



4th meeting of the board of SBSP, Minutes

Friday 19th January 2018, 11:00 CET

Board members present:

Pikka Jokelainen (PJ)
Vaidas Palinauskas (VP)
Gunita Deksnė (GD)
Rebecca Davidson (RD)
Age Kärssin (AK)
Andrea Miller (AM)
Guðný Rut Pálsdóttir (GP)

Board members absent (with notification):

Andrew Williams (AW)

1. Welcome

PJ welcomed everybody on the current board meeting and shortly introduced the main raised questions for this meeting.

2. Documents

2.1. All previous minutes are online

PJ informed that all of the earlier meeting minutes are finalized and have been uploaded on the SBSP web page.

3. Updates

3.1. Email to members was sent (Gunita)

The e-mail for the members was sent to all members at 22nd of December, 2017, however from 146 used e-mail addresses, in total 18 addresses did not exist and the e-mail did not reach their destiny.

3.2. Updates made to the website (Pikka)

PJ informed on updates made to the website:

- *Membership Officer e-mail is now active;*
- *search function has been added;*
- *“Archive” section has been updated;*
- *pictures of previous congress have been ordered.*

3.3. Facebook-update and ideas (Pikka, Andrew)

The board discussed what kind of information should be shared on FB and how other members should be invited to share their publications and other important studies on FB. RD suggested to write a post and starts a discussion on FB regarding our favorite parasites, by telling what it is and why! VP suggested to publish pictures from field works.

3.4. Any ICOPA news? (Pikka, Andrew)

No news yet. At least PJ and VP will be going to ICOPA 2018 and will represent SBSP there.

3.5. CSBSP8 planning and first announcement (Pikka, Andrew, Gunita, Vaidas, Gudny)

PJ informed that CSBSP8 planning is actively ongoing and first announcement will be prepared soon with precise data. RD approves that during the CSBSP8 the Financial reporting will be reported about year 2017/2018 and first part of 2019.

3.6. ESCCAP connection (Pikka)

PJ informed that the response letter has been sent to ESCCAP.

3.7. Draft: Privacy policy regarding personal information (Pikka)

PJ has made an early draft of a Privacy policy for SBSP. The board discussed whether legal expertise would be good or needed for this task, but at this point it was not decided. VP agreed to continue with the draft. The first version will be ready in March, 2018.

4. Financial matters (Rebecca, Andrew)

4.1. General update; does the situation allow normal rounds of grants?

RD informed that total budget of SBSP is around 3,000 EUR which means that there are not enough money for the same grants and stipends as in some previous years.

4.2. Bank access changes are challenging (Rebecca, Pikka)

RD informed that for bank account access is required a protocol or statutes which says who has the signing rights. The needed documents are being prepared for sending to the bank.

4.3. Latest bills paid; when do we pay next time: EFP, WFP

RD gave an update on the payments.

4.4. How do we report in 2019: GA will be in October i.e. quite late in the calendar year

RD informed that during the GA in October, 2019 will be reported Financial matters for 2017/2018 and first part of 2019.

5. Membership matters (Andrea)

5.1. Email to each member

AM will draft of e-mail for the SBSP members regarding membership fees and circulate it within SBSP board. The e-mails will be divided in groups based on whether our records indicate lacking payments or not.

The board agrees to check the available list of member e-mails, to see if there are any changes known. The board also agreed to send these "membership status/reminder" e-mails once per year. To reach those members which e-mails has been changed, the information of this e-mail can be posted also on SBSP web page and FB.

5.2. Ideas for recruiting new members

The board agrees that SBSP should become more visible. One of the steps taken would be to prepare SBSP poster (format A4) and share to the members and encourage them to print it and put it at their institutes etc. The other step would be to post in FB by inviting to become a new member. AM agrees to compose the mentioned post.

5.3. Non-urgent task to start: procedure for nominating honorary members

AM will start to prepare a draft of the procedure for nominating honorary members.

6. Grant matters (Gudny, Age, all)

6.1. Grant reports received

PJ informed that all grant/stipend reports has been received.

6.2. Decision on grants that will be available in 2018

The board agreed this year to give the Mobility grant and Undergraduate Student stipend. The board decided that Funding of Parasitological Reviews will be not available this year. Mobility and students were seen as priority. The sum altogether for undergraduate stipends this year was agreed to be max 1000 EUR. GD will update the "Overview on SBSP grants".

6.3. FB-post/website news about selected recent grant receivers

The board discussed to post on FB and SBSP website selected recent grant receivers and topics of their studies.

7. Recommendation letter draft (Pikka)

The board agrees to give a recommendation letter to Jaana Lindgren for her wonderful contributions to organizing EMOP. PJ will circulate a draft within the SBSP board and then send the letter.

8. Minutes of this meeting: compiling, round of comments, to the website (Gunita)
GD will summarize the meeting minutes, share with other board members to comment and then forward them to webmaster for publishing them on SBSP webpage.

9. AOB

The board discussed the possibility to pay/renew a membership fee also with bill, not only via PayPal, by contacting the SBSP Treasurer. PayPal is still regarded as the main means, but invoice-option is important for e.g. groups.

10. Summary of the main action points agreed:

- *to write a post and start a discussion on FB regarding our favorite parasites, by telling what it is and why; to write a post on FB inviting new members*
- *to finalize the first version of Privacy policy for SBSP;*
- *to draft and send an e-mail for the SBSP members regarding membership status;*
- *to start preparing SBSP poster (format A4);*
- *to start preparing a draft of the procedure for nominating honorary members;*
- *to update the "Overview on SBSP grants";*
- *to finalize and send the recommendation letter*
- *to continue with updates to the website*

11. Topics agreed for the next meeting

Next SBSP board meeting agreed to be in May, 2018

ICOPA update (Pikka, Andrew)

CSBSP8 update (Pikka, Andrew, Gunita, Vaidas, Gudny)

Membership situation update (Andrea)