

IASMiRT Board Meeting
January 28th and 29th, 2016
Haeundae Centum Hotel, Busan, Korea

Attending: Rainer Gillot (RG), Abhinav Gupta (AG), Vernon Matzen (VM), Farhang Ostadan (FO), Goon-Cherl Park (G-CP), David Shepherd (DS). (See **Attachments-B24-2 & 3** for the Attendance List for each day).

- 1) Call to Order by DS at 9:00 am.
- 2) Approval of the Agenda and the Schedule of Meetings – DS. Agenda (**Attachment B24-4**) was approved. GC-P discussed the detailed schedule for the two day meeting.
- 3) Approval of the Minutes of the Meetings held in August 2015 - DS
 - a. Meeting minutes of the Board Meeting held on August 9th in Manchester, UK were approved and signed.
 - b. Minutes of the Joint Meeting of Board and Advisory Board held on August 11th, 2015 in Manchester, UK were approved and signed.
 - c. Minutes of the New Board meeting on August 13th, 2015 in Manchester, UK were approved and signed.

4) Review of Action Items - DS

Action items from the previous meetings were discussed. Certain items were closed and others left open for discussion at this meeting. The following action items were agreed upon.

ACTION AI-24-5 DS will email the updated list of action items to the Board.

ACTION-AI-24-6 VM will send draft of Conference Manual to Board and DS will update.

5) Submission of the Minutes of the General Assembly RG

Minutes of the General Assembly held on August 12, 2015 at Manchester, UK were signed by the then President FO and the Acting Secretary VM for official submission to Berlin by RG.

6) Report of the Secretary - AG

Nothing to report.

7) Report of the Treasurer - FO

- a. Treasurer FO presented the Treasurer's Report (**Attachments B24-5 & 6**) give the summaries for the German and the US accounts). FO also presented the cash flow estimates for next 2-year conference cycle which are included in the two attachments.

ACTION AI-24-7 FO will circulate a draft assessment of 10 year cycle for IASMiRT cash flow.

- b. The Board discussed the provision for reimbursing travel expenses of conference chair in each cycle. It was unanimously agreed that the Chairman of each conference will not charge his/her expenses to IASMiRT.

ACTION AI-24-8 DS will include in Conference Manual.

- c. Board discussed the matter of travel support to Cheryl O'Brien, member of Advisory Board. Decision was made to support only one trip to the conference with the understanding that she will transfer knowledge of Early Career Program to a new member of the AB.

ACTION AI-24-9 DS will follow up with Cheryl.

- d. Financial contribution amount by each conference to IASMiRT was discussed. It was agreed that SMiRT 26 onwards, the total payment by each conference to IASMiRT will be increased to \$40,000 including the travel expenses for the Advisory Board members. For SMiRT24 and SMiRT 25 the amount would remain at \$35,000 total as agreed upon in the past. SMiRT 25 might pay the higher amount depending upon the success of the conference.

ACTION AI-24-10 DS to update Conf. Manual accordingly.

- e. Estimated AB travel support for SMiRT 24 meeting related travels was discussed.

ACTION AI-24-11 FO will circulate potential names that would require travel support to planning meeting and the conference in Busan through email.

- f. **ACTION AI-24-12** Template for Advisory Board travel support request form will be modified by FO/VM to include specific action being taken by the Advisory Board member to support the conference (see reimbursement policy of June 2015, last sentence).

8) Report of the Advisor General - VM

- a. Confirmation of membership to Advisory Board was discussed. It was agreed that the permanent members of the Advisory Board and the non-permanent members will be listed separately on the website.

ACTION AI-24-13 VM to separate the list on website by permanent members and 2-year members and update affiliation information for Faigy, Gillot, and O'Brien.

Board discussed membership of several new individuals to the Advisory Board. It was agreed that the following individuals will be invited to join the Advisory Board:

Pierre Labbe (EDF France), Prof. Yun Jae Kim (Chair of ISC for SMiRT24), Justin Coleman (Idaho National Laboratory), and Professor Takada (University of Tokyo).

ACTION AI-24-14 VM will send letters of invitation to all the above individuals.

Board discussed the possibility of input from Advisory Board on the financial and organizational sustainability of IASMiRT.

ACTION AI-24-15 VM to draft a letter to Advisory Board seeking input for financial and organizational sustainability.

- b. NED arrangements

FO/G-CP reported that SMiRT22 special issue is now published. For SMiRT23, G-CP has established initial contact with NED office and will coordinate with SMiRT 23 guest editor as well as with chief editor Prof. Hassan. It was agreed that G-CP will act as the bridge between SMiRT and NED.

ACTION AI-24-16 G-CP to contact Prof. Hassan regarding SMiRT special issues.

- c. State-of-the-art papers

Board discussed this topic and supports the idea in principle. The Board agreed that the write up on the process being developed by Prabir Basu will be provided to the Advisory Board which will then be asked to finalize the process. The Advisory Board will be asked to identify the topic and the potential candidates for writing this state of the art paper for SMiRT24.

ACTION AI-24-17 VM will follow up with Advisory Board on this matter.

The topic and the individual will be identified by the November/Planning meeting prior to the conference. If the person doing this work needs travel support then the Board will consider the travel support.

ACTION AI-24-18 DS will follow up with Prabir Basu.

9) Update of the Membership List VM/DS

a. Revised definition of IASMiRT membership

The Board discussed the process of IASMiRT membership. The process suggested in the past and tried during SMiRT23 registration was summarized and it was identified that it would not work. Board agreed, that if a person is attending the General Assembly then he/she is considered as IASMiRT member. For quorum to modify the statutes, three-quarters of the attendance at the General Assembly have to vote in favour. The signup sheet at the General Assembly should include the email contact for each individual to enable any intermediate communication that might be necessary.

ACTION AI-24-19 DS to update Conf. Man. Accordingly.

10) Update on Website AG/VM

AG presented the updates on IASMiRT website. The posting of transactions on the NCSU library website was demonstrated. Search function was illustrated. Based on this discussion, Board prefers if each conference can be sorted by Division. Furthermore, a link is needed to go back to IASMiRT homepage.

ACTION AI-24-20 AG/VM to discuss with NCSU Library staff.

AG then discussed the changes in the way IASMiRT website is hosted at NCSU. The changes will occur in background and will not be noticed by the users. It will be possible to have password protected area to post meeting minutes and other documents. Board would like to have two separate password protected pages– one for Board and another one for Board and Advisory Board.

For General Assembly, the notice of meeting will be sent 4 weeks before the meeting by email to all attendees of the conference or planning meeting. The minutes (without attachments) will be posted in a public area of the IASMiRT website.

ACTION AI-24-21AG/VM to handle the above.

AG notified the Board that all of these changes will not require any additional financial commitment from the Board. The regular maintenance and support fee would continue.

11) Legal IASMiRT Matters - RG

The letter to Berlin was signed. The notary public, will add the apostille subsequently and return to G-CP.

ACTION AI-24-22 G-CP will follow up to complete the process and communicate with RG.

The Board discussed the difficulty involved in following the current process. RG discussed alternatives. One option would be to move the registration of the association to another country such as USA which is likely to make the process simpler. Alternatively, the Board can authorize RG to sign by himself. However, this will require change of statutes at the next General Assembly. RG suggested the specific wording for the changes by taking a sentence from bylaws and adding it to the statutes. RG will need to follow up with appropriate officials in Berlin to confirm the possibility of such a change.

ACTION A-24-23 RG will follow up with appropriate authorities in Berlin.

12) Report on SMiRT 23 and Seminars DS

DS presented report of SMiRT23 (See **Attachment B24-7** for a copy of the presentation).

AG requested if the contact information for the sponsoring organizations are available.

ACTION AI-24-24 – DS to provide contact names of persons from sponsoring organizations to AG.

13) Progress Report on SMiRT 24 G-C P

G-CP presented the progress report on SMiRT 24 (See **Attachment B24-8** for a copy of the presentation).

Board toured the facility at BEXCO from 2 pm – 3 pm.

Board discussed the format of conference program and space requirements. It was suggested that instead of 3 plenary sessions of 30 minutes each on Monday morning, only 2 sessions of 45 minutes each might be considered. Furthermore, plenary sessions each morning were recommended based on tradition. G-CP will work with ISC chair Prof. Kim to modify the suggested format.

ACTION AI-24-25 G-CP to report on Plenary Session decision

It was agreed that Board Meeting will tentatively be scheduled for Sunday August 20th 2017 starting at 9:00 am. The joint Board and Advisory Board meeting will tentatively take place on Tuesday August 22, 2017 starting at 11 am. Also, the Board will need a meeting room for all days from Sunday – Friday during the conference. G-CP mentioned that VIP room at BEXCO will serve as Board room for all days during the conference.

Board suggested reserving one room for Spousal Program.

a. Planning Session

Planning meeting is scheduled for Wed Nov 9, 2016 – Friday Nov 11, 2016. It will be held in Busan. Board Meeting on Nov 9th, General Assembly on Nov 10th afternoon.

Day – 1: Seminar (whole day), Board Meeting in Afternoon.

Day – 2: ISC Planning meeting (whole day), joint meeting of Board and Advisory Board (morning through mid afternoon), General Assembly (late afternoon),

Day – 3: ISC meeting (half day), Board Meeting (2 hours or so after ISC meeting is finished)

ACTION AI-24-26 DS will coordinate with G-CP to finalize the above schedule.

b. Topical Framework

Division structure is same as that for previous conferences. Special sessions for each divisions are also being considered. One person would be assigned to work with Cheryl O'Brien for young engineers activity.

ACTION AI-24-27 G-CP will provide a local contact to work with Cheryl for young engineers activity.

c. Division Coordinators

ISC is still being formed. A list of ISC members will be emailed to Board as soon as finalized. AG requested that the ISC chair of SMiRT25 should be part of ISC for SMiRT24 as per Board requirements agreed upon in the past in order to provide a learning environment for the future ISC chair.

ACTION AI-24-28 G-CP to carry out the above.

d. Opening Ceremony

See the presentation by G-CP in **Attachment B24-9** for details.

e. Special Lectures

See the presentation by G-CP in **Attachment B24-9** for details.

f. Budget

GCP will provide dates for early bird registration and also consider 2 step gradation from early bird to regular rate. Board provided advice on adjusting the budget amounts. G-CP will review the suggestions with his team and provide updated budget.

ACTION B24-29 G-CP to report on the above in November.

g. Seminars

See the presentation by G-CP in **Attachment B24-10** for details.

G-CP discussed Abe Hiroshi's proposal for post-conference seminar in Japan. Board discussed that such proposals should be complementary to the conference. It was suggested that the timing (dates) of these seminars should be close to the conference dates.

ACTION AI-24-30 DS to reply to Abe Hiroshi about the complementary nature of post-conference seminar.

ACTION AI-24-31 RG will contact Marina Roewekamp for payment of Manchester Post Seminar and for invitation to organize a seminar in association with SMiRT 24.

h. Thomas A. Jaeger Prize / Jaeger Lecture / Other Awards

See the presentation by G-CP in **Attachment B24-11** for details.

The Board requested G-CP to clarify the organisation structure for SMiRT 24, particularly the relationship between G-CP and the Professional Conference Organising company. The Board emphasised the importance of clarifying how any budget shortfall would be covered and that it is not within IASMiRT's remit to provide any financial support

DS asked G-CP to provide free registration to the winner of Early Career Award at SMiRT23. G-CP agreed to provide free registration. DS agreed to provide list of all free registrations at SMiRT 23 to G-CP.

ACTION AI-24-32 DS to send his older presentations to G-CP as a guidance to prepare future presentations at Board Meeting.

14) SMiRT 25 – AG

AG presented his report for SMiRT 25 progress. The hotel contract is now signed. SMiRT25 will be held in The Westin, Charlotte. Room rate will be \$209 and will include free WiFi for all guest rooms. AG also discussed the cash flow process through the university system and that SMiRT25 is working with AASMiRT to request sponsorship in the near future which will help with cash flow. Please see a copy of his presentation in **Attachment B24-12**.

15) Statutes and Bylaws RG/VM

RG discussed the change in bylaws with regards to the election of Advisor General. The version discussed in Manchester, UK was modified based on the comments received from Advisory Board members. Board voted and unanimously approved the change.

RG discussed the change in Appendix-A of the Bylaws to change “Report of Secretary” in the agenda to “Report of Statutes Custodian on Legal Matters.” The change was approved by the Board.

ACTION AI-24-33 RG to update Bylaws as per above.

16) Archival Matters RG

RG discussed Appendix-F of Bylaws regarding documents needed for archives of IASMiRT.

ACTION AI-24-34 VM will work with Advisory Board to suggest changes to Bylaws Appendix-F and provide a list of documents needed for archival and determine what needs to be on public site and what all needs to be on password protected website.

17) IASMiRT Conference Manual FO/VM/DS

ACTION – See various Action Items in the minutes above.

18) Miscellaneous

a. Venue for SMiRT 26 – DS

Board discussed the interest expressed by EDF, France in hosting SMiRT26 as well as the efforts of Asa Hadjian in exploring the possibility of a German host for the conference to be held in Berlin.

ACTION AI-24-35 DS will draft a response to Asa and will also follow up with EDF.

19) Adjourn – 12:00 noon on January 29th.