

Minutes of SBSP board meeting 3 November 2015

Telephone conference call 9:00-10:20

Members Attending

Jakob Skov (JS)
Pikka Jokelainen (PJ)
Rebecca Davidson (RD)
Vaidas Palinauskas (VP)
Age Kärssin (AK)
Andrea Miller (AM)

1. Accepting new members: Ivana Jankovská (Czech Republic), Foojan Mehrdana (DK)

The Board approved these new members.

2. Paypal status (RD)

RD reports that our PayPal account is ready for use. Currently the account is based in Sweden and must have a Swedish person associated with it. Currently this is Ulrika Forshell (former secretary), but RD also has access. Before launching both the website and PayPal option, RD recommended testing the functions. It was suggested to transfer money from the Society's other bank accounts (e.g. Baltic) via PayPal to test the process (see Point 3). PJ will inform the webmaster (Brian Lassen) and ask about the testing.

3. Bank account fusion – what are the next steps? (RD)

All bank accounts need to be fused with the Swedish bank account by the end of the year (Dec 31). Currently the account is held by RD and Ulrika Forshell. However, RD will work with Ulrika to make both RD and AM holders on the account. VP suggested that first the Baltic account should be used to pay grants, bills, etc. until it is emptied.

4. Board manual (JS)

JS has revised the Board manual and added a description for Vice President. Although there is a lot of repetition of duties for each position, all agreed that this was important to keep (so those in each position would not forget anything). However, it was suggested to list common tasks for all positions on the first page and reference this list (via page number) within each position description. RD suggested adding a page with current contact information for all officers. RD will update the treasurer page with the PayPal and bank fusion information. PJ suggested that the task of keeping the Board manual updated can be a task listed for the Vice President.

AM asked about including a position called "Student Representative". All agreed that if this position is to be added, the term "Student" must be defined. A student could be anyone from an undergraduate to a PhD student. The tasks of this position could include encouraging students to apply for grants and to attend conferences. It was suggested that it may be difficult to find students with enough interest and time to devote to a Board position. Therefore, it was also suggested to add a note to the manual saying that the Board will

“strive to have a student on the Board” instead of creating an entire student position that has to be filled each term.

JS will make final revisions to the Board manual and send it to AM for comments. AM will forward to VP and AK for their comments. Once all of these comments are taken into consideration, the manual will be finalized by PJ.

5. ‘Parasite of the Year’ – relevant text and photographs for upload (GD *in absentia*/all)

GD emailed to the Board a factsheet for *Alaria alata* to be used on the website for the “Parasite of the Year”. All agreed it was a very nice looking factsheet. Suggested revisions included adding more information about its zoonotic/veterinary importance, links to pdfs for reference, and pictures of the parasite itself and its habitat. PJ stressed that the Board needs to make it clear that these factsheets are not peer reviewed and are not necessarily representative of the SBSP’s views. They should also include the creator’s name and year of creation.

Following this discussion, it was decided that the Board should create a set of guidelines for the creation of factsheets for all the future “Parasites of the Year”. RD and PJ also suggested to change the name to “Parasite in Focus”. In this way, the Board would not be restricted to updating the highlighted parasite to only once a year, but could change the parasite of interest as often as needed. This suggestion was supported by the board.

RD will work with GD to create a common protocol for the creation of these factsheets.

6. Replies to members regarding approved membership (all)

Currently, members must apply for membership and their membership is not approved until the Board has discussed and voted on the application in a Board meeting. Often, new member applications are emailed to the Board before the meeting and an informal vote occurs. With the new website, members will be automatically accepted when they pay online. However, it has been decided that applications will still not be “officially approved” until approved at the next Board meeting.

Applications will continue to be emailed out beforehand. AM will compose a template email to inform new members of their acceptance and will be responsible for notifying accepted members after the Board meetings.

The Head Treasurer (RD) will be in charge of maintaining an updated membership list (as membership is linking to paying dues). This task will be shared with the Secretary (AM). An updated membership list will be online and updated yearly.

7. Communication to members – e.g. regarding grant opportunities, courses, conferences, etc. (JS)

Improved communication to our members is needed as many members are not aware of our opportunities (particularly grants). In addition to our Facebook and Society webpage, JS

suggests that either the President or Secretary emails to all members periodic reminders about upcoming conferences, workshops, grant opportunities, etc. Unless these activities are specifically sponsored by SBSP, they will only be emailed out upon specific request to avoid favoritism.

8. Grants and grant reports from grant holders (PJ/all)

It has come to the Board's attention that the grant applications need to be updated (e.g. new secretary information). The grant process should also be reviewed. For instance, should a grant report be required following a grant period? PJ suggested that AK and GD will review the grant process.

It was agreed that grant deadlines will not be extended even if no applications are received. Advertisement of grants should be improved (see point 7).

AM will email the two applications for the Undergraduate Student Stipend to the Board. AM, PJ, and AK can not participate in voting due to close working relations with the applicants. The Board should make a decision before January 1.

9. EMOP XII update – promotion plans (PJ)

PJ reports that the website is up, but some things are delayed. She will update the Board when the website is open with all the information. The conference theme is "Parasites are Forever". SBSP is to help in promotion of EMOP and all Board members need to send PJ an address to receive postcards and posters to distribute.

PJ asked for funds (up to 100Euro) to "Boost" the Facebook page for conference advertising before critical time periods (such as before abstract submission closes). The Board approved.

PJ reports that the keynote speakers are mostly decided, but the program is still very open. PJ encourages all Board members to encourage the submission of abstracts on many topics from colleagues. JS suggested a keynote speaker or a session on parasites in conservation (i.e. parasites on endangered species can also be endangered!). Topics on zoonotic parasites in food and water were also suggested.

PJ suggested that there may be time for a student event the night of the boat tour, but that she will get back to the Board when the schedule is more clear.

10. AOB

No other business was discussed.