prize endowment to a similarly structured charitable organization in the US without any known tax liability on either side of the Atlantic. However, a direct transfer to the IRMMW-THz society would not qualify, since the Society is not an official charity, rather it is a mutual benefit corporation; *a qualified non-profit, but not classified as a charitable organization.* Hahn and Hahn suggested that the Society could take possession of the prize if it was administered by a true US non profit organization. They put Peter in touch with the Pasadena Community Foundation, a 50 year old local charity with a $35M endowment that serves several of its members by playing the role of endowment administrator, the same role the IOP played for the KJB committee.

The advantage of using PCF is that they have no interest in the prize itself, but rather take an advantage from managing the funds – charging a 1% fee on the total interest income per year. Peter contacted the PCF and met with Chair Jennifer DeVoll. He was extremely satisfied with the organization and the arrangement for administering the KJB funds. Since it was a "business" arrangement only, there was no chance that the ownership or endorsement of the prize would be tampered with, or the existing structure or procedures for awarding the prize changed in any way. Since the IEEE had already looked into the legal aspects of the transfer from the IOP, Peter was confident that the switch to PCF would not incur significant legal risk. PCF was also local to Peter and therefore had an easy person-person interface and made PCF subject to continuous local oversight. He personally felt that it was appropriate to recommend the transfer of the KJB prize to the PCF, with continued management of the award itself, fully in the hands of the KJB committee.

Peter presented the history and current situation to both the KJB prize committee and the IOC at the Mainz meeting. There were many questions in both meetings, and considerable discussion. A few alternate suggestions were made, including moving the prize to a university, rather than a local charitable organization with no science involvement. Peter suggested that, given the pitfalls and uncertainties of using an administrative entity not directly associated with an individual or organization connected with the IRMMW-THz Society itself, that a simple business arrangement would be the best course. He also felt that using an entity that was directly accessible to the KJB Chair, would be the safest course to take. Peter suggested that in the longer term, *once the IRMMW-THz Society was sufficiently endowed that it could host future conferences, it could then generate sufficient annual income to afford transitioning over to a full charitable organization, and would be in a position to take over the prize endowment itself.*

The committee was asked to vote on the proposal of transferring the KJB prize to the PCF with continued control of the prize remaining in the hands of the KJB committee. The vote was unanimous to proceed ahead with the transfer.

After the Society board meeting, Peter presented the same information to the KJB committee, who also endorsed the proposed transfer plan.

Upon returning from the conference, Peter met with PCF chair DeVoll and signed the official documents to initiate the endowment transfer from the IOP to PCF. If in the future, the KJB committee wishes to remove the funds from PCF and transfer them to an alternate charity, i.e. *the IRMMW-THZ Society* itself, the PCF has no problem with that action, although it will have to be approved by the PCF board of directors.

Peter has since informed the IOP of the details of the negotiations and supplied IOP with a bank transfer number to move the funds directly to a financial entity in UK in British pounds (avoids any currency conversion costs outside of those needed to purchase the shares of the mutual fund that will hold the endowment). He is currently waiting for IOP to make the funds transfer and has signed a document generated by IOP, relieving IOP of any future responsibility for the funds and any liabilities for past administration of the funds. After the funds are transferred to the UK financial entity they will placed in a US mutual fund administered by Vanguard and held by PCF. The KJB committee will inform PCF each year of the amount of funds that must be transferred to the KJB prize recipient. PCF will transfer the funds by check or cash along with the proper US tax forms that must accompany any prize or gift to an individual that exceeds $600. Terry Parker has further requested that IOP turn over to Peter the 3 remaining KJB medals that they have already procured and which accompany the award.

Peter has modified all the award nomination forms and the website information to reflect the new award designation (approved by the KJB committee), and the new award amount in $US which has been fixed at $3000. He is currently waiting for the funds to show up! For the record, the prize will now be known as:

"*The Kenneth J Button Prize for outstanding contributions to the science of Infrared, Millimeter, and THz waves.*"

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 Chair, upon motion duly made, seconded and unanimously carried, the meeting was adjourned.

10/08/13

Gian Piero Gallerano, Chair | Peter H. Siegel, General Secretary

International IRMMW-THz Society - Board of Directors Meeting
Date: Monday, September 2, 2013
Time: 12:30-14:00 & 17:30-18:30
Place: Hilton "Gold Saal", Congress Center Mainz

Agenda

12:30-12:35 Set-up, introductions and seating (Chair - Gian Piero Gallerano)

12:35-13:00 Society Financial Report (General Secretary - Peter Siegel)
Issues on conference management (G.P. Gallerano, G.-S. Park, P. Siegel)
Voting on 50 USD hosting fee for 2016 and 2017 (shifted to Tuesday)
Discussion on the establishment of a Society membership fee (G.P. Gallerano)
Discussion on possible outgoing sponsorships (G.P. Gallerano)

13:00-13:30 Discussion & Voting on New Appointments and Awards (All)
Affirmation of General Secretary 2014
Chair nomination for term Oct. 2014 – Oct. 2017
2013 Exceptional Service Award to Michael von Ortenberg
Nomination and vote for the 2014 Exceptional Service Award
Appreciation to the Student Paper Prize Committee – approval of prize values

13:30-14:00 Discussion and voting on new proposals - (All)
Young Scientist Award – presentation of final proposal by the Award Committee (N. Luhmann, P. Jepsen, A. Markelz, G. Neil, K. Sakai)
Discussion and vote on the Young Scientist Award proposal

Adjourn

17:30-18:10 Board of Directors & IOC Membership (G.P. Gallerano)
Announcement of any retiring IOC members
New IOC member nomination (Prof. Peiheng Wu)
Guidelines on IOC Composition (general discussion)
Formal Amendments to By-Laws/ Confirmation of votes

18:10-18:30 Administration of the Kenneth J. Button Prize (T. Parker/P. Siegel)

Adjourn

SOCIETY BOARD AS OF SEPT 2, 2013

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
Alexander Litvak
Shenggang Liu
Nuria Llombart-Juan (Student Paper Prize Committee Chair Elect)
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
Richard Temkin
Manfred Thumm
Chris Walker (Ad Hoc through 2014)
Ken Wood
Chao Zhang
Xi-Cheng Zhang