



7th meeting of the board of SBSP, Minutes
When: Tuesday 8 January 2019, 11:30-12:30 Danish time

Board members present:

Pikka Jokelainen (PJ)
Vaidas Palinauskas (VP)
Andrea Miller (AM)
Rebecca Davidson (RD)
Guðný Rut Pálsdóttir (GP)

Board members absent (with notification):

Age Kärssin (AK)
Gunita Deksnė (GD)
Andrew Williams (AW)

1. Welcome

PJ welcomed everybody on the current board meeting and briefly introduced the meeting agenda.

2. Documents

2.1. Minutes of last meeting (Gunita)

GD has circulated by email with board members the minutes of previous meeting. The approved minutes will be uploaded on the SBSP webpage.

2.2. Contract discussion with WFP is ongoing (Pikka)

For the contract all things are clear (especially the role of SBSP in ICOPA), but nothing signed yet. KENES is the PCO.

3. Update on CSBSP8-EVPC2019 planning (Pikka, Andrew, Gunita, Vaidas, Gudny)

PJ informs that registration for CSBSP8-EVPC2019 will be open this month. OC members are actively seeking for sponsors for the event. The registration payments for CSBSP8-EVPC2019 will be done to the SBSP account. The asked Keynote speakers have agreed to attend CSBSP8-EVPC2019 and Scientific Committee should be finalised in January.

4. Update on ICOPAnhagen planning (Pikka, Andrew)

Not much news this time, promotion and contract matters.

5. Financial matters (Rebecca, Andrew)

5.1. Andrew is now acting as Treasurer (from 1. Jan 2019) with support from Rebecca.

Rebecca mentions that we still need to organize access to the bank account for him as well as updating our information with the Swedish tax authorities (see point 5.3 for further information).

5.2. Financial situation (Rebecca, Andrew)

RD informs that at present there is 6827 SEK in Nordea account and 65 EUR in Paypal account. No membership payments were received since previous meeting.

5.3. Update on getting access rights to be as needed (Rebecca, Andrew)

RD informs that in order to get bank access for Andrew as the new SBSP treasurer, we need to complete the form which was sent by our contact at Nordea Mr. Harald Widen. The signed form should be sent along with the following documents: ID of the authorized signatories that is attested and countersigned as being a true likeness, a copy of the official board meeting Minutes where the names of the authorized signatories are stated). The documents will then be sent by email (as a pdf) to Harald Widen at Nordea.

The board meeting notes that authorized signatory is the President of the Society PJ (Pikka Jokelainen). Both PJ and AW (Andrew Williams) are to have full access to the Nordea account. RD (Rebecca Davidson) can be removed from the account after the change is completed.

RD informs that she was in touch with the Swedish Tax Authorities concerning the SBSP contact information. For this purpose there is a form to complete and sign.

The Board members (PJ, GP, RD, AM and VP) agree that contact information should be transferred to the new acting SBSP Treasurer Andrew Williams. RD informed that the form will be sent together with the copy of these minutes and copy of SBSP statutes to the Swedish Tax Authorities. The contact information for SBSP will be transferred to the new treasurer AW. RD will finish tax reporting for 2017 this month and AW will have responsibility for the 2018 reporting which as a deadline 1st of July 2019.

5.4. CSBSP financial matters (Pikka, Andrew)

PJ suggests that it would be good to check the incoming payments once per 2 weeks, when the CSBSP conference fee will start to come. RD agrees to check it together with AW. PJ mentions that people paying conference fee should be informed in advance that the confirmation about their payment will be made within 2 weeks as well.

6. Membership matters (Andrea)

6.1. Number of members, ideas for attracting new members

AM informs that there was one new registered member since the last meeting in December. An email updating members about their membership status and recent Society news is planned.

6.2. Update on draft of procedure for nominating honorary members and for WFP awards

AM received the comments from most of Board members on the matter. Most of concerns were about the time window that would be enough for receiving nomination suggestions. PJ suggest that this year the announcement could be in March could. Board members discussed whether nominees should be only present/former SBSP members or any scientist who had the remarkable impact on any parasitological field for our region.

7. Grant matters

7.1. Update (Gudny, Age)

GP informs that no applications have been received.

7.2. Update on draft(s) of text(s) about some grant receivers to social media (Gunita, Gudny)

GD/GP informs that the draft information will be finalized soon.

7.3. Decision on grants available in 2019.

Board agrees that with present financial situation the preference will be given for conference grants for students. No other grants will be available for next half a year.

8. Update on replying the email from American Society of Parasitologists (Vaidas, Pikka)
PJ and VP will do this. First we update our own webpage...

9. Update-needs of our webpage (Vaidas, Age, Gudny)

9.1. Update on testing whether the links work? Is it easy to find information?
VP explains that the list of old links and other glitches on website were written down by Age, Gudny and Vaidas. The final version with all the comments will be sent to SBSP webmaster within this week.

9.2. Update on draft of statement of commitment to equality and diversity (Pikka)
PJ will circulate the draft.

9.3. Update on more information about CSBSP and ICOPAnhagen (Pikka)
PJ will be updated soon.

10. Update on email to members: ICOPAnhagen, CSBSP8, (Andrea, Pikka)

AM has circulated updated e-mail draft and received comments. The final version will be sent to members when the CSBSP registration is open.

11. Minutes of this meeting: compiling, round of comments, to the website (Gunita, Vaidas)

VP will summarize the meeting minutes, share with other board members to comment and then forward them to webmaster for publishing them on SBSP webpage.

12. AOB

Everybody agrees to try the new system of Board meetings by having them on the first Tuesday every month, 11:30 Danish time.

PJ suggests planning early what to present in GA (membership, members etc.) and to include point by point, what has to be done before GA to Board manual.

13. Main action points agreed:

GD/VP after circulation of minutes of last two meeting will upload on SBSP webpage.

Andrew and Pikka to get access rights to SBSP account and Andrew's name and address will be provided to Swedish Tax Authorities as the SBSP point of contact.

RD/AW will make final procedures to get additional access to Nordea account and register at Swedish Tax Authorities.

AM after receiving comments from Board members will finish the draft of procedures for nominating honorary members.

PJ/VP all the updates will be provided to SBSP webmaster.

AM will send the e-mail to members.

RD will update the board manual with information regarding changing the treasurer (email access, PayPal access, bank access, Tax office information).

14. Next meeting

The board agrees to have a meeting on 5th of February, 11:30 Danish time.

CSBSP8 update (Pikka, Andrew, Gunita, Vaidas, Gudny)

ICOPAnhagen update (Pikka, Andrew)

Membership situation update (Andrea)

Timeline for all the official matters to do before GA (Vaidas, Pikka)