

Minutes of the IPS Board Meeting
9th September 2014, New York City, NY, USA

Present

Chris Johnson (President), Chota Matsumoto (Vice-President), David (Ted) Garway-Heath (Secretary), Mitch Dul (Treasurer)

Fritz Dannheim, Ronald Harwerth, Aiko Iwase, Linda Zangwill, Paul Artes, Mike Wall, Mark Zeppieri (for Paolo Brusini)

Tuan Ho (Minute-taker).

Apologies

Paolo Brusini; Richard Mills; David Henson; Yoshio Yamazaki; Shaban Demirel; Mario Zulauf.

Minutes of the previous meeting in Melbourne

The Board reviewed the minutes of the previous meeting held in Melbourne in 2012.

Matters Arising

There were no matters arising from the minutes.

Secretary's Report

At the Secretary's request, this year's meeting organizer and also IPS Treasurer, Prof. Mitch Dul, gave an update on the total number of registrants, which amounted to 110.

Travel grants and Heidelberg award

At the Secretary's request, the meeting organizer provided an update on the five travel grants, which had not been awarded at the time of the Board meeting. It was thus agreed that an announcement should be made, and application forms should be handed out, at the general business meeting, to attract applications from the participants. It was also agreed that an Award Committee should be set up with Prof. Fritz Danheim as Chair.

Prof. Danheim explained that the Heidelberg Award should have been applied for well ahead of time, and the consensus was that, for the next meeting, a clear announcement regarding the awards should be made clear on the website well ahead of the meeting.

Treasurer's Report

The Treasurer advised the Board that the IPS's account had now been set up. Previously, the IPS' account was based in Germany where the previous Treasurer is based. With a new Treasurer being based in the US, a new account had to be set up in this country.

He also advised that some calculations were needed to provide definite information on the balance of the account. For example, some members had sent their payment by cheque to the IPS President instead of using the facilities advertised on the website, and there were still outstanding costs for the meeting. It was estimated that there would be a benefit of around US\$5000.00 after all deductions. Every attempt was made to keep the registration fee low, which was helped by providing a low-cost meeting venue.

The President congratulated the Treasurer, and advised the Board that no benefit was achieved with many previous meetings. He also recommended that, for future meetings, the balance spread sheet should be closely monitored to avoid any unforeseen deficits.

The Treasurer advised the Board that sponsorship was received from the following companies: Heidelberg Engineering (Gold category); Alcon, Allergan, Oculus and Kowa (Silver category). No sponsorship was received from Haag Streit and Topcon.

The Board advised that, in the future, a carefully worked out strategy for sponsorship application would be needed. This would include a clear explanation of the benefits to the sponsors, such as exhibit space, prestige for the sponsor, ability to sponsor talks and choice of speakers. The Board also recommended that the meeting organizers should be encouraged to approach the sponsors at least 1 year and a half before the meeting starts, as some companies would need up to 2 years for their budget reviews.

The Board also advise that, to ensure a smooth and optimal organization of future meetings, future organizers should make use of the 'Institutional memory' of the Board and ask for advice, suggestions and feedback.

IPS membership

Process. It was agreed that the Constitution needed to be updated to reflect that new members' applications would no longer require the co-signing and ratification by two existing members. This change should be made at the next IPS Business meeting, and the change should communicated to the membership at least 2 months prior to the next meeting.

Presenting authors. It was agreed that presenting authors still needed to be full IPS members. Again, this should be clearly explained on the website and the call for abstracts for the next meeting.

Membership fee. It was agreed that annual membership fee should be maintained, and that a closer control of membership fee due should be implemented. In case of outstanding fee payment, a reminder letter is to be sent by the Treasurer. It was agreed that payment was needed for secretarial help to assist the Treasurer in this task. The Treasurer is to send to the Board a draft reminder letter for comments.

Opportunity Fund

The President explained that setting up this fund would require a complicated process, with tax implications which would be costly to the Society. Currently, an amount of US\$60,000.00 is available in the IPS' bank account, which should be kept as a float to cover for meeting requirements, such as advances for hotel block-booking and meeting venue hire, as and when required. The Board agreed with this suggestion.

Visibility of the IPS

Exposure. It was generally agreed that literature on imaging was needed for the website, which currently only covers perimetry. Prof. Fritz Danheim volunteered to provide help with a 'history of imaging'.

Education. It was generally agreed that it would be a good idea to regenerate educational workshops to be held prior to the main meeting. This educational activity would generate interest from industry for sponsorship.

Standards. Prof. Ted Garway-Heath explained that there were currently no imaging standards, and that setting standards for imaging would be a difficult task owing to the diversity of the instruments and measurement data. He suggested that there should be a push for industry to work towards standards of reporting, so that the data collected with imaging devices would be useful for clinicians. Accepted standards would also help regulatory authorities such as the FDA in formulating their requirements for imaging devices.

Prof. Michael Wall suggested that a new standards group should be set up for perimetry focused on mobile devices. It was generally agreed that this idea would be followed up.

Liaison: industry, other societies

The Board approved the appointment of Prof. Paul Artes as the IPS PR and Industry Liaison Officer, to replace Dr Aiko Iwase.

The Board endorsed the idea of the IPS approaching appropriate organisations and societies who may be interested in helping the Society promote its meetings and scientific and educational activities. The IPS President will write to the President of the World Glaucoma Association to request the list of such organizations.

Board membership

The following actions were approved by the Board:

- Amendment to the Constitution to create a 4-year term for past Presidents. Proposal of Prof. Michael Wall's appointment as Past-President to be ratified by IPS members at the business meeting.
- Proposal of Prof. Ted Garway-Heath's second term (4 years) as Vice-President, and resignation as Secretary, to be ratified by IPS members at the business meeting.
- Proposal of Dr Allison McKendrick's appointment as Secretary to be ratified by IPS members at the business meeting.
- Retirement of Prof. Chota Matsumoto as Vice-President after two consecutive terms (8 years in total), with thanks.
- Proposal of Dr Aiko Iwase's second term (4 years) as Vice-President to be ratified by IPS members at the business meeting.
- Proposal of Prof. Kazuhisa Sugiyama's appointment as new Board Member at Large to be ratified by IPS members at the business meeting.
- Thank you letter from the IPS Secretary to the following Board members who have served their terms: Prof. Paolo Brusini, Dr Shaban Demirel, Prof. Ronald Hawerth, Dr Richard Mills, Dr Yoshio Yamazaki, Dr Mario Zulauf.
- Additional Board member from Asia to be considered.

IPS website

Prof. Garway-Heath let the Board know that he had been in contact with Kugler Publications about a deal offered by this company to update and manage this website, as part of a publication package for the meeting proceedings, for a one-off fee. A key benefit of having a well-known publisher involved is to increase exposure and therefore enhance the visibility of the Society. Another benefit would be to have many aspects of the website managed under the same roof.

The general consensus was in favour of an update/upgrade of the existing website, and that sponsorship for the cost of updating the website should be sought from industry.

It was also agreed that, in the future, the website should have additional information, such as *Past Recipients of the Heidelberg Award* and *Links to Other Organizations/Societies*. Given the amount of work required, additional help for Ms Patricia Duffel (University of Iowa), who has been looking after the website, would be required to work on the update. It was thus agreed that an announcement was to be made by the Secretary at the general business meeting to recruit volunteers for this task, and a Website Committee would be set up and led by Prof. Michael Wall to examine proposals from interested candidates.

As to whether Proceedings should be published, the Board agreed that manuscripts would be difficult to obtain, and that a more feasible option would be to use the abstracts submitted to the Society and publish these on the website. Thus, it should be made clear on the website that each abstract should be submitted in PDF format, which would then be published on the website in case it is accepted for a presentation at the meeting. It was agreed that Prof. Garway-Heath would pursue his negotiation with Kugler and also discuss with the publisher the possibility of open access to proceedings from the presentations upon their availability.

AOB

It was agreed that some reputable scientist and clinician-scientists who have made a valuable contribution to perimetry research should be invited as Honorary Members of the IPS with their biographies and photos published on the Society's website. The Board agreed that an invitation letter, signed by the President, Vice-Presidents and Secretary, should be sent out to the following people: Prof. Anders Heijl, Dr Pam Sample and Prof. Lars Frisén.

The Board endorsed the idea of a new session at future meetings, where IPS members could invite guests (colleagues, industry connections, etc.) to give presentations on 'hot topics.' This would need to be organized by the hosts of future meetings, in conjunction with the Board.

2016 IPS meeting

Ahead of his presentation to the IPS participants at the business meeting, Dr Mark Zeppieri gave the Board an excellent presentation on the facilities and logistics of the 2016 IPS meeting, which will be hosted by Prof. Paolo Brusini and Dr Zeppieri in Udine, Italy. The exact date will be known in early 2015 when confirmation from the province of Udine for the use of the meeting main venue will be available.

Venue for 2018 IPS meeting

In general, the board aims for the venue to alternate between Asia, Europe and the US.

The presentation on the venue for the 2016 meeting was given by Dr Aiko Iwase. The venue suggested for this meeting is Kanazawa, the capital of Ishikawa Prefecture, Japan. This beautiful medieval city is also known as 'Little Kyoto', known for its traditional handicrafts, especially gold leaf, which is used in vessels and ornaments. 'Kanazawa' literally means 'marsh of gold.' The hosts of this meeting will be Dr Aiwase and Prof. Kazuhisa Sugiyama, Chairman of the Department of Ophthalmology and Visual Science, Kanazawa University.

This venue needed approval by IPS members at the business meeting.

Minutes prepared by Ted Garway-Heath, Chair of the IPS Board Meeting, New York City, 9th September 2014, with the help of Tuan Ho, PhD.