**Minutes**

NASCE Council Meeting 1

Friday May 24, 2019

14:00 – 16:00, Room Hawthorne

Hilton University of Florida, USA

**Attendees:** John Chang, Aurea Orozco, Carlos Arámburo, Angela B. Lange, Hamid Habibi, Jean-Paul Paluzzi, Pierre Deviche, James Carr, Valerie Langlois, Yun-Bo Shi, Chris Martyniuk, Rodolfo Cardenas, Marta Romano

1. ***President’s welcome***

John Chang summarized some of the highlights over the past year. The executive worked closely with the meeting organizer, Chris Martyniuk. John noted that Chris worked very hard to get the meeting on its way and he thanked Chris for organizing the 5th Biennial NASCE meeting.

John also highlighted that the Gorbman-Bern Lecture will be given by Dr. Peter Thomas, University of Texas, and the Gorbman-Bern New Investigator Lecture will be given by Dr. Jason Breves, Skidmore College, NY.

The President also thanked the outgoing councilors, Carlos Arámburo, Steve Harvey and Yun-Bo Shi. Yun-Bo Shi will be stepping into the Vice-President/President-Elect.

New councilors elected were Suraj Unniappan and Matt Vijayan.

1. ***Approval of minutes from the last NASCE Council meeting in Lake Louise***

Changes or additions to the minutes were requested. There being none the minutes were approved (moved by John Chang and seconded by Hamid Habibi)

1. ***Report of the Nominations Committee, Aurea Orozco (Chair and VP, NASCE)***
	1. **Introduction of newly elected officers and council members**

Aurea Orozco thanked Chris for running the conference and for setting up the meeting. Aurea indicated that the nomination and election process was finalized and Yun-Bo Shi will become Vice-President/President-Elect and Angela Lange will continue on in her role as Secretary. With regard to councilors, Jean-Paul Paluzzi, Pierre Deviche and Cheryl Rosenfeld were elected for a second term. New councilors that were elected were Suraj Unniappan and Matt Vijayan.

1. ***Report on the conference, NASCE 2019, Christopher Martyniuk (Chair LOC)***

Chris Martyniuk gave an update on the conference. The LOC tried to keep the conference reasonable in price; Registration is $250 for students, $300 for post-doctoral fellows and $400 for faculty. During the conference lunches will be included and there will be a bag lunch for the excursion. The excursion will include a boat ride and will occur on the Memorial Day holiday. The banquet will have a live band and it should be a very nice event.

The conference received financial support from UF from both individual departments and the university for a total of $5K and City of Gainesville gave $10K towards the conference. The Acting Dean will give remarks at the opening ceremony.

Financial support was given to all students who requested support; they were given one night free at the hotel. There were 35 or 40 applications.

The conference organizers also thanks all the sponsors; Elsevier, Fisher, some items were donated and there is a sponsor list in the program.

The conference had 174 participants from 18 countries, with the most from the USA (80), Canada (48) and Mexico (17). There will be 60 posters and 110 presentations, with talks at 15 min plus 5 min for questions.

Chris thanked the NASCE council who were available for help and support in the organizing of the conference. In particular, he thanked the conference organizer, Erin Dinkel who was a huge support. He thought the fee for running the conference, which was $8000, was reasonable for all the work they did.

New to the NASCE conference is a silent auction during the banquet with the revenues going towards student travel support for the future conference. Collection of the money from the silent auction will be via PayPal to be organized by the secretary, Angela Lange.

Budget is balanced, but might be in the green by approx. $1000.

1. ***Report of NASCE Secretary (Angela Lange)***

Membership: Membership this year will include all NASCE attendees as well as others who have paid membership fees via the website. Attendees approx. 174 plus about 20 or so who are not attending this year but paid their fees. Total approx. 200

Membership fees are collected with registration and therefore there was some problems with people updating membership on the website and also registering prior to the conference. It needs to be clearer in the future that membership is part of registration. This is only a problem in years with joint meetings with ICCE. Questioned whether in the future we need to have two registration fees, those who are members and those who are not.

Conference Support: We have allocated $10,000 for the NASCE 2019 Florida meeting. So far, we have not given any of the funds to the LOC. We will do the reconciling of the funding for the conference after it is over.

*Directly from the NASCE funds we will support:*

NASCE Gorbman-Bern Lecturer: Peter Thomas (USA) – approx. $2,000

NASCE Gorbman-Bern New Independent Investigator: Jason Breves (USA) – approx. $2,000

Banquet tickets for Elizabeth Guillette and accompanying person - $130

$400 towards student & PDF poster & oral awards

Plaques for Gorbman-Bern awards - $194.19

Registration for Louis Guillette Award winner - $250

The Louis J. Guillette, Jr. Graduate Student Travel Award: This award was new at ICCE 2018 (Lake Louise, June 2017) with the first award going to Ciaran Shaughnessy. This year the award will be given to Lucas Greville (University of McMaster). The award is $750.00 USD ($500 travel from Louis Guillette fund and $250 from NASCE funds (registration – membership fee)).

The account has accumulated $6431.80 (2017) in donations. Since that time we gave out one award but have received a couple more donations for a total of $6031.80 available on May 17 2019.

*This award is made in honor of the memory of Professor Louis Guillette, Jr. An award in the amount of US$500 will be made at the time of the biennial NASCE conference to a graduate student or postdoctoral fellow working in the general area of field/wildlife endocrinology.*

**NASCE Finances:** Balance of NASCE funds – May 17, 2019: $31,373.95

From account we also pay for website hosting:

Go Daddy Domains to host website- $226.12

Medialogue to move website - $229.95

Estimated Balance of NASCE funds after the meeting will be $26,700.00 plus membership fees from conference participants $29,000.00

The Louis Guillette award after this meeting will be at $5581.80

There were many questions and suggestions regarding how to deal with the loss of membership at the last NASCE meeting which is joint with IFCES (ICCE2018).

* We need to have a fully updated list of all current members (to be put on website) as well as a list of all past NASCE members.
* This meeting should be followed by a message sent out to all members on the success of the conference, to indicate that we will keep in touch and to highlight the value of being part of the society, i.e. research funding for students, etc. – Written by the President and sent out by the Secretary.
* Question on whether or not we can allow the members to log in to a database to search and find researchers who might be in the correct area for collaboration. – Chair of Communications committee will see if a new webmaster can do this database.
* Question on whether or not we should bring in South America into the Society. The councilors in general agreed that it would be good to try and recruit members from South America; however the name should remain the same.
* Question on why membership is collected every two years and whether yearly would be better. It was commented that the two-year membership fee was done for ease since it can be collected at each biennial meeting. Comments were made that this process normally works but fell apart due to the joint meeting in 2017. It was decided that yearly would not work well. It was noted that we only have a joint meeting every 12 years so we should be able to build up our membership.
* Some discussion ensued around the collection of membership fees and whether this needs to be called a donation given tax reasons. – to be checked with the Banker, Bob Denver at next meeting.
1. ***Reports of NASCE Committees.***
	1. **Communications Committee – Jean-Paul Paluzzi**

Jean-Paul Paluzzi commented that the website needs to have some improvements and that it needs to be modernized. He had indicated that a professional person should be hired who can make the changes. The councilors in general agreed but we will need to find someone who hopefully is not too expensive. Maintaining is easy but building and modernizing it is more difficult. Expense of hosting the website via GoDaddy is not expensive but the cost of modernizing will be.

Lively discussion was had and it was decided to nominate Hamid Habibi to be the next Chair of the Communications committee (unanimously voted in) and he would look for someone to update the website.

Some discussion on increasing communications and getting Twitter and Facebook active again. Discussion around having students involved in this activity. Need to check with Andreas Heyland for login information to the NASCE twitter and Facebook sites

* 1. **Awards Committee – Yun-Bo Shi**

Membership of the Awards Committee was updated– 5 members stepping down – Jean-Paul Paluzzi is the incoming chair.

Over last two years, reviewed 4 categories of awards; 1) Gorbman Bern Lectureship, received 3 nominations – Peter Thomas chosen; 2) Gorbman Bern New Investigator award, received two nominations – Jason Breves chosen; 3) Louis Guillette Graduate Student travel award, received 11 applications – Lucas Greville chosen and 4) Research fellowship – received only one award (Kimberley Mitchell, Ottawa).

Discussion on poor number of nominations for this last award. Discussion around increasing the dollar value of the award or opening it up to other countries as long as the PIs are members of NASCE. Jean-Paul to bring forward a change to the award for the next meeting to include the ability to collaborate with other countries.

* 1. **Development Committee – Jim Carr**

Proposal for fund raising effort to make a NASCE calendar from photos that members take. This could be done yearly as a competition and then sold for $25 a calendar.

Discussion ensued on selling other swag such as T-Shirts, logos, etc. This should be done by the LOC. The calendar proposal will be discussed at the closing council meeting on May 28, 2019.

1. ***Matters arising.***

None mentioned. Round of applause for the outgoing council members. Carlos wanted to thank everyone for his time on council.

**Minutes**

NASCE Council Meeting 2

Tuesday May 28, 2019

16:00 – 18:00, Room Hawthorne

University of Florida, USA

Attendees: Katie Gilmour, Jean-Paul Paluzzi, John Chang, Hamid Habibi, Christopher Maryniuk, Marta Romano, Aurea Orozco, Rodolfo Cardenas, Pierre Deviche, Jim Carr, Angela Lange, Matt Vijayan, Cheryl Rosenfeld, Valérie Langlois

1. ***Formal appointment of new officers and Council members***

Meeting called to order. Introduction of all council members including the new members, Suraj Unniappan and Matt Vijayan.

1. ***Discussion of NASCE 2019 (Christopher Martyniuk)***

Chris indicated that he thought that the meeting had gone very well. All positive feedback regarding location and food. Day 1 a few hiccups – all resolved. Overall, terrific meeting.

Closing ceremony will include thanks, student awards and details of upcoming meetings. There will be a sit down meal and a Jazz Band after the closing ceremony.

Query for Chris re: things to do differently. He indicated that two years is sufficient amount of time to set up everything. Thinks that having a professional conference organizer is important. Chris asked for feedback. – Only one plenary was from a woman so we should take this into account for next time and try for better gender balance.

Silent Auction. Closes at 8pm. Secretary will request payment via PayPal from successful bidders.

1. ***Discussion of possible site for NASCE 2021 in Mexico (Aurea Orozco)***

Aurea spoke about the upcoming meeting in Mexico. Many touristic sights in Mexico but decision was to have the upcoming 2021 meeting in Queretaro. There is a small group of NASCE members from Mexico and they would find it best to have the meeting in Queretaro given their location. Executive agreed on this at an earlier meeting. Queretaro has grown a lot. All facilities are at the University and the infrastructure is available to run a meeting. The institute has grown over the last many years, and it will be an even better location then when the meeting was last held in Queretaro.

Question from councilor regarding ease to travel between hotel and university – perhaps more buses would be useful. There are more taxis and Uber available as well so it should be easier this time to travel between the hotel and the university.

Question on whether we can hold the meeting at the hotel (Hacienda). Will explore whether we should hold it at the Hacienda or at the University – this will in part depend upon the cost.

Possibility of including lunch as part of the registration cost to be explored since this helps to keep delegates together at the meeting and promote more interactions.

Question on social events. Last meeting in Queretaro there was an excursion to downtown Queretero. This time there are many attractive sights – perhaps take a trip to a magical town (colonial city). Timing – possible dates include the weeks between May 3-8 and May 16-22nd, 2021. The 3rd week of May may suit US delegates better given their teaching terms. ISAREN will not be joining this NASCE meeting. Mexico is happy to host the meeting and will try their best to make the event enjoyable.

Question of whether there should be a workshop a day or two before the meeting. Overall, the council thought that student workshops would be very attractive to students. Perhaps should put out a request for workshop suggestions from students. Analysis of big data or bioinformatics would be important.

1. ***Symposium contribution and support at ICCE19 Japan in 2021***

At the Lake Louise meeting council agreed to sponsor a NASCE symposium at the next ICCE. As a society should we contribute the registration fee for all symposium speakers of this symposium? Council should call for a title for the symposium and will need to coordinate with those running the ICCE meeting. Only one plenary not named as yet so perhaps we could have one state of the art and one symposium under NASCE. Dates of meeting are Monday June 21 – 25, 2021.

1. ***Initiatives for the next two years.***
2. Change to the research fellowship to allow research fellowship to be used between one of the three countries with any other country. Change in terms of reference “The NASCE provides research fellowship awards to enable trainees working in one of the three North American countries to travel outside of their home country for research training and collaboration in another country. The intention is to foster interaction and collaboration among Members of NASCE”. This change allows trainees from Canada, USA or Mexico to travel to another country for a research collaboration and receive $1000 from the research fellowship. In the past this award could only be for collaborations between the three founding countries of NASCE.

Moved by John Chang, seconded by Jean-Paul Paluzzi. Unanimous.

Need to advertise the award better to get more uptake. Will change name of gmail account from Comp Endo to NASCE to make the e-mail requests more visible and also will mention this award at closing ceremony to advertise it.

1. We will need to look into any modifications of the NASCE mission statement to allow for other countries to be more involved – especially with respect to attracting those from South America.
2. Jim Carr discussed how he would implement the calendar. He would have a call for pictures and then choose 12 or so pictures. Each calendar would be at a charge of $25. Try 40 calendars. Question of doing T-shirts, mugs or hats for 10th anniversary, etc. for the next meeting. Special logo for the 10th anniversary – design to reflect/include aspects/features of the local 2021 meeting encouraged.
3. Jean-Paul Paluzzi (Past Chair of Communications Committee) indicated that he wanted to get trainee involvement in the social media – Assign student leaders that want to be involved. These students need to be available for the next two years to span the time to the next meeting. Student or trainee ambassadors will run social media and perhaps in the future they can run a session of talks either for students or by students. These student trainee ambassadors would be involved with the communications and oversee the twitter feed. New twitter handle @NASCE\_SNAEC. One student has shown interest from Canada and one from US and he is currently looking for a Mexican student. For more student involvement there should be a social at the beginning of the meeting to allow students to interact early and network throughout the whole conference to get to know each other. Just do this initially as pilot and invite them to council meeting. Eugene Chung, North Carolina University (USA student) and Farwa Sajadi, York University (Canadian student) have agreed to participate but we still need to find a Mexican trainee. Jean-Paul will help with twitter and getting students involved. Hamid Habibi will deal with the website overhaul. It is thought that we should write a short description of duties or expectations for the students.
4. Suggestion to keep track of past award winners. Secretary to send out list of all awardees to membership to see where they are now.
5. Treasurer and banker transition. Bob Denver is currently the treasurer but would like his term to end. He suggested that the banker should be taken over by someone who lives in the US since the bank is a US bank. This term will be 4 years renewable (and can be open ended). Should be a US member and should be a young mid-career person. Chris Martyniuk was nominated and indicated that he will be the banker. It involves three tasks: 1) submit yearly tax return to the US Internal Revenue Service, 2) submit yearly renewal of incorporation (State of Michigan), and 3) provide check for seed funding for NASCE conferences (following approval of president).
6. Other business.

Valérie Langlois stated that the NASCE 2023 meeting will be in Canada and she is suggesting Quebec City. She will come with a proposal to the next meeting. ISAREN will come to the meeting in 2023.

1. Passing the baton to the new president.

John Chang thanked Council for all the support and involvement of NASCE. John Chang welcomed Aurea Orozco as new President, NASCE. Aurea is looking forward to working with everyone.