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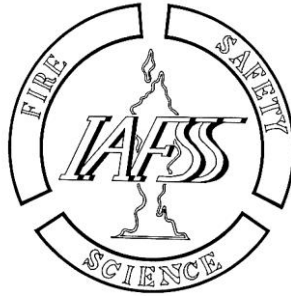
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MINUTES (final) IAFSS Executive Committee Meeting

In attendance: Patrick van Hees, Margaret McNamee, Bart Merci, Charley Fleischmann, Christopher Wieczorek. **Apologies:**, Bodzio Dlugogorski, Arnaud Trouve, Carole Franks, Ed Galea.

Attachment

1. Membership drive

Decline in membership due to graduation of students without signing up again.

We are still planning to have a drive, e.g. by outreach to attendants of the recent conferences in Cyprus and Tsukuba. Professor Coppalle and Patrick agreed in Tsukuba that there is a need for a broader plan for membership recruitment. Once this plan is available then Prof. Coppalle would be happy to work on this.

ACTION: Patrick will put together an outline for this plan for discussion within the Exec. Committee.

Another suggestion is that after the Lund conference we might require membership for three years to obtain a reduced conference registration rate. A number of years ago this was considered but it was deemed to be not logistically feasible. Alternatively full fee participants could be offered free membership by ticking a box when registering.

ACTION: Margaret will check with Carole if the present membership database allows us to follow whether members are three year members or not and where the members are in their membership period.

2. Report 12th IAFSS (2017)

Preliminary bookings for meeting rooms are being made. The lectures will be held in the area of the technical faculty. The dates for the conference are finalised (12-16 June 2017) so those who would like to can book rooms now 😊.

Bart Merci gave a report of program progress. The various sessions and chairs/co-chairs for the sessions have been selected. The call for papers has been drafted and will be sent early next year. The paper review

system, EasyChair, will be reviewed and tested again before a final decision concerning whether to use this system or not.

Tuula Hakarainen has compiled a short list of potential Workshop topics which has been agreed for the conference:

Topic area	Title / topic	Proposed leader(s)
Fire emissions and toxicity	Fire toxicity – silent killer?	Anna Stec
Structures in fire	Timber in high rise buildings; Fire structure interaction	Ann Jeffers, Kathinka Leikander Friquin
Wildland fires	Wildfires and WUI fires	Samuel Manzello
Evacuation and human behaviour	Large scale evacuation in case of fire emergencies; New approaches to evacuation modelling	Enrico Ronchi
Special topics	Link between fire science and FSE	Brian Meacham

Anthony Hamins is in the process of putting together the Awards Committee.

In summary, all is going as planned at the moment.

3. Publication of IAFSS Proceedings

Charley is leading a Task Force (Charley, Patrick, Ed, Margaret, Michael Gollner and Beth Weckman) to devise a publishing plan for resolution by the Committee. The aim is to be able to give an indication of whether it will be possible to publish papers in archival journals after the conference to potential authors prior to the submission deadline next year.

The aim is that all papers that do not get included in a special issue are published on the website (as now). All papers that are included in a special issue are linked to the website with access for members only, i.e. not full open access.

The Task Force has approached four publishing houses. The discussion concerning producing special topic editions. The main issue to discuss is whether we would be interested in having a number of special editions all published within a single journal or would it be better to have agreements with several or all of the publishers. The consensus is that it would be preferable to work with a single publisher.

Charley hopes to wrap up the discussions before the end of January. A draft publishing plan should be ready to discuss with the Exec Committee meeting in Feb/March. Aim to have discussed and gained acceptance from Full Committee by June.

The Call for Papers should contain some message that publication in archival journals will be offered after the conference. In the flyer we should at least give the message that we will offer a similar level of publication as that we have presently if not better.

It was agreed that we should contact the authors from the Christchurch symposium to see whether they would be interested in submitting a paper if they have the possibility to be published in a peer review journal, i.e. a targeted survey. This should be done after the publishing plan has been drafted as this can be used as a basis for wording a small number of questions.

ACTION: Patrick will talk to Michael Gollner soliciting his help on launching this survey when it is time.

4. Status concerning Fire Safety Journal

Bart gave a quick status update. The information in the email from Joe d'Angelo is current. Three new co-editors will work with Jose Torero, who will step down by the end of 2016. Patrick hopes to be able to include this information in the next IAFSS Newsletter.

ACTION: Bart will check if we can say something about this in the IAFSS Newsletter.

5. Minutes previous meeting (Full Committee in Japan)

It was agreed in the Young Scientist award that they should have two awards, e.g. Guylene Proulx and Sven-Erik Magnusson.

ACTION: Margaret will check previous minutes to confirm the decision to name one of the awards after Guylene.

ACTION: Bogdan Dlugogorski will be asked to draft a motivation for Sven-Erik Magnusson which can be sent to the Full Committee for acceptance of the suggestion.

The minutes of the Full Committee meeting held in Tsukuba 5th October 2015 mention this and the Full Committee will be asked for their approval after the motivations have been received.

A more appropriate name might be the "Emerging Scientist Award". This should be considered as an alternative.

6. Decision concerning launch of survey on two or three year cycle for IAFSS conference

The results of the survey gave no support for a change to a two-year cycle. As this means that no change is to be made, no formal decision needs to be made. It is noted, however, in the minutes that this point is now closed for the time being.

7. Miscellaneous (including next meeting)

Next meeting February. Margaret will distribute a poll.