

Chairman

Prof Patrick van Hees, Sweden, Europe Africa
Patrick.Van_Hees@brand.lth.se

Vice Chairmen

Prof Edwin Galea, UK, Europe Africa
Prof Longhua Hu, China, Asia Oceania
Prof Arnaud Trouvé, USA, Americas

Secretary

Dr. Brian Meacham, USA, Americas
brian@meachamassociates.com

Treasurer

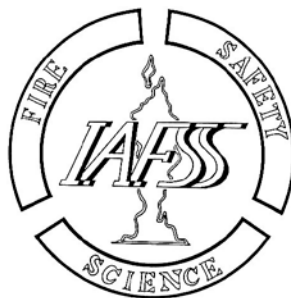
Dr Margaret McNamee, Sweden, Europe Africa

Immediate Past Chairman

Prof Bogdan Dlugogorski, Australia, Asia Oceania

Executive Members

Prof Bart Merci, Belgium, Europe Africa
Prof Beth Weckman, Canada, Americas



Email: office@iafss.org

IAFSS is registered in England and Wales as a charity, No 800306

Draft Agenda – IAFSS General Business Meeting – 30 April 2021

Held in conjunction with the 13th IAFSS Symposium

Venue: Virtual

Date:	30 Apr	30 Apr	30 Apr	30 Apr	30 Apr	30 Apr	30 Apr	1 May
Location:	Vancouver	New York	London	Brussels	China	Tokyo	Brisbane	Christchurch
Time:	6:00-7:00	9:00-10:00	14:00-15:00	15:00-16:00	21:00-22:00	22:00-23:00	23:00-0:00	1:00-2:00

As of 1 April 2021, there are 474 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 of Minutes

- General Meeting, 14 June 2017

Annex 1

- General Meeting Part 1, 24 March 2021

Annex 2

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

Chairman

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Patrick.Van_Hees@brand.lth.se

Vice Chairmen

Prof Edwin Galea, Europe
Prof Ai Sekizawa, Asia
Prof Arnaud Trouvé, Americas

Secretary

Dr Margaret Simonson McNamee, Sweden
Margaret.McNamee@sp.se

Treasurer

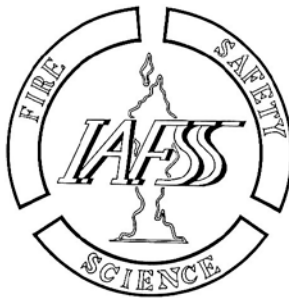
Prof Bart Merci, Belgium

Immediate Past Chairman

Prof Bogdan Dlugogorski, Australia

Executive Members

Prof Charley Fleischmann, New Zealand
Dr Christopher Wieczorek, USA



Email: secretariat@iafss2017.org

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MINUTES – IAFSS Membership General Business Meeting – FINAL

Held in conjunction with the 12th IAFSS, Lund University, Lund, Sweden

Venue: Aula Kårhuset

Date: Wednesday, June 14, 1530-1700

As there are 395 members (April 1st 2017, annual and life time), a Quorum of 40 must be reached in order for the meeting to take official votes. The count of more than 80 members present at the meeting confirms that we have a quorum for decision-making by vote.

1. Apologies for Absence.

Many members are not present but specific apologies have been received from W-K Chow, Peter Johnson, Margaret McNamee, Ai Sekizawa and Chris Wieczorek.

2. Minutes of Previous Meeting (February 2014).

The minutes of the previous meeting were posted on the IAFSS Website soon after the meeting and have been open for comment. No comment has been received and the minutes are accepted as final at this meeting.

3. Chairman's report

Annex 1: Report

Van Hees presented his report for the past three years.

4. Treasurer's report

Annex 2: Report

Merci presented his report for the financial status of the organisation and its development over the past three years.

5. Elections of IAFSS Committee

Annex 3: Report

Dlugogorski presented an overview of the Nominating Committee process. Wen and Lautenberger presented the Scrutineers Report, with Members of the new Management Committee elected as follows:

Prof Luke Bisby (UK), Prof W-K Chow (Hong Kong, China), Prof Alexis Coppalle (France), Prof Ritsu Dobashi (Japan), Prof Bogdan Dlugogorski (Australia), Dr Rita Fahy (USA), Prof Charles Fleischmann (New Zealand), Dr Jason Floyd (USA), Prof Ed Galea (UK), Professor Michael Gollner (USA), Dr Tuula Hakkarainen (Finland), Dr Anthony Hamins (USA), Prof Longhua Hu (China), Peter Johnson (Australia), Dr Björn Karlsson (Iceland), Prof Brian Meacham (USA), Prof Bart Merci (Belgium), Prof Yoshifumi Ohmiya (Japan), Dr Guillermo Rein (UK), Dr Margaret Simonson McNamee (Sweden), Dr Arnaud Trouvé (USA), Prof Patrick van Hees (Sweden), Prof Beth Weckman (Canada), Dr Yi Wang (USA)

Thanks were given to members of the previous Committee for their work and participation over the past three years, in particular those who will not continue: George Hadjisophocleous (Canada), Yaping He (Australia), Ai Sekizawa (Japan), Takeyoshi Tanaka (Japan), Jinhua Sun (China), Jose Torero (Australia), Chris Wieczorek (USA).

6. 11th Asia-Oceania Symposium

Annex 4: Report

Prof. Kuang-Chung Tsai provided a report on planning for the 11th AOSFST in Taipei, Taiwan.

7. 13th IAFSS Symposium

Annex 5: Report

Weckman provided a report of the progress toward the coming symposium in Waterloo, 2020.

8. IAFSS secretariat update

Annex 6: Report

Van Hees gave a report of progress in finding a new Secretariat under his Chairmans report.

9. Appointment of two Honorary Auditors of the Association

Daniel Alvear and Anna Stec were proposed from the floor and accepted unanimously by vote.

10. Appointment of Two Scrutineers of the Association

Chris Lautenberger and Jennifer Wen were proposed from the floor and accepted unanimously by vote.

11. Proposed Alternations to the Bylaws (Optional)

No changes to the Bylaws have been suggested for this meeting.

12. IAFSS Website

Annex 6: Report

Gollner gave an update of the IAFSS Website.

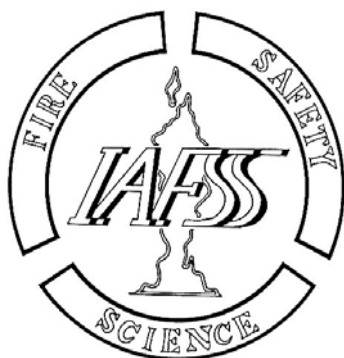
13. AOB

A few comments were made on introducing term-limits for committee members, and for introducing young researchers into the Committee, as well as doing more to engage them. Van Hees mentioned that the Management Committee has discussed the nomination process and would continue to discuss the issue in the next Management Committee.

IAFSS General Business Meeting

14 June 2017

Annex 1

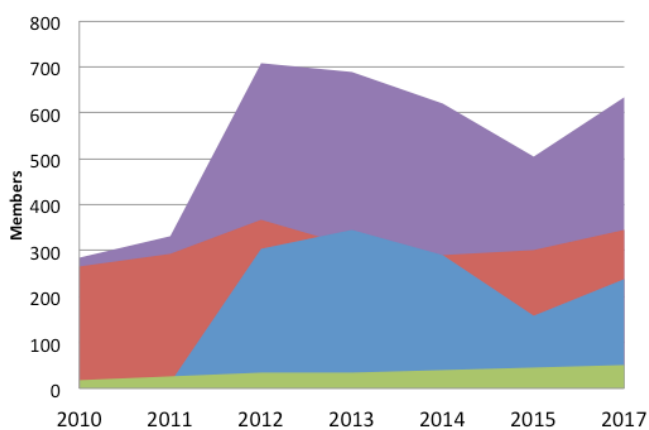


Chairman's Report General Meeting 2017

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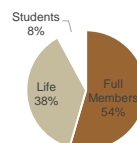


Membership trends (see also MG)



April, 2017

Annual	345
Life	50
Students	238
Total:	633

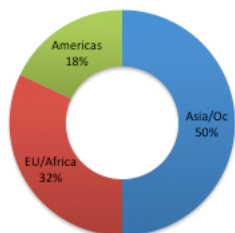


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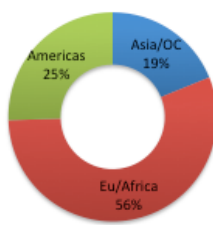


Distribution per region

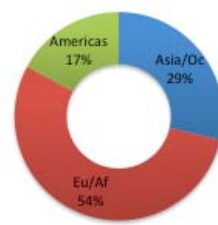
Life Time



Anual Paying



Students



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Distribution per country (top 10)

Yearly paying

Long Life

Students

USA	76	CHINA	14	UK	61
UK	57	FRANCE	6	USA	30
Sweden	49	USA	6	Belgium	20
Australia	27	JAPAN	4	INDIA	13
France	17	UK	4	Australia	12
Japan	14	GERMANY	3	China	10
Canada	11	Australia	2	Indonesia	8
Finland	11	NORWAY	2	FRANCE	7
New Zealand	11	South Kore	2	SWEDEN	7
Germany	8	BRAZIL	1	Japan	6

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Other observations - Membership

- Reductions were given for members at AOFST in Tsukuba and European Symposium on Fire Safety Science In Cyprus
- In return awards were given.
- Student members disappear after graduation despite personal email.

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Election

- Survey Monkey was used
- Good Response: Around 220 votes of 395 members (compared to around 120 in 2014)
- Reduces work load for vote counting.

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IAFSS Committee and Exec. Comm

- Management Committee met in 2015 in Tskuba and 2016 at Interflam, London – yearly based
- Exec. Committee had every 3-4 months meetings to deal with daily business of the association, see secretary update

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Proceedings

- A polling through survey monkey to our membership resulted in a decision on electronic publication of the 2014 proceedings but opened a request for a WoS citation instead only Scopus
- After a long process an agreement with Elsevier was obtained.
- All accepted papers could be published in Fire Safety Journal for free and before the conference. A strong step forward.

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Fire Safety Journal

- Agreement still in place with FSJ
- Three new editors at FSJ
- Good relationship with FSJ
- Free Access to FSJ for members

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Other membership benefits

- Free access to Springer Fire Technology
- Newsletter with information from our member organisations
- Possible reduction at conferences

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Awards

- 2 new awards were established (Magnusson and Proulx award)
- Awards were given at the of our regional conferences (Tsukuba and Cyprus)
- Guidelines were established for eligibility for awards (see our website)

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News website and new technology

- Maintained by a small but enthusiastic group
- Separate report by Michael.
- Large gratitude to Terry Fay !
- More publications will be added in the future in our electronic database

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Symposium

- A survey at membership level confirmed our 3 years circle for the symposium
- Opens up for other initiatives such as MaCFP working group which can hold intermediate events
- What was new?
 - MaCFP
 - Workshop on Equal Opportunity/Women in Science
 - Short PhD course in advance of the conference
- 12th Symposium had a registration record with 478 people
- 13th Symposium in 2020 will be Un. Of Waterloo Canada
- 2 bids for 2023

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Secretarial Services and Economy

- After a long service Carole Franks retired and we are in a transition period to find a new secretariat service
- Thanks to Carole Franks and Interscience for their dedication
- Interim solution is by the Honorary Secretary, Symposium secretariat and Treasurer 2016-2017 (part of)
- Interim solution with consultant while negotiations continue for a long term solution
- Solutions are discussed in the Management Committee
- Good Economy (see report Bart later)

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Conclusion

- The Association is active and has good economy
- We have a core group working hard but more helping hands are welcome
- The Symposium of the conference is successful and one of the key events in the world with respect to fire safety science



IAFSS General Business Meeting

14 June 2017

Annex 2

TREASURER'S REPORT

Bart Merci, Ghent University, Belgium
Presented at 12th IAFSS Symposium
Lund, June 2017

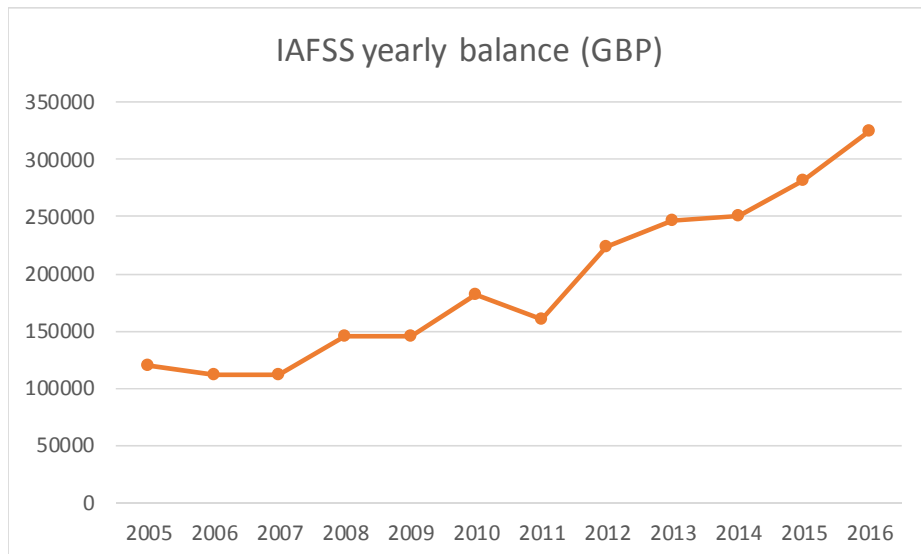


1

IAFSS YEARLY BALANCE

- 2005: £119,547
- 2006: £111,842
- 2007: £112,290
- 2008: £145,501
- 2009: £145,947
- 2010: £181,616
- 2011: £160,029
- 2012: £223,828
- 2013: £246,490
- 2014: £250,904
- 2015: £281,707
- 2016: £324,331*

*: not audited yet



2

2014 FINANCIAL SUMMARY

	£
Income	9,951
Expenses	(17,703)
Investment results	12,166
Total	4,414

2014 BREAKDOWN

- Income:
 - Membership (£9,331)
 - Proceedings Sales (£618)
 - Interest on cash (£2)
- Expenses:
 - Operating Expenses (£17,527)
 - SurveyMonkey (£176)

2015 FINANCIAL SUMMARY

	£
Income	59,294
Expenses	(29,913)
Investment results	1,422
Total	30,803

2015 BREAKDOWN

- Income:
 - Membership (£9,560)
 - IAFSS Symposium Christchurch (£49,734)
- Expenses:
 - 2014 Operating Expenses (£17,527)*
 - Charge on 2014 Operating Expenses (UBS) (£25)
 - 2015 Operating Expenses (£9,677)
 - SurveyMonkey (£218)
 - AOSFST Awards (US\$1500) (£1,013)
 - ESFSS Awards (US\$1500) (£1,038)
 - Train tickets Treasurer (2014 + 2015) (544.63Eur) (£415)

*. this should have been £7677 (error by Treasurer; Interscience reimbursed £9850 in 2016).

2014 IAFSS SYMPOSIUM (CHRISTCHURCH, NZ)

- Symposium Revenue: NZ\$252017.35
- Symposium Expenses: NZ\$141822.68
- Total for IAFSS: NZ\$110194.67

2016 FINANCIAL SUMMARY*

	£
Income	17,405
Expenses	(10,865)
Investment results	36,085
Total	42,624

*: results not audited

2016 BREAKDOWN*

- Income:
 - Membership (£7,555)
 - Interscience reimbursement (£9,850)
- Expenses:
 - 2016 Operating Expenses (£10,625)
 - SurveyMonkey (£240)

*: results not audited yet.



9

MANY THANKS TO OUR AUDITORS

- Anna Stec – University of Central Lancashire
- Daniel Alvéar – Universidad de Cantabria



10

MANY THANKS TO OUR SECRETARIAT

– Carole Franks, Interscience Communications Ltd.

IAFSS General Business Meeting

14 June 2017

Annex 3

2017 IAFSS Nominating Committee

Rules of our Association

12 (ii) ... the Committee shall appoint a Nominating Committee, consisting of a Chairman and six other members (two from each of the three regions: Americas, Europe/Middle East/Africa and Asia-Oceania). The Chairman and at least two other members of the Nominating Committee shall be members of the Committee.

Boqdan Dluqogorski – Chair (Australia)

Asia and Oceania – Charley Fleischmann (New Zealand), Ai Sekizawa (Japan)

Europe and Africa – Karen Boyce (UK), Serge Bourbigot (Belgium)

Americas – Anthony Hamins (USA), Beth Weckman (Canada)

(Committee Members underlined)

2017 IAFSS Nominating Committee

Rules of our Association

12 (iii) Any member of the Association shall be eligible for election as a member of the Committee. Members of the Committee shall be eligible for renomination to serve on the Committee. The Nominating Committee shall nominate candidates for all positions on the Committee. A member may also be nominated for election to the Committee by a petition signed by at least ten other members and submitted in writing to the Honorary Secretary.

Nomination proceeds in two stages

(i) Nominating Committee proposes 24 candidates

(ii) Additional nominees proposed by petition of at least 10 other members.

Followed by vote of membership if petition candidates are nominated.

2017 IAFSS Nominating Committee Nomination Process

Process followed by the Nominating Committee (NC)

- (i) *NC contacted present members for expressions of interest to serve on the new Committee (if elected), requesting statements on their past and future contributions to the Association.*
- (ii) *NC received 6 retirements (two from Australia, Canada, China, two from Japan).*
- (iii) *NC resolved that the members who wished to continue on the Committee have all served our Association well.*
- (iv) *As the Committee consisted of 25 members (including one co-opted), and there were 6 retirements, after deliberation and consultation, NC proposed 5 new nominations.*
- (v) *In making the nominations, the Committee attempted to follow the tradition of our Association of balancing regions, background (academia, industry, national laboratories), research contribution to our field, gender, as well as past and likely future contribution to our Association.*

2017 IAFSS Nominating Committee Observations

- (i) *Candidates recommended by NC and by petition are handled exactly the same in the voting process; all nominees are listed alphabetically on the slate and all nominees provide a short statement to the membership.*
- (ii) *Results of recent elections indicate that candidates recommended by NC and by petition are equally likely to be elected. The bias that existed in 1990s and early 2000s has been removed, by changes to the election process.*
- (iii) *While the present system appears to work well in maintaining the democratic processes of our Association, there is always room to improve.*

IAFSS Management Committee 2017 Election Vote Tallying

- 222 IAFSS members voted via online survey
- All votes independently tallied by two election scrutineers
 - Chris Lautenberger
 - Jennifer Wen
- Both scrutineers confirm that the 24 individuals shown on the following slide received the highest number of votes

IAFSS Management Committee 2017 Election Results

- | | |
|-----------------------|--------------------|
| • Luke Bisby | • Patrick van Hees |
| • W-K Chow | • Longhua Hu |
| • Alexis Coppalle | • Peter Johnson |
| • Bogdan Dlugogorski | • Björn Karlsson |
| • Ritsu Dobashi | • Brian Meacham |
| • Rita Fahy | • Bart Merci |
| • Charles Fleischmann | • Yoshifuni Ohmiya |
| • Jason Floyd | • Guillermo Rein |
| • Ed Galea | • Margaret McNamee |
| • Michael Gollner | • Arnaud Trouvé |
| • Tuula Hakkarainen | • Yi Wang |
| • Anthony Hamins | • Beth Weckman |

IAFSS General Business Meeting

14 June 2017

Annex 4

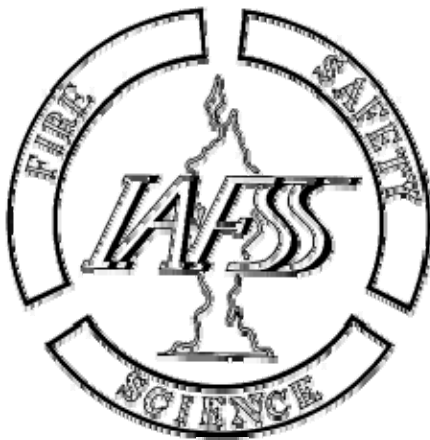
11th Asia-Oceania Symposium on Fire Science and Technology

21-25 October, 2018, Taipei, TAIWAN



A.O.A.F.S.T.

Asia-Oceania Association for Fire Science and Technology (AOAFST) is one of the most successful branch organizations of the *International Association for Fire Safety Science* (IAFSS). International meetings are arranged periodically for scientists and engineers dealing with fire researches in Asian and Oceanian countries for keeping its activities in a high level.



The Asia-Oceania Symposium for Fire Science and Technology (AOSFST) is one of the most important activities of the A.O.A.F.S.T. This symposium was first held by Toshisuke Hirano et al.. And it will be organized once every 2 or 3 years, since 1992.

The 1th AOSFST in 1992 (China)

The 2th AOSFST in 1995 (Russia)

The 3th AOSFST in 1998 (Singapore)

The 4th AOSFST in 2000 (Japan)

The 5th AOSFST in 2001 (Australia)

The 6th AOSFST in 2004 (Korea)

The 7th AOSFST in 2007 (Hong Kong)

The 8th AOSFST in 2010 (Australia)

The 9th AOSFST in 2012 (China)

The 10th AOSFST in 2015 (Japan)



The 11th AOSFST in 2018 (Taipei, Taiwan)

Symposium Topics

- Fire Physics and Chemistry
- Fire and Smoke Modeling and Experiment
- Human Behavior in Fire
- Fire Statistics and Risk Assessment
- Fire Safety Design and Codes
- Structural Behavior in Fire
- Fire Properties and Testing Methods of Materials
- Industrial Fires
- Urban, Wildland/Urban Interface and Forest Fires
- Fire Detection and Suppression
- Fire Investigation/Fire Services
- Fire Protection of Cultural Heritages
- Fire Protection of High-rise Buildings
- Tunnel fires (joined with the 9th Taiwan/Japan/Korea joint seminar for tunnel fire safety and management)
- Fire safety of green buildings
- Others

11th AOSFST Committee

Local Organizing Committee Chair

Prof. Guan-Yuan Wu, Central Police U.

Program Committee Chair

Prof. Kuang-Chung Tsai, NKFUST

Publication Committee Chair

Dr. San-Ping Ho, Chang-Jung Christian U.

Finance Committee Chair

Dr. Wen-Sheng Hsu, National Tsing Hua U.

Symposium Secretary

Miss. EMMA Liu, SFPE Taiwan Chapter Secretary

Advisory Board

Prof. Wan-ki Chow, Hong kong Poly Tech U.
AOAFST Chairman (Chair)

Prof. Shen-Wen Chien, Central Police U.
(Vice Chair)

Prof. Luke Bisby, Edinburgh U.

Dr. Greg Baker, Branz Ltd.

Prof. Bogdan Dlugogorski, Murdoch U.

Prof. Yuji Hasemi, Waseda U.

Dr. Anthony Hamins, NIST

Prof. Yaping He, U. West Sydney

Prof. George Hadjisophocleous, Carleton U.

Dr. Ichiro Hagiwara, Tokyo U. of Science

Prof. Kazunori Harada, Kyoto U.

Mr. John Harrington, FM Global (SFPE President 2018)

Prof. Young-Jin Kwon , Hoseo U.

Prof. Naian Liu, USTC

Dr. Ming-Yuan Lei, ABRI

Prof. Ching-Yuan Lin, NTUST

Prof. Guillermo Rein, Imperial College

Prof. Ai Sekizawa, Tokyo U. of Science

Prof. Jinhua Sun, USTC

Prof. Tzu-Sheng Shen, Central Police U.

Prof. Takeyoshi Tanaka, Kyoto U.

Prof. Jose Torero, U. Maryland

Prof. Arnaud Trouve, U. Maryland

Prof. Patrick Van Hees, Lund U. (IAFSS Chairman)

Timeline of 11th AOSFST

Date	Full Papers	Posters
July 1, 2017	Call for papers	Call for posters
October 1, 2017	Submission site open	
December 31, 2017	Submission due	—
April 1, 2018	Notification of review result	
April 30, 2018	—	Submission due
May 31, 2018	Submission due for final version	Notification of review result
June 30, 2018	Notification of final acceptance and symposium program	
October 21-25, 2018	11th AOSFST in Taiwan	

**The 11th Asia-Oceania Symposium on Fire Science and Technology will be held at
Howard Civil Service International House**





Welcome to Taiwan



IAFSS General Business Meeting

14 June 2017

Annex 5

IAFSS CONFERENCE 2020

June 2017

Presented by:
Beth Weckman, Professor



WHERE ARE WE?



2

Waterloo

ONTARIO

Provincial Parks - Algonquin



Ottawa - Canada's Capital City



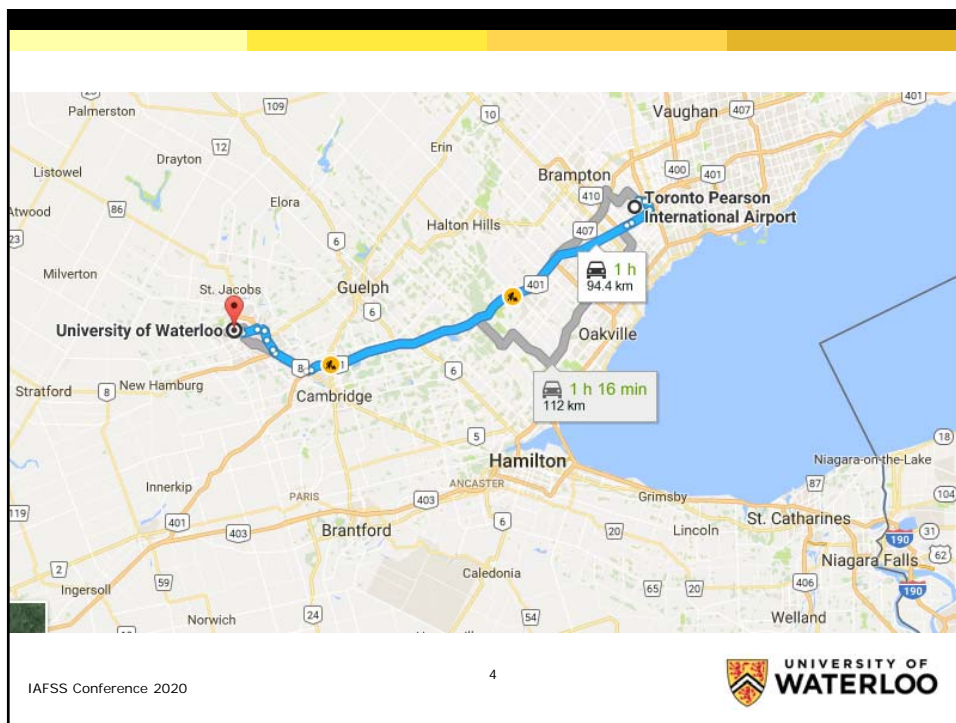
Toronto



Niagara Falls



3



Waterloo Region

- ✦ Located about an hour west of Toronto, in the Tri-City area.
- ✦ Home to two universities, Wilfrid Laurier and Waterloo, as well as Conestoga College
- ✦ Diverse in culture and rich in history from Mennonite Farmer's Markets to micro breweries



IAFSS Conference 2020

5



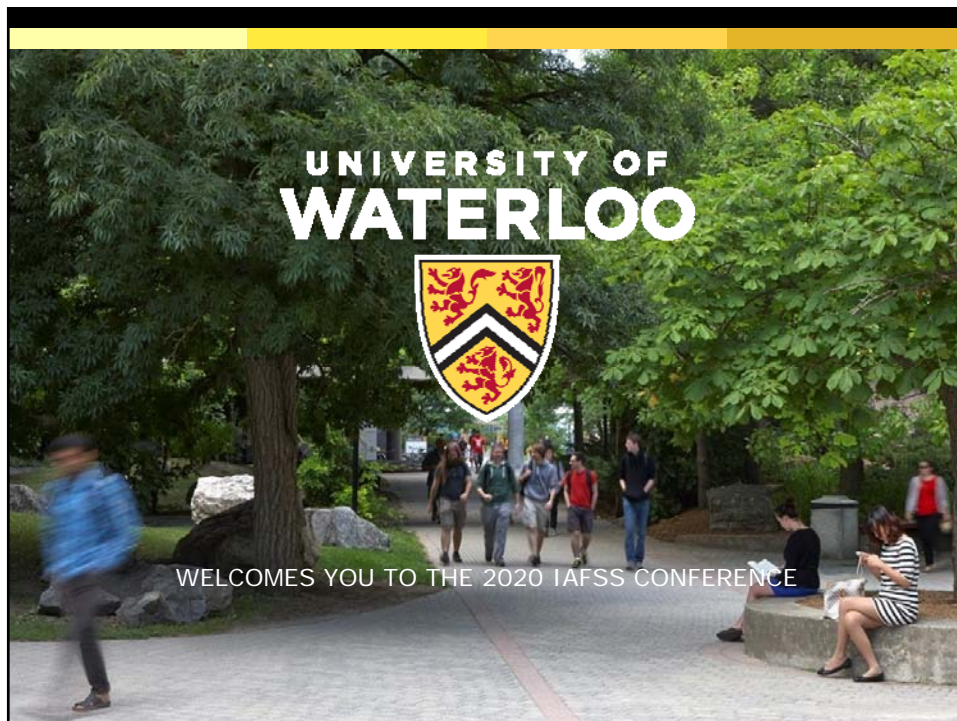
University of Waterloo

- ✦ Founded in 1957 – now with over 36,000 students
- ✦ One of the top Universities in Canada
- ✦ Leaders in innovation
- ✦ Top tier Engineering, Computer Science and Math



IAFSS Conference 2020

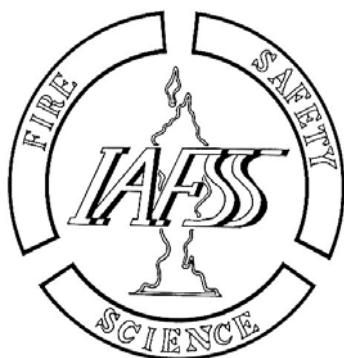
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IAFSS General Business Meeting

14 June 2017

Annex 6



Secretary Report

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Activities since Christchurch

- 2014 – one Executive Committee meeting
- 2015 – one IAFSS Management Committee meeting
(in conjunction with AOFST)
– four Executive Committee meetings
- 2016 – one IAFSS Management Committee meeting
(in conjunction with Interflam)
– four Executive Committee meetings
- 2017 – two IAFSS Management Committee meetings
(in conjunction with IAFSS Symposium)
– one Executive Committee meeting prior to Symposium in Lund

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Highlights

- Agreement with Elsevier on publication of the IAFSS Symposium proceedings
- Ballot concerning rotation period for conference resolved
- Definition of various roles in the Committee and efforts to maintain better distribution of labor in the committee
- Membership drive and payment schemes discussed
- 2nd European IAFSS Symposium run (2015)
- Guidance document for obtaining IAFSS Support drafted and launched on website
- Activities to secure new Secretariat

Lunds universitet / Lunds Tekniska Högskola / Division of Fire Safety Engineering



Secretarial Services

- After a long service Carole Franks retired and we are in a transition period to find a new secretariat service
- Thanks to Carole Franks and Interscience for their dedication
- Interim solution is by the Honorary Secretary, Symposium secretariat and Treasurer 2016-2017 (part of)
- Interim solution with consultant while negotiations continue for a long term solution
- Solutions are discussed in the Management Committee

Lunds universitet / Lunds Tekniska Högskola / Division of Fire Safety Engineering



IAFSS General Business Meeting

14 June 2017

Annex 7

**UNIVERSITY OF MARYLAND**
Department of Fire Protection Engineering



Communications Committee Update

Michael Gollner
University of Maryland




A. JAMES CLARK SCHOOL of ENGINEERING • UNIVERSITY of MARYLAND

**Team and Responsibilities**

- Michael Gollner,
 - Chair, Website, Surveys, Social Media
- Terry Fay
 - Tech Guru, Publications Archive
- Nils Johansson
 - Website
- Xinyan Huang
 - Upcoming Events/Calendar
- We need more help!
 - *Please email webmaster@iafss.org*

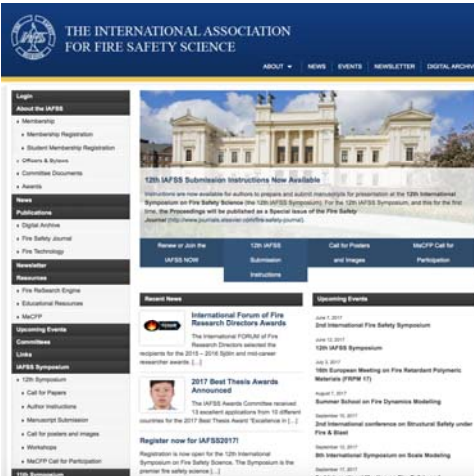
Looking for expertise in:

- Writing (English)
- Website (Wordpress)
- Social Media
- Programming (PHP, SQL)
- *Students encouraged!*



Website

- News
- Conference List
- Publication Archive
- Journal Access
- Links
- Resources (few)
- Job postings
- Fire ReSearch Engine
- Member Registration (Under construction)





Website Activity – Last Year

Active Users



Monthly: 4.4K
Weekly: 1.2K
Daily: 238

What pages do people visit?

- Homepage (22,922)
- 12th Symposium (9,788)
- Publications (3,548)
- Membership (2,722)
- Upcoming Events (1,919)

Sessions by country



Country	Percentage
United States	23.3%
United Kingdom	11%
India	5.5%
Australia	5.1%
China	4.6%



Publication Activity

- Fire Safety Science
 - Papers 1952 – 2014
 - 12,973 citations
 - 196 citations/year
 - 12 cites/paper
- Papers 2014 – 2017 (3 year citation period)
 - 352 citations
 - 117 cites/year
 - 2.59 cites/paper
 - Approximate, using Google Scholar and Harzings Publish or Perish software, version 5



Social Media

- Twitter – 470 followers
- LinkedIn 1,833 members
- Facebook – 641 likes
 - Post jobs, major IAFSS news, etc.
 - In general, just spreading the word of what is posted on the website
 - New guidelines, larger team, and increased presence planned for the future.



Other Activities

- Surveymonkey
 - Symposium Survey
 - Printing Survey
 - Management Committee Elections
- Assistance with publications and archive
 - Helped setup process for FSJ
- Assistance with newsletter, other information to members



Current Projects

- New registration system
 - Streamlined, auto-renew, more options, less work for new secretariat
 - Moving to newer, secure server.
- Increase social media presence
- Spread more information between members
- *Still an all-volunteer crew, we need your help!*

Chairman
Prof Patrick van Hees, Sweden, Europe Africa
Patrick.Van_Hees@brand.lth.se

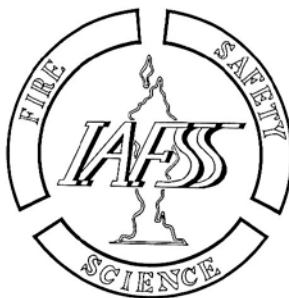
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Prof Longhua Hu, China, Asia Oceania
Prof Arnaud Trouvé, USA, Americas

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Treasurer
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Immediate Past Chairman
Prof Bogdan Dlugogorski, Australia, Asia Oceania

Executive Members
Prof Bart Merci, Belgium, Europe Africa
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Draft Minutes – IAFSS 2021 General Business Meeting, Part 1 – 24 / 25 March 2021

Venue: Virtual (Zoom)

Date:	24 Mar	24 Mar	24 Mar	24 Mar	24 Mar	24 Mar	25 Mar	25 Mar
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)

Annex 1

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

Annex 2

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 provision 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

Annex 3

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 time frames 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

Cristian 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 Association (Rules) 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. In addition, if approved, it is proposed to split the 2021 virtual General Meeting into two parts. (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 COVID 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 COVID 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 change 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,
 - o The first part will focus on (a) announcing the new Committee so 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.
 - o 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.

Chairman

Prof Patrick van Hees, Sweden, Europe Africa
Patrick.Van_Hees@brand.lth.se

Vice Chairmen

Prof Edwin Galea, UK, Europe Africa
Prof Longhua Hu, China, Asia Oceania
Prof Arnaud Trouvé, USA, Americas

Secretary

Dr. Brian Meacham, USA, Americas
brian@meachamassociates.com

Treasurer

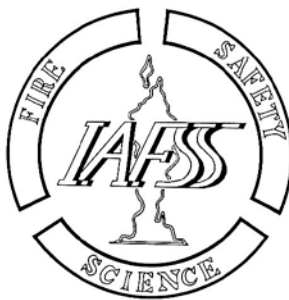
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Draft Agenda – IAFSS General Business Meeting – 30 April 2021

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**