**Minutes First NASCE Council Meeting**

**Ottawa, Canada**

**Monday June 22, 2015**

In attendance: Carlos Arámburo, Robert Dores, Robert Denver, Vance Trudeau, Daniel Buchholz, John Chang, Steve Harvey, Andreas Heyland, Angela Lange, Valerie Langlois, Maricela Luna, Aurea Orozco Rivas, Glen van der Kraak, Cheryl Rosenfeld, Yun-Bo Shi

Absent: Sook Chung, Mary Mendonça, Enrique Pedernera, Lynn Riddiford

1. NASCE President Carlos Arámburo welcomed the NASCE Council.
2. The minutes of the NASCE Council meetings held in Querétaro, México in 2013 were approved.
3. Carlos Arámburo announced the newly elected officers (John Chang, VP/President-elect; Angela Lange, Secretary/Treasurer) and the new (Jean-Paul Paluzzi, Pierre Deviche, Cheryl Rosenfeld, Yun-Bo Shi) and re-elected (Steve Harvey) Council members.
4. Vance Trudeau gave a brief report on the conference, but promised to provide more detail at a later date. He mentioned some difficulty fundraising. He raised approximately Can$13,000: he received $8,000 from the University of Ottawa, $1,500 from Biorad, $2,500 from Elsevier, $500 from the University of Laval, and $ 500 from Qiagen. The Local Organizing Committee hopes to maximize reimbursement of student attendees.
5. Bob Denver gave an update on the incorporation and nonprofit status of the NASCE, and on the state of NASCE finances. The NASCE was incorporated in the State of Michigan in summer, 2013 and was established as a 501(c)3 nonprofit organization in the United States in spring, 2014.

A financial report was presented to the Council. The balance of the NASCE bank account in 2015 was US$24,666.23. In December, 2014 US$9,500 was transferred to Vance Trudeau for seed funding for NASCE 2015. The first NASCE tax return was filed in 2015 for fiscal year 2014-2015, and required only a postcard. A discussion ensued of how much the Society can earn before it must file a detailed tax return. If assets remain under US$50,000 then a full tax return does not need to be filed. There is a requirement that to remain nonprofit the Society must spend 1/3 of its assets over its financial reporting period (two year period).

1. After a brief discussion the amendments to the NASCE bylaws were approved.
2. Carlos Arámburo led a discussion of the proposal for the NASCE to join the International Federation of Comparative Endocrine Societies (IFCES). This discussion was begun during NASCE 2013 in Querétaro, México but tabled until NASCE 2015. Bob Denver answered questions in his role as President of the IFCES. After some discussion a vote was taken, and the Council voted unanimously for NASCE to join IFCES.

IFCES dues are US$2 per capita per year, and the NASCE Council agreed to pay these dues.

1. Reports of NASCE Committees.

A discussion of strategies for fund raising by the Development Committee was postponed to the second NASCE Council meeting on Thursday.

1. Matters arising.

Yun-Bo Shi proposed establishing elected fellows of NASCE. He said that this would serve two purposes: 1) elected fellows attract more members, 2) this could increase visibility of our field, since universities might recognize this as an important honor.

Carlos asked Yun-Bo to write brief note to the NASCE Council for discussion.

**Minutes Second NASCE Council Meeting**

**Ottawa, Canada**

**Thursday, June 25, 2015**

In attendance: Carlos Arámburo, Bob Dores, Bob Denver, Vance Trudeau, Daniel Buchholz, John Chang, Steve Harvey, Andreas Heyland, Valerie Langlois, Maricela Luna, Aurea Orozco Rivas, Glen van der Kraak, Jean-Paul Paluzzi, Pierre Deviche, Cheryl Rosenfeld, Steve McCormick (invited to represent the DCE of SICB), Hamid Habibi (Chair of the Local Organizing Committee for the 18th International Congress on Comparative Endocrinology – ICCE18), Caren Helbing (Chair of the International Symposium on Amphibian and Reptilian Endocrinology and Neurobiology - ISAREN).

Absent: Angela Lange, Sook Chung, Mary Mendonça, Enrique Pedernera, Lynn Riddiford, Yun-Bo Shi

1. Carlos Arámburo formally appointed the new NASCE officers and council members.

Officers:

John Chang Vice President/President-Elect

Angela Lange Secretary/Treasurer

New council members:

Pierre Deviche

Jean-Paul Paluzzi

Cheryl Rosenfeld

Yun-Bo Shi

Steve Harvey (re-elected)

He also thanked the outgoing Secretary/Treasurer Bob Denver and the outgoing council members Lynn Riddiford and Glen van der Kraak for their service to the NASCE.

1. Bob Dores and Hamid Habibi discussed planning for the 18th International Congress on Comparative Endocrinology (ICCE18) to be held at Chateau Lake Louise, Banff National Park, Alberta, Canada June 4-9, 2017 (<http://icce18.ca/>). Hamid indicated that the ICCE18 Local Organizing Committee (LOC) has put together a preliminary program with seven plenary lectures, twenty one state-of-the-art lectures and symposia, with six oral presentations per symposium, and two poster sessions. The scientific program will end each day at 4:30 p.m. to allow time for outdoor activities. Hamid encouraged the participating societies to begin fund raising now to support attendance of their delegates at ICCE18.

The scientific program for ICCE18 will be organized by the International Program Committee (IPC), which is chaired by Bob Denver, President of IFCES, with Hamid Habibi serving as Vice Chairman. The IPC will begin its work in July, 2015 with the intention that the program be finalized by the end of 2015. Hamid indicated his intention to ask the IPC for flexibility in deciding on the topics for 2-3 symposia, which would be done by the LOC in consultation with the IPC based on possible funding opportunities for specific topics.

Bob Dores discussed the plan for NASCE 2017 to be held jointly with ICCE18. There was general agreement with this plan. Bob Denver indicated that the new NASCE President Bob Dores should communicate to the IFCES President the intention for NASCE to hold a joint conference with the IFCES during ICCE18. The IFCES President would then ask the IFCES Council to approve the proposal (subsequent to this meeting the IFCES Council voted unanimously to hold a joint conference with the NASCE during ICCE18).

The NASCE needs to decide the level of support for plenary lecturers and symposia. The NASCE also needs to decide how they want their sponsorship to be acknowledged (e.g., acknowledgement in the program, and/or have specific plenary lectures and/or symposia named NASCE symposia.)

Caren Helbing spoke about the plan to hold the 9th ISAREN jointly with ICCE18. She will request that one or more symposia and a plenary speaker be designated ISAREN, and she will be looking for ways to provide financial support. As for the NASCE, she will need to make a formal request to the IFCES President to include ISAREN in the ICCE18 program.

The IPC will need to determine the number of symposia designated NASCE or ISAREN. NASCE is strongly represented on the IPC and thus will have a significant influence on the program.

There was some discussion of whether NASCE will provide support for trainees to attend ICCE18. It was generally agreed that this is a priority, and that this support should be decided soon and advertised to increase attendance.

There was some discussion of how the NASCE would collect membership dues given that registration fees will be collected through ICCE18. Will there be discounted registration for NASCE members? Some felt yes, because NASCE will be subsidizing the program. This issue requires further discussion among the NASCE Executive Committee.

Bob Dores announced that he was seeking $2500 from Elsevier to support ICCE18. There was a suggestion that NASCE’s financial contribution to ICCE18/NASCE 2017 be 1/3 of the current assets (at the time of ICCE18).

Hamid indicated that he is planning to provide travel awards for students, but he is not sure how much. There was discussion of the conference date (June 4-9, 2017), and agreement that it is well positioned, that there is no obvious competition. Hamid said that the hotel has 350 rooms reserved. There are other less expensive options in the vicinity. He has negotiated Can$245/room, which includes breakfast and self-parking.

Carlos Arámburo encouraged that NASCE have a key role in determining the scientific program, and Hamid Habibi, Bob Denver and Bob Dores work closely to coordinate the program. He mentioned that it is important to continue the Gorbman-Bern lectures, and possibly have one or two symposia sponsored by the NASCE, with a similar amount of seed money provided to the LOC as we would normally provide. Bob Dores suggested that NASCE budget $6K for two plenary speakers during ICCE18.

Vance expects to finalize his meeting budget by the end of August. He indicated that he budgeted $22K for seven plenary speakers; ~$2800 per person (Canadian $), and was able to provide full support for all plenary speakers and award lecturers. After the finances for NASCE 2015 are complete he plans to decide on the amount of travel award reimbursements for trainees. He estimates that he will provide 10-15 awards equal to Can$200. Carlos Arámburo mentioned that in Querétaro they were able to cover lodging costs for students, with 2-3 students per room.

Hamid Habibi indicated that he wants to encourage early hotel registration, and expects that there will be a discount. However, the hotel has not yet agreed.

It was proposed that there be a link to the ICCE18 conference site placed on the NASCE website, and vice versa.

Bob Dores said that GCE will publish the proceedings of ICCE18.

1. Bob Dores opened discussion of a site for NASCE 2019, which will be held in the United States. He indicated that he had already begun to speak with some individuals. Bob Denver suggested that the NASCE Executive Committee solicit proposals from the membership, sometime in 2016. The NASCE Executive Committee will need to draft a set of expectations for hosting the conference, specifying minimal needs and availability of local university support.
2. There was discussion of possibly forming a Pan-American Society for Comparative Endocrinology (PASCE). Vance Trudeau estimates that there are only seventeen PIs working in comparative endocrinology in Central and South America. The Council agreed that we include our Central and South American colleagues in NASCE activities, including membership on NASCE program committees, but that we would not pursue establishment of a PASCE at this time.

1. Initiatives for the next two years were discussed.

**Development Committee:** Andreas Heyland discussed fundraising opportunities, and suggested starting a document with efforts that have been made in the past (both successful and unsuccessful) with examples of proposals.

There was discussion of starting Facebook and Twitter accounts to help publicize the NASCE. It was agreed that the Development Committee should recruit younger NASCE members to help with this, with the stipulation that the Committee specify what can and cannot be posted.

Cheryl Rosenfeld brought up the idea of starting a NASCE Trainee Association, with trainee-mentor lunches during NASCE conferences.

Carlos Arámburo encouraged the new NASCE President Bob Dores to promote the NASCE research fellowships.

**Website Committee:** Carlos asked if the committee might devise ways to improve the website. Valerie Langlois might transfer some responsibility for the website temporarily to Jean-Paul Paluzzi. Cheryl Rosenfeld suggested that we feature publications and research from NASCE members on the website.

It was suggested that the NASCE produce a biannual or quarterly eNewsletter to highlight NASCE activities and accomplishments of NASCE members. The collection of information and development of the eNewsletter might be done in collaboration with the Development Committee.

1. Matters arising.

It was suggested to put the list of all members on website, but privacy concerns were raised.

Jean-Paul Paluzzi suggested that membership and conference registration costs for postdoctoral fellows be less than for established PIs.

Carlos ended the meeting by thanking Vance Trudeau for organizing a successful conference. Vance acknowledged Nafissa Ismail, Katie Gilmour and Valerie Langlois for their efforts. Carlos thanked Bob Denver for his contributions to the NASCE since its inception in 2010, and he thanked Bob Dores in his role as VP and now President of the NASCE.

The meeting was closed.