
Venue: Virtual (Zoom)


Location: Vancouver New York London Brussels China Tokyo Melbourne Christchurch

Time: 6:00-7:00 9:00-10:00 13:00-14:00 14:00-15:00 21:00-22:00 22:00-23:00 0:00-1:00 2:00-3:00

1. Welcome
PvH welcomed members and thanked them for their flexibility and accommodation of this meeting, recognizing that the timing is difficult for some.

2. Determination of quorum
As of 24 March 2021, there are 509 voting Members of the Association. Attendees were asked to self-confirm that they were paid members of the Association. A total of 35 attendees self-confirmed at this time. Names were checked against the current membership list. It was determined by the Honorary Secretary and confirmed by the Scrutineers that a quorum (30 members) was achieved at the start of the meeting and was maintained throughout. In total, 36 eligible (paid) voting members were in attendance and 8 proxies were recorded.

3. Introduction of new Committee (presentation of Scrutineers report) 
BJM presented the list of elected Committee Members for the 2021-2023 term, as confirmed by the Scrutineers. The report of the Scrutineers is attached.

4. Overview of meeting purpose, text of proposed amendments, and voting process for this meeting
BJM presented an overview of the meeting, the votes to be taken, and the process to be used.

5. Voting on amendments to the Rules of the Association

1. To permit virtual or hybrid General Meetings
BJM spoke to the proposed amendment and rationale. A question was asked as to who would make decision on virtual / hybrid meetings. BJM responded that it would be the relevant Symposium Committee. BJM also noted that the call for bids for the 15th Symposium (2026) included preivation of hybrid/virtual meeting.

BJM called for the vote. As per the vote tally in Zoom, there were no opposed, one abstention and the balance in favour. All proxy votes were also in favour. The Scrutineers confirmed the vote. This motion was approved.
2. **To permit electronic voting at virtual or hybrid General Meetings**

BJM spoke to the proposed amendment and rationale. There were no questions.

BJM called for the vote. As per the vote tally in Zoom, there were no opposed, no abstentions and the balance in favour. All proxy votes were also in favour. The Scrutineers confirmed the vote. This motion was approved.

6. **Draft Agenda, Continuation of General meeting, 30 April 2021**

BJM presented the draft agenda for Part 2 of the General Meeting, which will be held on 30 April 2021. BJM asked that members review the draft agenda and submit any requests for consideration under Any Other Business (AOB). **Requests for items to be considered under AOB are due to the Honorary Secretary no later than 16 April 2021 (two weeks prior to the GM, Part 2).**

BJM presented two options for the timing of the 30 April, GM Part 2. He explained that times were selected based on timeframes identified by the Symposium Committee as being appropriate. The rationale for seeking a vote of the membership is to afford the opportunity for majority selection of the time, recognizing that no single time works globally.

BJM called for the vote. As per the vote tally in Zoom, 13 in attendance and 2 proxy votes were cast for Option 1 (15), and 23 in attendance and 5 proxy votes were cast for Option 2 (28). The Scrutineers confirmed the vote. Based on the majority vote for Option 2, Part 2 of the 2021 IAFSS GM will be held on **Friday, 30 April 2021, 15:00 Central European Time.**

7. **Update on Secretariat**

PvH announced that a new Secretariat, Barbara Waronek, has been appointed. Barbara has previous experience with the Combustion Institute and is welcomed to IAFSS. Barbara will begin immediately. The outgoing Secretariat, Sue Owens, has graciously agreed to work with Barbara for the coming months of transition. PvH thanked Sue for her hard work and dedication to the Association.

8. **AOB**

PvH thanked members for their participation in the IAFSS General Meeting, Part 1, and for their flexibility and understanding as we continue to navigate the changes brought on by COVID-19. He also thanked the Scrutineers, Anne Steen-Hansen and Chris Lautenberger, for the ‘real time’ efforts during the meeting in confirming votes. In addition, PvH thanked the outgoing Committee for their efforts over the past three years, and the Symposium Committee and Local Planning Committee for their extraordinary efforts during these challenging times. PvH noted that as he leaves the Chair position, he appreciates the support that the Committee and the members have provided.

Many attendees expressed their appreciation to Patrick for his service and leadership as well.

9. **Adjourn**

The meeting was adjourned at 14:50.
IAFSS Management Committee 2020 Election:

Report from the Election Scrutineers

The vote for the IAFSS 2021-2023 Committee was conducted during the period 1 October – 30 November 2020 using the SurveyMonkey ballot system. 253 IAFSS members voted in the election, there were 27 candidates for office.

In January 2021 the votes were audited by the two election scrutineers Chris Lautenberger and Anne Steen-Hansen.

Both scrutineers hereby confirm that the 24 persons below have received the highest number of votes (listed in alphabetical order):

Luke Bisby, UK
Pascal Boulet, France
Wan Ki Chow, China
Ritsu Dobashi, Japan
Rita Fahy, USA
Charles Fleischmann, New Zealand
Jason Floyd, USA
Ed Galea, UK
Michael Gollner, USA
Kazunori Harada, Japan
Patrick van Hees, Sweden
Longhua Hu, China
Brian Lattimer, USA
Naian Liu, China
Christian Maluk, Australia
Ken Matsuyama, Japan
Margaret Simonson McNamee, Sweden
Brian Meacham, USA
Bart Merci, Belgium
Yuji Nakamura, Japan
Arnaud Trouvé, USA
Yi Wang, USA
Beth Weckman, Canada
Jennifer Wen, UK

Sincerely,

Anne Steen-Hansen
February 1, 2021
Trondheim, Norway

Chris Lautenberger
February 1, 2021
Berkeley, CA USA
Annex 2 – Overview of General Meeting purpose, proposed Amendments to the IAFSS Rules of the Association (as last amended February 2014), and Voting Procedures for this Meeting

Purpose and Context

The primary purpose of the meeting is to propose and vote on amendments to the Rules of the Associate (Rules) is to allow for (a) virtual General Meetings to be held, and (b) electronic voting to be permitted at virtual General Meetings.

The global COVID 19 pandemic and associated restrictions on travel and meeting in large numbers has had several impacts on the IAFSS and its members. This included the need to postpone the 13th Symposium from 2020 to 2021 and necessitating that the symposium be held virtually. Whereas the IAFSS typically holds its General Meetings in conjunction with its Symposia, the transition to a virtual symposium creates problems because the Rules do not specifically allow for virtual General Meetings or for electronic voting, both of which are necessary to comply with the requirement to hold a General Meeting at least once every four years (Article 8 (i)).

An additional complication is that the new Managing Committee is to be announced at the General Meeting (Article 8 (1) (g)) and the new Committee has historically not assumed office until after such announcement. This has impacted elections and the new term of the new Committee.

To address these issues, the Committee proposes changes (amendments) to the Rules as outlined below. If approved by the Committee, these will be sent to the membership for approval at the GM.

Proposed Amendment 1

It is proposed to insert the underlined sentence into Article 8 (i) of the rules.

8 (i). A General Meeting of the Association shall be held at least once in every period of 4 years. The General Meeting may be held in person, virtually, or in a hybrid arrangement. Members may appoint proxies to attend and vote on their behalf at General Meetings. The business to be transacted at General Meetings shall be as follows:

Substantiation: This amendment is requested to allow for holding of virtual or hybrid General Meetings. This is necessary in 2021 due to the ongoing COIVD 19 pandemic and it is conceivable that there may be future need or benefit of holding virtual or hybrid (combination virtual and in-person) meetings.

Proposed Amendment 2

It is proposed to insert the underlined sentence into Article 11 of the rules.

11. At Committee Meetings each member present and at General Meetings each member present shall have one vote. It shall be acceptable for votes to be cast electronically, during virtual or hybrid meetings, or in person during hybrid and in-person meetings. The Chairman of the meeting shall have a second or casting vote and, subject as aforesaid, all business transacted at Committee Meetings, General Meetings or Special General Meetings shall be decided by a simple majority of the votes cast.

Substantiation: Pending approval of Amendment 1, this amendment is requested to allow for electronic voting during virtual or hybrid General Meetings. This is necessary in 2021 due to the ongoing COIVD 19 pandemic and it is conceivable that there may be future need or benefit of holding virtual or hybrid (combination virtual and in-person) meetings.
Voting Procedures for Virtual and Hybrid General Meetings

It is proposed that voting procedures for virtual and hybrid General Meetings can be defined by Committee Policy, and that a Rules changes is not required. The voting procedure will be dependent upon the technology used, including just for simple votes (e.g., approve/disapprove), as well as proposals in which discussion and amendment would be required. Given changing technologies, managing this by Committee Policy allows for more flexibility.

For Part 1 of the 2021 General Meeting (24 March), it is proposed to employ only a simple approve / disapprove vote option for the proposed amendments above. This can be accomplished readily within Zoom, for example.

For Part 2 of the General Meeting (30 April), it is proposed that discussions be held with the 13th Symposium organizers regarding the technology to be used for that event, and to develop a Voting Policy for the General Meeting Part 2 based on the technology, to facilitate discussion, visualization of changes, and voting. The Voting Policy would be presented to the Membership at least 2 weeks prior to the date of the General Meeting.

Structure and Timing of 2021 General Meeting, Part 1 and Part 2

It is proposed to split the 2021 General Meeting into two parts to be held on different dates. The reasons for this are as follows:

- There is no singular time that works well for all members around the world, and long, virtual meetings are not practicable.
- By splitting the General Meeting into two parts,
  - The first part will focus on (a) announcing the new Committee to that their term can begin, (b) seek approval from the Membership to (1) hold virtual or hybrid General Meetings and (2) vote electronically at virtual or hybrid General Meetings. The Committee has decided to hold the General Meeting, Part 1, on 24 March 2021.  
    - The timing of the meeting has been selected to align with the times identified by the 13th Symposium Committee as being least impactful.
    - It has been agreed by the Committee to limit voting at Part 1 of the General Meeting to be simple ‘approve / disapprove’ votes, aimed at enabling virtual meeting and voting to be held.
  - The General Meeting, Part 2, will contain typical General Meeting content, including reports from the Chair, Treasurer, Secretariat, next Symposium hosts, and the like. The Committee has agreed to hold the General Meeting, Part 2, on 30 April 2021.
    - The timing of the meeting has been selected to align with the times identified by the 13th Symposium Committee as being least impactful.
    - Pending further discussion between the Committee and the 13th Symposium organizers, meeting format and Voting Policy for the meeting will be finalized and presented to the Membership at least 2 weeks in advance of the meeting.
- Since announcement was made in March 2020 to hold the General Meeting in 2021, it has been determined that the requirement for notice is met.
Draft Agenda – IAFSS General Business Meeting – 30 April 2021

Held in conjunction with the 13th IAFSS Symposium

Venue: Virtual
Date: Friday, 30 April 2021
Time: To be determined

As of 24 March 2021, there are 509 voting Members of the Association. A Quorum of 30 must be reached in order for the meeting to take official votes.

1. Welcome
2. Approval Minutes from June 2017 and March 2021 Meeting (Part 1)
3. Chair’s Report
4. Treasurer’s Report
5. 12th AOSFST
6. 14th IAFSS Symposium
7. IAFSS Secretariat Update / Report
8. Appointment of two Honorary Auditors of the Association
9. Appointment of Two Scrutineers of the Association
10. Proposed Changes to the Rules of the Association
11. IAFSS Website
12. AOB
14. Next Meeting