	SMiRT 22 Action Item List				
ID	Action	Assigned to	Date assigned	Status	Closing date
A 22 - 25	Update conference manual to reflect new approach to conference planning - URGENT.	Ostadan	Aug-13	**ONGOING**	
A 22 - 31	Special edition of NED for SMiRT 22.	Verma	Aug-13	ONGOING	
A 22 - 35	Determine legal situation in regard to registering SMiRT, IASMiRT and the logo	Matzen	Aug-13	Supersceded by A23-17	
A 22 - 37	Incorporate outline of pre-conference planning meeting workshops into conference manual.	Matzen	Aug-13	ONGOING	
A 22 - 42	Check VISA requirements for UK.	Shepherd	Aug-13	ONGOING	
A 22 - 43	Update manual	Ostadan and Dutta	Aug-13	COMPLETED	

	SMiRT 23 Action Item List				
ID	Action	Assigned to	Date assigned	Status	Closing date
A 23 - 1	Identify Notary Public function for January Board meeting	Shepherd	Aug-13	COMPLETED	
A 23 - 2	Create Template for Treasurers Reports	Gillot	Aug-13	COMPLETED	
A 23 - 3	SMiRT 23 to decice on need for a loan by end of September	Shepherd	Aug-13	LOAN NOT NEEDED	
A 23 - 4	Separate permanent and 2-year AB members on website	Matzen	Jan-14	ONGOING	
A 23 - 5	Ask Asa to chair 50th anniverversary pre-planning committee	Ostadan	Jan-14	COMPLETED	
A 23 - 6	Talk to Prof Panne about hosting 50th anniversary conference	Gillot, Kusmaul	Jan-14	COMPLETED	
A 23 - 7	Send AB invitation letter to Tae-Eun Jin	Matzen	Jan-14	COMPLETED	
A 23 - 8	List needed changes to webtool and provide scope/schedule for Board approval (2 B members involved)	Gupta	Jan-14	?	
A 23 - 9	List desired changes to web tool	Shepherd, O'Donnell	Jan-14	?	
A 23 - 10	Update webtool user guide	Dawber	Jan-14	?	
A 23 - 11	SMiRT 23 decision on registration payment approach on website	Shepherd	Jan-14	COMPLETED	
A 23 - 12	Draft letter to LB, DP, and Victor on SMiRT 23 financial letter for FO signature	Matzen	Jan-14	COMPLETED	
A 23 - 13	Post Bylaws on public side of IASMiRT web site	Matzen	Jan-14	ONGOING	
A 23 - 14	Work with Yasin Hassan to get NED Special Issue publiched within one year of conference	Luxat	Nov-14		
A 23 - 15	Put IASMIRT membership INFORMATION on the public side of the IASMiRT website and in the Conference Manual, Post IASMiRT membership LIST on the member-page of the IASMiRT website.	Matzen	Nov-14		
A 23 - 16	Check with Berlin on status of the IASMiRT name and logo - registered in germany only, or internationally?	Gillot	Nov-14		
A 23 - 17	Explore assistint Russian participation in SMiRT 23 even if they are prevented from attending because of international tensions.	Shepherd	Nov-14		
A 23 - 18	Add new NED procedures to the Conference Manual	Shepherd	Nov-14		
A 23 - 19	Suggest policy on gatering panel presentations and discussions for inclusion in the Confernce Manual	Blahoianu	Nov-14		
A 23 - 20	Add guidance to Conference Manual for State of the Art sessions	Matzen & Ostadan	Nov-14		
A 23 - 21	Compile cost of conf webtool and payments made or committed to be made	Matzen, Ostadan, Shepherd	Nov-14		
A 23 - 22	Develop performance requirements for the paper management webtool	Shepherd, Ostadan	Nov-14		
A 23 - 23	Check with OECD Working Group on Integrity and Ageing to see if they are interested in organizing SMiRT 26 in Berlin	Blahoianu	Nov-14		
A 23 - 24	Make sure SMiRT 22 page is operational	Matzen	Nov-14		
A 23 - 25	Send email on possible participants for John Stevenson sessions	Budniz	Nov-14		