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Patrick.Van_Hees@brand.lth.se

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Margaret.McNamee@sp.se

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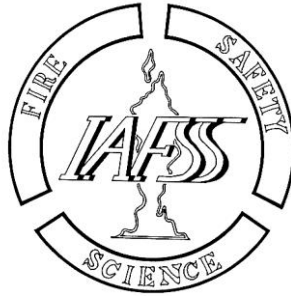
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IAFSS SECRETARIAT OFFICE

Carole Franks
Interscience Communications
West Yard House
Guildford Grove, Greenwich
London SE10 8JT, UK

Tel: + 44 (0)208 692 5050
Fax: + 44 (0)208 692 5155

Email: iafssmembers@dial.pipex.com

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FINAL MINUTES IAFSS Committee Meeting

Held in conjunction with the 11th IAFSS,
University of Canterbury, Christchurch, New Zealand

Venue: Christchurch

Date: Thursday, 13th February, 2014, 3 – 5 pm

Teleconference access: Available, information will be sent to members in an email

Attendance:

Luke Bisby (LB)
W.K. Chow (WKC)
Bogdan Dlugogorski (BD, Chair Agenda
pts 1-3)
Rita Fahy (RF)
Charley Fleischmann (CF)
Jason Floyd (JF)
Carole Franks (CF, Secretariat)
Ed Galea (EG)
Michael Gollner (MG)
George Hadjisophocleous (GH)
Björn Karlsson (BK)

Brian Meacham (BMea)
Bart Merci (BMer)
Ai Sekizawa (AS)
Margaret S. McNamee (MSM, Secretary)
Jinhua Sun (JS)
Takeyoshi Tanaka (TT)
Jose Torero (JT)
Arnaud Trouvé (AT)
Patrick van Hees (PvH, Chair)
Beth Weckman (BW, Agenda Pt 8)
Chris Wieczorek (CW)

1. Apologies for absence

The meeting was opened by the Chair BD.

Apologies were received from Guillermo Rein, Tuula Hakkarainen and Yaping He.

Anthony Hamins was available to call into the meeting but the Secretary did not open the line as agreed therefore he was not able to attend. The Secretary apologises to Anthony instead!

2. Welcome to new members of the Committee

New Members were welcomed and all attendees were asked to present themselves and their affiliation.

3. Election of Chairperson

Background: traditionally the Chair rotates between the regions: Asia-Oceania to Europe to Americas etc. This is not, however, specifically required in our Bylaws. Prior to this meeting the question was raised whether this is the best way to elect the next Chair, i.e. to restrict the selection to one third of the members. Therefore before the election of a Chair it was agreed to discuss the process, i.e. rotation between regions or not followed by selection of the Chair.

After an important discussion concerning the reasons for and against rotation as a first choice, BD motioned for a vote and EG seconded the motion. The question that was voted on was (approximately): *Should the Chair be selected from a new region in the traditional rotation order (Asia-Oceania to Europe to Americas etc) as a first choice but that exceptions be allowed if no suitable candidate can be found?*

The motion was upheld with 12 for, 5 against and 2 abstentions.

BD asked for a European candidate and PvH was nominated by BK and seconded by EG. PvH was approved unanimously.

Patrick thanked the group for their support and gave a quick summary of his vision for the organisation. He feels it is important that we grow over the next three years both in terms of numbers and activities. We need to play a stronger role on educational matters, benchmarking, workshops, conferences, perhaps even providing position papers etc. It is important that we have a stable economy but we should not be a bank. We should use these resources in a good way.

Further, if we look at the participation in both the conference and on our Management Committee we need to work harder also at increasing gender and regional balance.

Transparency is important. We have worked on this but we still have a lot to do. There is a feeling that we are still a 24 member secret society.

Finally, clearly we should be proud of our history and the ideals of the founding members, e.g. that this is an inclusive and regionally balanced society. Patrick looked forward to working with you all to promote our association and our field.

4. Election of other Officers of the Association

Secretary: BD motioned that MSM continue as Secretary for a second term, seconded by GH. Unanimously agreed.

Vice chair three regions:

Asia/Oceania: BD motioned that AS continue as Vice Chair for Asia/Oceania for a second term which was seconded by MSM. Unanimously agreed.

Europe/Africa: BD motioned that EG be instated as Vice Chair for

Europe/Africa which was seconded by BK. Unanimously agreed.

Americas: BD motioned that AT be instated as Vice Chair for Americas which was seconded by MG. Unanimously agreed.

Treasurer: MSM motioned that BMer be instated as Treasurer which was seconded by JT. Unanimously agreed.

Executive Committee members:

The Chair, Vice Chairs, Secretary, and Treasurer are all automatically members of the Executive Committee according to the bylaws. Two additional members are to be elected from the Management Committee.

PvH nominated CF which was seconded by BMea. Unanimously agreed.

BD nominated CW which was seconded by EG. Unanimously agreed.

a. Co-opt leader for membership drive

Alexis Coppalle was nominated by MSM to lead a membership drive which was seconded by BK. Unanimously agreed; **the Chair will contact Alexis to confirm.**

5. Responsibilities of the Vice Chairmen

Discussion was deferred.

Patrick van Hees agreed to write a short description of responsibilities of Vice Chairmen for discussion in the Executive Committee.

6. Responsibilities of the Committee Members

Discussion was deferred.

Patrick van Hees agreed to write a short description of responsibilities of Committee Members for discussion in the Executive Committee and approval by the whole Management Committee.

7. 11th Symposium Volume

The Committee thanked Charley Fleischman for his and his team's organisation of the 11th Conference in Christchurch.

Whether or not to print the Proceedings was discussed. About 50 people have ticked the box and would like a printed copy.

MG made a motion that we conduct a survey of whether printing should be done with information concerning the cost of printing which was seconded but no note was made of by whom.

LB will check his contacts for printing costs.

The cost of printing in China will also be investigated.

JT will check with Elsevier, PvH will check with Wiley and GR will be asked with Springer about ISI listing.

8. Venue for the 13th Symposium

Beth Weckman was welcomed to the meeting and asked to present the

**Appendix
1.**

possibility to host the next Symposium in Canada. A presentation was made of the possible venue, international travel options etc, see **Appendix 1**.

PvH made a motion to accept Beth Weckman's proposal which was seconded by BD. Unanimously agreed.

NB: There is some overlap with the Combustion Symposium that will be held the same year (2020). It is important to make sure that we coordinate with this.

9. Report from the Secretariat

Carole Franks gave the Secretariat report, see **Appendix 2**.

Appendix 2.

10. Committees for the 12th Symposium

Six Key positions need to be filled as part of the preparations for the 12th Symposium:

- Chair of symposium
- Chair of awards committee
- Chair of PC committee
- Chair of nominating
- Editors of proceeding (2)

The Chair will select candidates for these positions and discuss with the Executive Committee.

11. Arrangements for the 12th Symposium

Deferred to the next meeting.

12. 9th Asia-Oceania Symposium on Fire Science and Technology

Deferred to the next meeting.

13. 2nd European Symposium on Fire Safety Science

Deferred to the next meeting.

14. Election of Chairman of the Nominating Committee

Deferred to the next meeting ?to be proposed by the chair.

15. Three year or two year cycle?

Background: On several occasions in recent years there has been a discussion of whether to change from the 3 year cycle to a 2 year cycle for the Symposium. This point was raised again for this meeting and the discussion concerns on one hand whether the quality of submissions might be reduced by a shorter cycle or on the other hand whether academics will lose interest with the present 3 year cycle.

It was agreed that we should poll our members.

A Task Force comprised of MG (Chair), BD, WKC, GH will draft a survey for the Committee to discuss within 2 months from the meeting.

A decision will be made based on the results of the survey.

NB: should a change be made to a two year cycle we must consider whether we would need to change the term of officers.

16. AOB

Report on early career award: The group has had an initial discussion and suggest that “early career” be termed up to 7 years after PhD to allow students to cover 2 Symposia. The group also suggested naming the award after Guylene Proulx but no decision was reached.

It was agreed that the Task Force on this award would put together a formal report for discussion at the next meeting by the Management Committee.

Nominating Committee: A revised version of the Guidelines for the Nominating Process was presented based on input from the previous meeting on Sunday (9th February). The group expressed their gratitude to Craig Beyler and the Nominating Committee (Craig, Karen Boyce, Dougal Drysdale, Ai Sekizawa, William Grosshandler) for their hard work!!

The revised version was accepted as written and will be placed on the website.

17. Date of next meeting

TBD