

EEMS Executive Meeting
Warsaw 18. / 19. January 2012
FINAL MINUTES

Part 1: Executive Committee

1. Minutes of previous Excom meeting (Barcelona, 4th July 2011)

The minutes were signed by GS. The final version will be uploaded on the website.

2. EEMS constitution / status

AL provided the EXCOM with the recent developments regarding the legal status of the society. Due to changed legislation, EEMS will need to change its previous status as "friendly society" and transfer itself to a newly formed body, i.e., a Scottish Charitable Incorporated organization – SCIO. Besides being recognized as a charitable organization, this would additionally have the advantage that directors will only have limited accountability in the future.

AL has submitted an application document for SCIO to Alexander Sloan and will work together with them in the upcoming months on the transition. Change of the status is anticipated for 2013. AL will keep the EXCOM updated on the progress and on potential issues.

3. Interaction with other societies / cancer organizations

This agenda item was not discussed.

4. Financial update (outstanding payments, consequences)

AL gave an update on the financial status of the society; the current balance is 55,150.50 EUR. Accounts for 2010 have been signed off and regulatory authorities have been informed by Alexander Sloan.

Financial wrap-up of the Barcelona meeting is not yet finalized. EEMS spending (eg, upfront payments) will need to be deducted from the overall profit; the remaining sum will be equally split between the local organizers and EEMS (**Action Item:** AL with Affinity). To note that according to Keith all of the direct payments from EEMS have been taken into account in his assessment and we end up with a profit of about 15000 euros. He did not include the 2000 euros loan to Spain in his accounting, therefore this should be deducted from the 50% share of the profit to be given to Spain (i.e. they get 6500 instead of 7500 euros).

Payments from some local societies have been infrequent or are not clearly related to their respective member counts. Except for the Netherlands, most of these societies only involve relatively few members and therefore financial impact is limited. **Action Item:** AL will contact Jan van Benthem regarding the outstanding payments for Netherlands.

A decision was made that at the end of each year, an Email is send out to the Councillors requesting the current membership numbers (**Action Item:** AR). Based on their feedback, an invoice will be filed on January the following year.

Francesca Davies will receive an annual payment of 500 BP for web host services (**Action Item:** AR to draft approval letter for AL)

5. Sustaining sponsors

Existing sponsors are UKEMS, GSK, Givaudan, Unilever and Harlan. **Action Item:** Invoices should go ASAP (AL)

Covance did not support in 2010 and 2011; a decision was made that their logo will be taken off the list of sustaining sponsors on the EEMS homepage; the logo of GSK will be added (**Action Item:** AR).

Some concerns were expressed regarding future payments of some sponsors and potential new sponsors. **Action Item:** AL will talk to Andy Scott (Unilever), Sue Riley (Covance) and Brian Burlinson (HLS). DK will contact Givaudan and WIL (Steve Dean).

6. Members, Councillors, Regional Societies

AR presented the current membership figures which were communicated by 17 out of the 24 councillors. Overall, 1030 members have been reported, with 7 regional societies still lacking information. **Action Item:** LM to contact Jan van Benthem for Dutch membership count. It was agreed that a membership count of 1120 will be communicated to IAEMS and this number will be updated on the website (**Action Item:** GS).

Although the Hungarian EMS ceased to exist in 2010, it will be kept as society on the EEMS homepage. Councillor information on the website will be double-checked (**Action Item:** AR).

7. Special Interest Groups (reports, website)

The SIG led by L. Müller does no longer exist and will be deleted from the website (**Action Item:** AR).

GS will ask the leaders of the SIGs to write a short paragraph on their activities which will be put on the website. In addition, they will be requested to provide an activity report for each General Assembly.

8. Website / newsletter

Several smaller changes to the Website were identified which will be communicated to F Davies for implementation. Agreed deadlines for 2012 award nominations will be updated. (**Action Item:** AR).

A short newsletter will be drafted in the next few weeks which will contain:

- Presidents note on 2011 (GS)
- Next meeting info (AR and B. Tudek)
- Contributions from local societies (AR to ask councillors)

9. Awards Committee

LM as chair of the awards committee proposed to replace all existing members in 2012 as their term has expired. The following individuals will be invited to serve as new members (**Action Item:** LM):

J Suralles (Spain), B Salles (France), M Bignami (Italy), T. Helleday (Sweden), H. Stopper (Germany), D. Phillips (UK), S Gundi (Hungary).

10. Frits-Sobels-Award

LM will reach out to Councillors to request proposals for the Frits Sobels Award (AR send Email list to LM). Deadline for submission of proposals will be 30- April 2012 (Website will be updated accordingly).

The following candidates were proposed as potential awardees in case no proposals are received: Peter Farmer; Rob Baan, Francesca Paccherotti

11. Young Scientist Award

Deadline for nominations is 30 April 2012 (**Action Item:** LM to inform councillors)

Rules for YSA qualification are outlined on the EEMS website.

12. Young Scientist Travel Grant

The EXCOM agreed to support up to 10 Young Scientists with a grant of 500 EUR each. **Action Item:** GS will ask councillors to nominate 1 YSTG recipient for each country. In addition, councillors will be asked to nominate persons for the Young Scientist session of the 2012 EEMS meeting. These young scientists are expected to be funded by their local society.

The deadline for nomination will be linked with the Abstract Deadline (30 May 2012)

13. Election for Vice President

DK contacted two potential VP candidates who would in principal be willing to enter the VP election: Veronique Thybaud (will give final agreement later in 2012) and Lisbeth Knudsen.

It was decided that DK will wait for final decision of V Thybaud. In case she refuses, GS will contact Andrea Hartwig and if she also will not agree to run for VP, he will ask Jordi Surralles.

Pending technological feasibility, a new voting procedure for VP election was agreed which is hoped to increase membership participation. Emails which include a voting button will be sent out to members through the councillors. Upon voting, a response mail will go to Affinity who serve as honest broker in the evaluation of the election.

14. Feedback from EEMS 2011 (Barcelona)

A survey was distributed to participants of the Barcelona meeting. Affinity will be asked to feed-back the outcome of the survey to the EXCOM (**Action Item:** AR)

15. ICEM 2013 (Brazil):

The venue of the ICEM 2013 will be Foz do Iguacu. It was agreed to hold an EXCOM meeting as well as a Council meeting during the ICEM. No general assembly will take place. Handover of the President from GS to LM can occur during the Councillor meeting. It was decided to have the Frits Sobels Award and a EEMS Young Scientist session being integrated into the ICEM program (**Action Item:** LM to contact Lucia Ribeiro to clarify details). Travel grants of a total of 5000 EUR will be used to support YS participating in the EEMS session (UKEMS and GUM are expected to provide funding for their nominees).

A 2013 winter EXCOM meeting will take place. Cost-effective ways of meeting will be explored (eg, 1-day meeting at Schiphol or Frankfurt airport; or combination with workshops), or could be in March in London in connection with UK COM meeting. A decision will be made at the next EXCOM meeting in Warsaw.

16. EEMS 2012 (Warsaw)

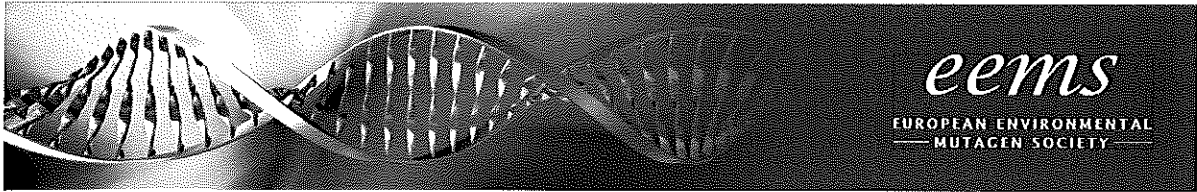
see Part 2 of Meeting minutes for details.

January, 19 2012

AR

16.08.12
S. Spruiel

Action Item	Caretaker
Financial wrap-up of Barcelona meeting	AL with Affinity and J. Surralles
Contact Jan van Benthem for outstanding membership payments from the Netherlands	AL
Email to councillors to request membership counts each end of year	AR
Approval letter for F Davies web hosting costs	AR
Communicate diverse updates to the EEMS homepage to F Davies	AR
Send out invoices to sustaining sponsors	AL
Contact existing and new potential sustaining members	AL, DK
Contact Jan van Benthem for Dutch membership count	LM
Contact SIG leaders for website contribution and activity report	GS
Newsletter	AR
Invite new members for awards committee	LM
Request proposal for Frits Sobel Award and YSA from councillors	LM
Ask councillors for YSTG nominations and potential speakers for the YS session	GS
Ask Affinity for survey of Barcelona meeting	AR
ICEM 2013: contact L Ribeiro for EEMS contributions to program	LM



EEMS Executive Meeting

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Part 2: Excom together with local organizers and Affinity Events (AE)

EEMS 2012 (Warsaw)

GS thanked B Tudek and the local organizers for their hard work on the program so far and acknowledged the advanced stage of planning.

1. **Organization of the meeting (interaction between local organizers, excom, AE)**
The meeting website will be linked to the EEMS website in due course (**Action Item: AE**)

The following deadlines have been agreed upon:

- Travel grant applications will have to submit abstracts by 30 May 2012
- Early-bird registration 30 June 2012

Announcement: An announcement letter will be sent end of January to the councillors for further distribution in the national societies. Potentially interested societies will be included (e.g., JEMS, EMS, EUROTOX, SOT, DNA repair). The Email will contain a link to the meeting website. **Action item:** B. Tudek and AR.

Hotel reservations: Recommendations for suitable hotels will be included on meeting website and rooms will be blocked for special rates by the local organizers. A code for special rates will be included in the accommodation registration to assure that participants will get special rates. Invited speakers and EXCOM will be located in one hotel (probably Sofitel) to facilitate organization. Invited participants will be asked to provide arrival and departure dates on website during registration process. Local organizers will check whether up-front payments need to be done with hotels and keep AL informed.

Poster boards: Sufficient poster boards will be available. The orientation and size of poster boards will need to be given on meeting website

2. **Structure of the meeting (deviations from the Barcelona scheme) and**
3. **Scientific program (topics, speakers, chairs, ECETOC, award lectures)**

The following changes to the proposed meeting outline were agreed upon:

- Reduce poster sessions from 3 to 2; hold poster sessions on day 1 and day 2 (odd/even). Posters will be displayed throughout the full meeting
- Have general assembly/attractive program points before and after poster session to attract people for the poster session
- Include dedicated Young Scientist Session (half day) in the program; ideally without parallel session
- Include regulatory genotoxicology session (half day). **Action Item:** Elisabeth Lorge as SIG leader to be contacted by LM; involve DK

- Include plenary lectures in the morning; thereafter start parallel sessions
- Reduce Sessions 1 and 8 to half-day session
- Proposal to combine different epigenetic topics into a main Epigenetic session, which reflects ECETOCs sponsorship and includes additionally appropriate lectures. **Action item:** LM/B Tudek will approach ECETOC with a suggestion on Epigenetic session
- Proposal to include regulatory contributions to Nano session; S Doak and S Pfuhrer were proposed as potential speakers
- Agreement to not include session on "Environmental and intrinsic factors of cancer risk."

Action Item: LM and B Tudek will incorporate these decisions and proposals to develop a new version of the program which will be shared with the EXCOM

4. Social program (reception, dinner, tour)

Reception and gala dinner have been already planned by the local organizers. It was proposed to include a free afternoon into the program with an offer for guided city tours.

The Opening Ceremony should start as late as possible on Sunday evening to allow time for a Council meeting and the EXCOM meeting beforehand.

Publication in Acta Biochimica Polonica is an offer to all invited speakers except for ECETOC speakers; it is not obligatory. ECETOC speakers will be informed by LM that this does not apply to them, as there is a separate agreement to evaluate publication with Mutation Research.

Budget

The following changes to the proposed budget outline were agreed upon:

- Regular registration fees: 490 EUR (as in Barcelona); 590 EUR late registration; 640 EUR on site.
- Students: 350 EUR – 450 EUR – 500 EUR
- Invited speakers from academia and governmental institutions will be offered travel expenses according to EEMS meeting guidelines: up to 300 EUR (Europe); up to 800 EUR (US, JP).
In addition they will receive 2 nights' accommodation (1 night for industry speakers)
- A larger budget than currently estimated (7500) should be anticipated for sponsorship
- Local organizers and important helpers will have waived registration fees

The local organizers were asked to include all potential expenses (e.g., transportation, entertainment etc.) in their calculation. **Action Item:** Local organizers will update AL on expenses and keep him informed.

Sponsorship: Local organizers will look for national support (a local bank account will be used); GS will send out letter to companies.

Exhibitors (historically 3-5); Affinity Events will contact companies for exhibition or advertisement

5. On-site visit of the meeting venue

The local organizers were congratulated for identifying an ideal meeting venue which will have sufficient space for main (ground floor) and parallel (1st floor) sessions as well as poster viewing (1st floor). It was agreed to maintain a reservation of the rooms on the 2nd floor in case there is a need to expand on further rooms.

Action Item	Caretaker
Link meeting website to EEMS website	AE
Announcement of meeting	B Tudek and AR
Block reservation of hotel rooms; inform AL in case of potential up-front payments	Local organizers
Contact E Lorge to organize half day regulatory session	LM with DK
Contact ECETOC with proposal for epigenetic session	LM and B Tudek
Inform ECETOC speakers that publication in Acta Bio Pol does not apply for them	LM
Inform invited speakers on EEMS support	Local organizers
Update AL on budget	Local organizers
Contact national and international sponsors	Local organizers (local) and GS (international)
Contact companies for exhibition and/or advertisement	AE

January 19, 2012

AR

Ab. OS. 12
J. Spruit