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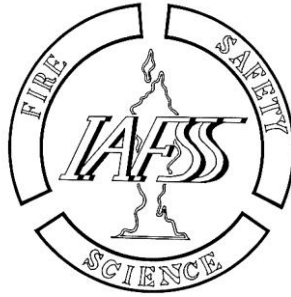
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MINUTES (FINAL) IAFSS Executive Committee Meeting

Venue: Teleconference, 2 hr

Date: Monday 27 February, 2017, 22.00 GMT

In attendance: Patrick van Hees, Margaret McNamee, Arnaud Trouvé, Bodzio Dlugogorski, Chris Wieczorek, Bart Merci, Charley Fleischmann, Ed Galea.

Apologies: Ai Sekizawa, Carole Franks.

Attachment

1. **Report 12th IAFSS (2017)**

Patrick welcomed all and gave a summary on the emails distributed prior to the meeting including a total of twelve (12) annexes.

(a) Daniel Nilsson has been included in this meeting for this first point to give an update of the 12th Symposium. Everybody agreed to this.

Annex 1 (updated) from the IAFSS Program Committee meeting. Patrick asked if there were any specific questions? There were no questions and therefore the meeting proceeded to the Annex 2.

Annex 2 (updated) containing the budget for the 12th Symposium. There are no clear guidelines concerning how to deal with the budget. Therefore Patrick will put together a proposal for discussion in the full Management Committee in Lund.

ACTION: Patrick will put together a Guidelines document concerning how to obtain approval of the Symposium budget and what should be included.

Annex 2 has been divided into fixed costs and variable costs. The updated budget includes provisions for the students to be included at cost, i.e. neither positive nor negative. The proposed rate for the conference has been reduced due to receiving more sponsorship than initially expected. The budget has many uncertainties but Daniel has based the numbers of attendees on the provisions used for the previous conference. The breakeven is at 252 delegates including 52 students. There has also been some discussion of 1-day registrations. This has

presently not been included in the budget. Fixed costs have been included at a conservative rate allowing for example for the students working at the conference to attend free of charge.

The prizes that are directly associated with the conference, e.g. Best Paper/Best Poster do not have cash awards. Those that are more general IAFSS awards are appropriate to take out of general IAFSS funds.

How much money does the IAFSS need for the conference to generate in order for the organisation to be solvent? At present we need to have some income from the IAFSS Symposium in order to avoid using funds but we are in a good position to be able to use some of the funds in the bank.

In recent years we have only lost money on one conference, i.e. the conference in Melbourne. The budget at present is conservative but we need to make a decision concerning the conference fee, which is included in the calculation as the registration page has to be opened

Breakdown from Christchurch:

- 87 – Early IAFSS Member (NZ\$950+GST)
- 22 – Early Non-Member (NZ\$1150+GST)
- 32 – Early Students (NZ\$500+GST)
- 30 – Standard IAFSS Member (NZ\$1050+GST)
- 22 – Standard Non-Member (NZ\$1250+GST)
- 14 – Standard Students (NZ\$550+GST)
- 1 – Late IAFSS Member (\$1200+GST)
- 0 – Late Non-Member (NZ\$1250+GST)
- 3 – Late Students (NZ\$600+GST)
- 2 – Workshops only
- 12 – Non-paying invited members
- 5 – Day registration (\$400+GST/day)
- 11 – Non-paying Student Helpers

DECISION: The Executive Committee agrees with the proposed rate of 7 200 kr (full cost) and 5 200 kr (members only) (excluding VAT) or 9 000 kr (full cost) and 6 500 kr (members only) (including VAT). for the early bird registrations. Also the prices for the workshops could be confirmed by the calculations from Daniel.

NB: Due to the fact that the IAFSS Secretariat is not available in the way that it has been previously, the member's registration is contingent on members fees being paid prior to that date. This information is given on the website and has been for some time. No comment was made by the Exec Committee on this point. It is natural to have a cut-off date for the membership.

(b) Annex 11 is the updated version of Annex 3 for the MaCFP Workshop. Arnaud provided input to the Executive Committee concerning the MaCFP in writing. The Workshop has been expanded somewhat and there is a request for support for the activity, which is important in order that support continuous activity between the conferences and therefore attract more people to coming conferences.

Previously the IAFSS awarded \$ 5 000 that has not been sent. This new request supersedes the previous request for support. The committee was positive to providing this economic support.

DECISION: The Committee agreed to support MaCFP as requested and that any money not used should be returned to the IAFSS with a

full account of how the funds were spent.

Annex 4 was provided as background for a PhD student course. There was a question of whether the initiative would be open for more than Lund staff to provide lectures. The lectures would be open to all who would be interested in participating. It is possible to include filming of the lectures to increase the distribution. A suggestion was made that future similar initiatives should be managed by the Education Committee in order to open up the planning of the event to a wider based of interested contributors and to distribute the work load. Patrick mentioned also that this committee needs fresh participants as there was little activity since most members are also active in the Exec. Committee.

DECISION: The Committee agreed to provide funding and to ask Nils if he would be able to open for external lecturers.

(c) Annex 5 and 6 pertain to the awards for posters. There is some disagreement concerning which poster awards should be made. There has been a request for the Executive Committee to make an agreement concerning awards due to the fact that agreement is reached within the Program Committee, which is then questioned after the meeting.

The question is really which committee takes which decision. The point was made that when meeting minutes are agreed then questions should not be reopened to avoid bringing these questions to the Executive Committee.

DECISION: The Executive Committee confirms the compromise made by the Symposium Committee and minuted there.

Annex 10 contains a proposal for monetary recompense for awards as some newer awards are not balanced with previous medals. After discussion it was agreed that rather than a cash prize, potential award winners of Emmons and Kawagoe will be offered free accommodation and travel and symposium attendance up to a provisional ceiling.

ACTION: The Committee agreed to support the proposal but to offer the Emmons and Kawagoe award winners travel and accommodation instead of a monetary award up to a nominal ceiling.

(d) Annex 7 contains a proposal for a women's event. It is not a problem to organise a venue but it will be difficult to organise a cash bar. Patrick proposed that we support the initiative to encourage the organisation of additional meetings. There is space in the program on Wednesday evening for the proposal given by the Program Committee. Some refreshments can be provided but it will be difficult to organise a cash bar. Who is responsible for organising? It is an initiative to be encouraged when it comes from the membership.

DECISION: The Executive Committee has suggested that Ed Galea approach Karen Boyce to support the PhD-student in organising this together with Daniel Nilsson from the host organisation in line with the extended proposal in the email of Ed Galea.

(e) Patrick raised the question of whether Springer or Elsevier have been charged for exhibits at the Symposium? It was agreed that it is OK to allow them a free exhibit space at the Symposium if needed.

2. **Update Secretariat**

We need a new secretariat and have contacted two different

organisations to replace Interscience: SFPE and the EGOLF secretariat. EGOLF Secretariat is a consultant working alone who is approaching retirement and would not be a long term solution.

SFPE has sent an offer (Annex 12) for cost for taking over the Secretariat. If this decision is taken then it may be necessary to move the non-profit organisation to the states. The proposed cost is significantly higher than that taken by Interscience but that cost has not been increased for a number of years. NB: web service and social media are not included in this cost; but could be if desired at an additional fee.

A question was raised concerning what the tax implications of moving the organisation to the US. Patrick stated that this is something that is not included in the proposal and it would need to be investigated.

This is a first proposal from SFPE and is open for some negotiation.

The question of whether there is a conflict of interest to have the IAFSS in the SFPE was raised? This depends on what we have in the hands of the SFPE. Patrick believes that our low membership fee is one reason that we are not likely to lose members to SFPE. The conflict of interest should not be greater now than it has been previously with Interscience. There is some possibility to create win-win as the organisations are not competing. However there is some concern that the SFPE conferences are more practical whereas the IAFSS is more scientific.

The majority is interested in continuing to explore the connection to the SFPE. The price is a big issue and the potential costs of moving the association to the US is an unknown.

ACTION: Patrick will continue to discuss with SFPE, e.g. to discuss negotiation of price and for tax implication of a move.

One alternative that is UK-based but international is the IFE (Institution of Fire Engineers). After the meeting several members of the Exec. Comm. came with further suggestions which will be investigated.

ACTION: Ed will provide contact details to Patrick so that he can approach them for a proposal.

3. Procedure for selection of Plenary – Decision

There were two contentious issues as indicated in the document. Comments are requested to Ed before the next Executive Committee.

ACTION: Document to be taken up at the next Exec. Committee and input requested from the Exec. Com. members.

4. **Miscellaneous**

Distribution of responsibility between IAFSS and local hosts

There is a need for a MoU between IAFSS and the local host. Patrick will present this at the next meeting for acceptance in Lund.

Tender requests

There are several requests already for the Asian conference. Patrick will put together a description of what should be included in acceptable tenders.

Nomination Committee

The work is in progress and Bodzio hopes to have something to distribute within the coming weeks.

Next meeting

April or May suggestions will be distributed late March. We most likely need a meeting before the Lund conference.