

IFESS Board of Directors Meeting

13 Sept 2006 Zao, Japan

Minutes

Andy Hoffer, Acting Secretary

DRAFT PENDING BOARD APPROVAL

- 1) Paul Meadows, President, requested a volunteer to act as a Temporary Secretary. Andy Hoffer volunteered to take notes at this meeting and circulate these afterward. **(ACTION ITEM 1)**
- 2) Paul Meadows thanked local organizing committee for a wonderful meeting and venue.
- 3) Meeting statistics (Dr. Seki): 84 paid attendants to this date + 10 non-paying attendants + 20 staff, for a total of approximately 120 participants. **(Dr Seki, please verify these numbers)**
- 4) Manfred Bijak: Database has been upgraded. Members are encouraged to log in and update their personal data, pay annual dues, and vote in upcoming elections. Last elections had 50% turnout.
- 5) Status of Neuromodulation Journal (Ross Davis): Journal is successful. Reviews can help make submitted papers stronger. There is still a problem with not being registered with National Library of Medicine, but may be able to obtain a 3-year retrospective registration.
- 6) Milos Popovic took over the Treasurer office in past year. A new Wells-Fargo Bank account was opened in Oct 2005, with monthly statements thereafter. Current balance is \$35,498. Current membership registration (as of Sept 4, 2006) is 141 members, plus new member registrations that are expected during this IFESS Meeting. Member information will be updated on-line. Inactive members will be removed from list after 5 years of inactivity.
- 7) Corporate Status (Paul Meadows): We have no problems with taxation, as IFESS is non-profit. Paul and Milos have copies of the database. Website operations are straightforward and low-cost. Wells-Fargo provides credit-card services.
- 8) Elections (Paul Meadows): Three Board members will be retiring, three new members will be elected. Members will be invited to nominate candidates. **(ACTION ITEM 2)**
- 9) Terms of office (Paul Meadows): Manfred Bijak had suggested that officers may serve in rotating fashion to provide greater continuity. Paul Meadows did not think there is need to change the current bylaws, as past officers have remained available to assist new officers.
- 10) INS Report (Brian Simpson): Enjoyed successful meetings in Montreal and in UK. Here to evaluate future of collaboration between INS and IFESS. There are feelings at INS that there may not be enough overlap in interest. Paul Meadows pointed out that there are increased journal subscriptions and submissions from IFESS members. Main difference is that INS members are largely clinicians, IFESS members are largely engineers but collaboration is mutually useful. At next IFESS meeting in US, expect a special workshop to explore areas of collaboration. Will plan to offer a special IFESS session on cutting-edge technology at next INS meeting in Acapulco in Dec 2007. It was discussed whether a subscription to Neuromodulation

(currently at either \$85 or \$100) should be mandatory for IFESS members, especially since IFESS membership fee has been unchanged at \$30 since the beginning, 11 years ago. Currently 85 members are already Neuromodulation subscribers, so to enforce subscription would affect only a few more members. An alternative comment was that subscription to IEEE journals is more useful for IFESS members who are engineers. However, IFESS members cover a broad spectrum and may benefit from awareness of current issues for clinicians. Another issue to consider is whether several members from a single academic institution could share a subscription, and whether students would pay lower rates.

11) There was some discussion about relative merits of holding local meetings of potential IFESS national chapters, vs. attendance to regular IFESS international meetings. Jane Burrige agreed to study the possibility of starting national chapters of IFESS, as currently envisioned in the IFESS and INS bylaws, and report back to the Board. **(ACTION ITEM 3)**

12) Intra-society relations: Asian FESS (Dr. Handa): there has been no activity in recent years. Possibly this activity could be resurrected in the form of an Asian Chapter of IFESS.

13) Future IFESS conferences: 2007 Location in Philadelphia is secure, near Shriner's Hospital, Randy Betts and Brian Smith volunteered to chair. Date not yet set; Oct-Nov is considered late in the year, but weather would be nice and cool. Paul Meadows requested that all Board members send an email with suggestions and rationale for possible dates. **(ACTION ITEM 4)** He will circulate a document that analyzes how to choose dates for meetings, and will place in website. **(ACTION ITEM 5)** A question was raised that 2007 would be the turn for a European meeting, since IFESS met in Montreal in 2005. Paul Meadows explained that there were problems with running IFESS in the past year and a half, which led to settling on this choice for 2007. Next meeting in 2008 will be in Germany, organized by Thomas Stieglitz.

14) An update on next Vienna FES meeting in 2007 was presented by Manfred Bijak.

15) A preview of a proposed 2008 IFESS meeting in Freiburg, Germany was presented by Thomas Stieglitz. The Board voted its approval of this site. There was discussion about the out-of-sequence ordering of these proposed 2007 and 2008 meetings. One issue is that 2007 will be a major anniversary for Freiburg, with too many other meetings are already planned for that year.

16) In 2009 the annual IFESS meeting will return to Asia. Mohammed Sawan proposed to hold the meeting in Dubai and they offered to pay the conference costs. Another option would be Korea. Paul Meadows will be having more exploratory discussions and is also considering formation of some key committees, one of which would be on Future Meetings. **(ACTION ITEM 6)**

17) In 2010, the plan is to hold a joint meeting of IFESS and the Electrostimulation Workshop, and we already have a chairman for it, Manfred Bijak.

18) The student award winner Simona Ferrante was invited to participate in the Board meeting and dinner and was asked for any opinions on the running of the conference. She suggested that last year, access to papers as reviewers was a nice way to participate. Paul Meadows replied that papers could have been distributed to reviewers earlier, and this will be added to paper submission guidelines in future. **(ACTION ITEM 7)** Simona said she will inquire whether a future meeting could be held in Italy (perhaps in 2013). **(ACTION ITEM 8)**

19) Copies of suggested changes to the Bylaws were circulated to members last November. There is a need for clearer guidelines for the election process and clarification of terms of office.

Other changes include new Committees such as Bylaws committee, Election committee, Education, Fellows and Award committee, and Meetings committees. Paul Meadows asked for a process for acceptance of the changes to the Bylaws. It was agreed that Paul email the proposed bylaw changes and ask for feedback using tracking mode, that Paul and VP will review.

(ACTION ITEM 9)

20) In the meantime, Jane will head Liaison and Chapters Committee and invite other members. Milos Popovic volunteered to chair the Meetings Committee and generate a list of future meetings for the next 6 years. It was suggested that Committees be struck such as to include representation from the three geographical regions. **(ACTION ITEM 10)**

21) Ancillary activities: FES Air—Paul with ask Christine to provide an update. **(ACTION ITEM 11)**

22) IFESS Booth: Nobody knows where this is, for quite a long time. IFESS paid about \$2,000 for it, but not seen since Cleveland (2001). Uros Stanic apparently has one of the signs. We need a better way to monitor where materials are at any time. Main purpose of booth is to promote membership. We need simple signage and business cards, maybe small CDs with information. **(ACTION ITEM 12)**

23) Newsletter: Adam Thrasher is new person, could not come because just moved to Houston, but he will be happy to provide a Newsletter 2-3 times per year. **(ACTION ITEM 13)**

24) Support for IFESS speakers at other society meetings –There is a standing opportunity for all members of the BOD to act to represent IFESS at other meetings, with IFESS covering the costs.

25) There was discussion on methods to promote new membership recruitment. As well, ways to provide long-term membership or lifetime membership for specified fees. These suggestions and others will be circulated to all board members by Paul Meadows. **(ACTION ITEM 14)**

26) AOB:

a) Dr. Seki raised a question about sales of Proceedings, whether this should be done by the local organizing committee or by IFESS. Paul Meadows replied that in the past, the Proceedings were the property of IFESS and it is appropriate for IFESS to look after distribution of this year's as well. **(ACTION ITEM 15)**

b) Andy Hoffer suggested that a benefit for IFESS members could be a frequent, possibly even monthly newsletter that could include information about, e.g., recent awards and publications by members. Such information could be routinely submitted by members. Thomas Stieglitz suggested that other useful information in the newsletter would be new companies that were started, or new products available in the market. The INS has a printed newsletter but a membership of 650. Our IFESS newsletter would best be in PDF downloadable format. Currently, the IFESS website has a Links section that already includes some information of this type. A monthly emailed newsletter alert could also direct our members to visit the website regularly for latest news. **(ACTION ITEM 16)**

c) Jane Burrige mentioned the IFESS-ULAG (upper limb interest group) that will come out shortly with as systematic review of recent findings and make recommendations. Paul Meadows reminded the board that the list-server is open for everyone to post in, and said that he will send a reminder email to this effect. **(ACTION ITEM 17)**

27) The September 2006 IFESS BOD Meeting was adjourned after dessert and a due motion, second, and affirmative votes from all present.