

EXECUTIVE COMMITTEE

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Prof Bogdan Dlugogorski, Australia
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Vice Chairmen

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Prof Ai Sekizawa, Japan

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Dr Margaret Simonson McNamee, Sweden
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Treasurer

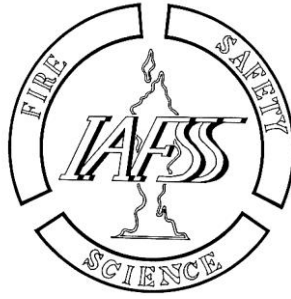
Dr Christopher Wieczorek, USA

Immediate Past Chairman

Dr Craig Beyler, USA

Executive Members

Prof Arnaud Trouvé, USA
Dr Charley Fleischmann, New Zealand



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MINUTES IAFSS Executive Committee Meeting

Venue: Teleconference (see end of the document for dial in details)

Date: Tues, 27 Nov, 9 pm GMT

Online

Bogdan Dlugogorski (BD)
Margaret S. McNamee (MSM)
Chris Wieczorek (CW)
Arnaud Trouve (AT)
Carole Franks (CFr)
Charley Fleischmann (CFI)
Anthony Hamins (AH)
Craig Beyler (CB, from end of point 2)

Attachment

Apologies

Ai Sekizawa

1. New European Vice Chair

One vacancy that needs to be filled from the full Committee. It was agreed that election could occur through email nominations and voting.

Action: BD will send request for nominations and voting to Full IAFSS Committee with a 48 hour nomination period.

(Note after the meeting: Only one nomination was received. Patrick van Hees is the new Executive Committee VC for Europe.)

2. 11th Symposium

Update from CFI. Plans are proceeding well. CFI asked for guidance concerning his right to make decisions in the local committee concerning the conference planning. AT described the procedure used

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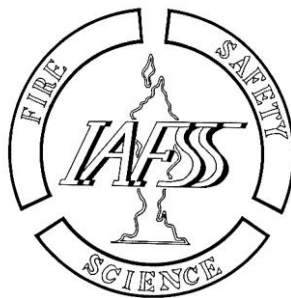
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in the previous conference. It was agreed that it is appropriate to check decisions with the Chair and Treasurer, in particular when these have economic repercussions.

Action: CFI will put together a conference budget with a breakeven of approximately 200 paying delegates for distribution to the Executive Committee. This will be a sound basis for future decisions concerning necessary deposits etc.

There are some challenges concerning accommodation due to high demand post-earthquake. CFI suggests that the Christchurch tourist bureau should be able to bring some pressure to bear as they often deal with issues like this.

Action: CFI will contact the tourist bureau for further discussions.

CFI asked whether the Exec Committee felt it was still relevant to organise a Partners Program. CFI noted that it is a good idea but that it is important to have a caveat that if insufficient registrations are received activities will be cancelled. We can revisit this issue at INTERFLAM with the Full Committee.

The conference flyer has been made official and sent to the IAFSS membership.

Action: all committee members are asked to distribute the announcement through their own channels.

The Conference Committee is planning to start formal planning meetings for conference towards the end of January.

3. Membership drive 2013

Quick mention to the Vice Chairs that we will have a membership drive in the year prior to the Symposium as done previously.

CFI noted that renewals will go out next week. It was decided that the membership fees for 2013 will be the same as for 2012.

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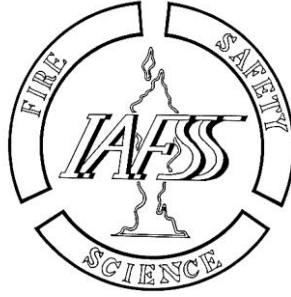
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4. Venue for 13th IAFSS Symposium in 2020 (North America)

The IAFSS is due to be in North America in 2020. There was a discussion of possible venues. It is key to have bids for venues for 2020 at the conference in New Zealand. Previous North American venues include: NIST (1985), NRC (1994), WPI (2002) and Maryland (2011). Some suggestions that were voiced at the meeting included: UL, FM Global, SFPE and ATF.

Action: Put a notice in the Newsletter asking for bids.

5. Feedback to George Boustras – status of ESFSS.

George organised a successful symposium a couple of years ago. He would like to get involved in IAFSS and would like to restart the European IAFSS. This issue was discussed previously in Warsaw and China and people were supportive. He will present his proposal formally to the committee in INTERFLAM.

A question has been raised concerning whether we should call all these IAFSS events Symposia or should some have a lower status, e.g. seminar/workshop? CB felt there was no compelling reason to stop people from using this word and did not feel that it detracted from the status of the main IAFSS Conference. The Committee agreed to let the practice of calling all these events “symposia” to continue.

6. Status of Minutes of these meetings between IAFSS Symposia.

There was a discussion of whether it would be appropriate to allow minutes to be approved and tabled between meetings, e.g. after a 6 week period for possible changes? Given the use of email and rapid communication these days (in particular compared to the origins of the organisation) it was agreed to make this standard practice.

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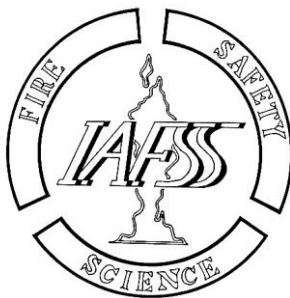
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Action: MSM as secretary will distribute minutes in the future with a 6 week period for input and possible change before approving them.

7. Sponsorship of IAFSS prizes at 7th International Symposium on Fire and Explosion Hazards (Providence, May, 2013).

This has been done previously but not for the past two cycles. There is an interest in resurrecting this practice. It was agreed to award \$2000 to the ISFEH Organising Committee for a prize or prizes in the name of the IAFSS.

Action: BD will contact Franco Tamanini to give him the news and conditions.

(Note after the meeting: This has been conveyed and accepted.)

8. Funding of travel to Interflam

A proposal to fund travel to Michael and Terry to the INTERFLAM meeting was received from CB. Neither are planning to attend INTERFLAM and it would be useful for the Full Committee to have an opportunity to interact with them.

CB emphasised that this should not be seen as a reward but an opportunity for them to participate fully in Committee discussions.

There was no consensus on this issue.

Action: CFr will look into whether it would be possible to organise their participation via video link. The question will be revisited at the next Executive Committee meeting.

9. Featured articles in the Newsletter and Executive Committee Oversight of the Newsletter

Appendix 1:
Awards for 7th
ISFEH

Appendix 2: PM
Craig Beyler
2012-11-08

Appendix 3: PM
Guillermo Rein

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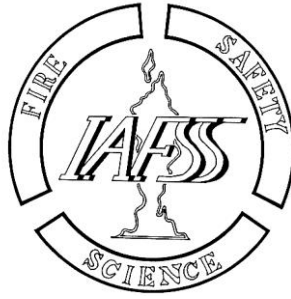
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2012-11-19

BD gave some background to the discussion.

It was agreed that Guillermo Rein (GR) is ambitious in trying to move this towards a magazine but that it is important for him to realise that the ultimate responsibility for the publishing lies with the IAFSS as an organisation. The newsletter is not an autonomous entity.

Action: BD will write to GR outlining the following:

- All VCs should be members of the editorial board.
- Final review of the Newsletter must go through BD for sign off before publication
- GR will be asked to produce an editorial policy document for approval by the full committee

(Note after the meeting: This message has been conveyed and accepted. Further, it has been agreed that the subject of the feature articles will be approved by the Editorial Committee before articles are requested.)

Action: CFr suggested we consider drafting job description for key positions within the organisation. This will be revisited at the next meeting.

Action: A discussion of IAFSS Newsletter contra IAFSS Magazine will be held at the Full Committee meeting in conjunction with INTERFLAM.

10. Possible need for a change to the ToR concerning quorum.

Presently it is sufficient if there are 5 members present. Should we change that to, e.g. 5 Executive Committee Members or 8 Full Committee members or some provisions concerning the need for all three regions to be represented in the 5? There was a certain amount of distress about the Warsaw meeting having quorum despite low

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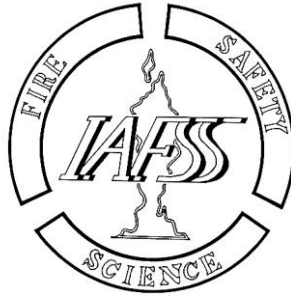
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representation of the full committee.

It was agreed that this low number reflects the needs of the organisation when it was first established and is no longer relevant. This should be discussed at the next full Committee meeting to reach a formal decision.

Action: Put this point on the agenda for the full committee meeting at INTERFLAM.

11. New web pages of the Association and their oversights by the Executive Committee.

There was a discussion of the appropriate review process before posting new material on the website. CFr noted that in the past Jose Torero was the person who reviewed material. It was agreed that it would be useful if review were done by people in North America primarily to ensure rapid feedback as they are in the same time zone as MG. CW and AT agreed to be the reviewers of material before it goes live. Anything that is uncertain should be passed to BD for further review.

Action: BD will write to MG informing him of appointment of CW and AT as reviewers of material for the website before it goes live.

(Note after the meeting: The information has been conveyed and accepted.)

12. Technology Subcommittee: Federated Search and IAFSS Internet Community

CB gave some background to these initiatives. The IAFSS Internet Community is now largely the LinkIn Group which will be supplemented by the new IAFSS website when it is launched. We have rules for participation in the LinkedIn Group and similar rules

Appendix 4: PM
Michael Gollner
(MG) 2012-11-07

Appendix 5:
Website Plan

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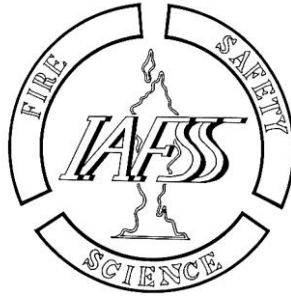
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will need to be created for the website should we launch blog capabilities.

Action: LinkedIn Group should be advertised in the next Newsletter.

Concerning the Federated Search it is uncertain what possibility there is to continue this activity.

Action: BD contact Amanda to ask about the status of the Federated Search.

13. FSJ – New agreement with Elsevier

Defer to next meeting

14. IAFSS Nominating Committee

Defer to next meeting

15. Next meeting

Beginning of February. Send a new set of possible dates after this meeting.