

ISTS Board Retreat Condensed Minutes
12-16 August 2019, National Conservation and Training Center, Shepherdstown, WV, USA

Secretary's Minutes:

Minutes from the 2018 Board retreat, Charleston Board meeting, and the Charleston Plenary were discussed and accepted.

Treasurer's Report:

The Treasurer noted that detailed reports are required for the income and expenses to be finalised after each symposium. The Treasurer's report was approved during the meeting.

2020 Symposium Plans

President Diego Amorocho provided an update on the planning for the 2020 Symposium. The Board passed registration fees based on early/late, income, student status, member/non-member etc. A two-tier membership fee- for countries on the World Bank list of high-income economies and others- was approved. It was decided that the vendors fee for not-for-profit and local organisations be reduced. A motion that US\$20,000 from cash reserves be allocated to travel grants for a total of US\$42,000 was also passed; the transfer amount would be reduced if external funding could be obtained. After these discussions, the provisional budget for the Symposium was balanced and approved.

New Position- Bookkeeper

The responsibilities of the role of Treasurer were reviewed. A motion to contract an experienced bookkeeper, who reports to the Treasurer and is compensated US\$5,000 annually (subject to annual review), was passed and Terms of Reference for the Treasurer and Bookkeeper were revised and created respectively. The Board subsequently contracted Terry Meyer to the latter position.

Compensation for Treasurer and Secretary

The Board returned to a motion made in April 2019 about whether the current US\$2000 compensation for the Treasurer and Secretary should be replaced with economy airfare and single-person hotel expenses to attend the symposia. The motion did not pass, with the majority of the Board agreeing that people acting in those positions may not be able to attend every symposia, but the role would still warrant compensation.

As the Bookkeeper would assume many of the previous roles of the Treasurer, it was decided that this role would not be a compensated one in the future. The position of Secretary would still be compensated.

Program (now Fundraising) Officer's Report and Position

The title of 'Program Officer' was replaced with that of 'Fundraising Officer' as this better described the role. The Officer's Report, describing their activities in the prior year and including the suggestion for a funding proposal to develop an ISTS Business Plan, was accepted. A motion to

renew Ingrid Yanez's position as ISTS Fundraising Officer for another year also passed, with compensation of US\$2,000.

IT Liaison Report and Position

The report was approved, and Aliko Panagopoulou was reappointed as IT Liaison, with compensation of US\$2,000. Discussions identified the need for an ISTS Listserv.

Career Awards Committee Report

The report from the Career Awards Committee was accepted. Laura Prosdocimi was elected as the Board's representative on the Committee for the coming year. Requests from the Committee to review and clarify the terms for the Career Awards were acknowledged, and three Board members were tasked with this responsibility.

To avoid conflicts of interest and ensure representation on this (and other) committees, the Board discussed the need for its members to be proactive in seeking nominations. Several Members had recommended that the Career Awards Committee specifically include Lifetime Achievement Awardees, and a motion that two members of the Committee must be such Awardees was passed.

Nominations Committee Report

The Committee report was passed. Their recommendations were considered and the revised timeline for nominations was approved, and a simplified voting process to be discussed with the IT Liaison. Andy Estrades was elected as the Board's representative on the Committee for the coming year.

Travel Committee Report:

The Travel Committee report and recommendations were reviewed.

Auction Committee Report

The report from the Auction Committee was passed, and Andrea Phillott was selected as the Board representative on the Committee for the coming year. Member's feedback (from the survey) about appropriate auction activities, the length of the auction, and timing of the auctioning of some items were considered. The potential for bigger-ticket auction items to be advertised on social media was discussed, with the possibility of a high 'buy it now' price that would facilitate fundraising without requiring Members to attend the live auction.

Grassroots Committee Report

The report was reviewed and subsequently accepted by the Board.

ISTS Website

Based on past experience and feedback from Members, the Board committed to developing a new

website for the 2021 symposium onwards; the website would be representative of the ISTS as a Society and not just be a platform for the Annual Symposium.

Business Strategy and Board Structure:

The Board discussed the current cash reserve and its potential uses, and different investment options. It was determined that the Treasurer would seek formal advice from the current bank for ISTS accounts, and that a 2-3 day Business Strategy Meeting should be held in association with the Board retreat in 2020. Prior to the meeting, feedback from the Membership about use of the cash reserve to fund different initiatives would be sought.

The Board structure, term length, and cost of meeting was reviewed. As there is no optimal size for a Board, it was decided that the number of elected members on the Board of Directors would be reduced to 9 and that the term for all Board positions be reduced to 4 years. The By-Laws and Constitution would, therefore, require amendment and to be passed by the Membership.

The need for Board members and the Nominations Committee to be proactive in seeking diverse nominees to the ISTS Board and Committees to be representative of as many regions as possible was again raised.

Registrar

Compensation for the Registrar was discussed; the position holds important responsibilities, but their work occurs over a lesser period of time than that of other positions. As the Registrar is required on-site during the conference it was decided that economy airfare and accommodation for the symposium would be appropriate compensation.

Professional Grant Writer

The potential for ISTS to contract a professional grant writer was explored, and several Board members were tasked with coordinating with such a grant writer before the 2020 symposium in Cartagena.

Resolutions Officer

Frank Paladino agreed to continue in this position.

Membership Survey

The results of the membership survey were discussed, and feedback on the website, banquet price, and frequency of updates from the Board were taken into consideration under different agenda items.

Code of Conduct:

As ethical issues that needed consideration and response were reported to the Board during and after the last Symposium, the Board recognised the need to expedite implementation of the ISTS Code of Ethical Conduct that had been under development. Subsequently, a detailed version and

web summary were considered and passed. Andrea Phillott and Frank Paladino were selected as Ethics Officers. The President would be responsible for announcing implementation of the Code of Conduct to the Members and the IT Liaison Officer for posting relevant documents online.

ISTS Small Grants Program

A suggestion to develop a Small Grants Program and potential timeline was raised. Funding- US\$5,000 annually- would be taken from cash reserves. Volunteers from the Board were asked to develop an application form and review process for further consideration.

Symposium Invited Speakers

The need for gender balance among invited symposium speakers was raised as an issue for consideration. Not all Board members considered this to be a priority. No motion was considered or passed, but a request was made for this requirement to be added to the Program Coordinator's Manual.

2021 Symposium

The 2021 Symposium will take place in Perth, Australia. President-Elect Kellie Pendoley presented a video about Perth and Western Australia, and outlined the potential dates, logo, venue, events, and symposium theme.

Other Business

- a) Air miles can be donated to the ISTS; Alexander Gaos will be requested to outline steps for this to occur and information included on the website.
- b) Board members were reminded to ensure their membership is up to date.
- c) President-Elect Kellie Pendoley requested that, at future meetings, Board members be asked to identify potential conflicts of interest with any item on the agenda at the start of the meeting.
- d) The annual, in-person Board retreat is an important meeting for discussing and resolving ISTS business. It is not practical to combine this event with the annual symposia.

Board members in attendance: *Diego Amorocho, Andy Agyekumhene, Andres Estrades, Marco Garcia (Skype), Marc Girondot (Skype, 13th Aug), Ken Lohmann (13-15th Aug), Neca Marcovaldi (Skype), Yoshi Matsuzawa, Terry Meyer, Felix Moncada, Frank Paladino, Kellie Pendoley, Andrea Phillott, Laura Prosdocimi, Richard Reina, Manjula Tiwari, Jeanette Wyneken.*