

DRAFT Minutes of the IFCN General Assembly

10:00 – 13:15 Thursday 14 September 2006

Room: Lomond Suite, Edinburgh International Conference Centre, Scotland, UK

Present

Prof François Mauguière, IFCN President

Prof Andrew Eisen, IFCN Treasurer

Prof Graham Harding, IFCN Secretary

Prof Marc Nuwer, IFCN Past President

Prof Mark Hallett, IFCN Editor-in-Chief

Prof Johannes Noth, IFCN Member-at-Large

Prof Ryuji Kaji, IFCN Member-at-Large

67 IFCN Delegates and Officers of 36 Member Societies

Procedural Councilor: Prof Marc Nuwer

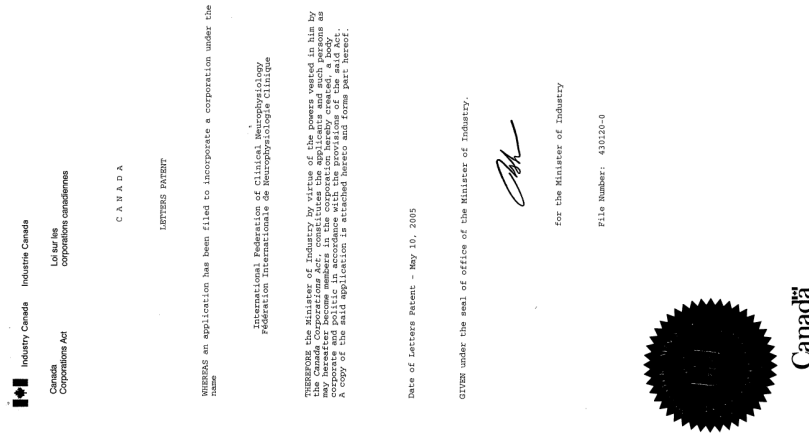
Agenda

1. Welcome
2. Ratification of New Federation & Dissolution of Old Federation
3. Approval of Agenda
4. Approval of the Minutes of the San Francisco 2003 General Assembly
5. President's Report
6. Secretary's Report
7. Treasurer's Report
8. Editor-in-Chief Report
9. Report from the Nomination Committee
10. Report from the Long Range Planning Committee
11. Report from the Rules Committee
12. Amendments of Statutes
13. Election of Honorary Fellows
14. Handbook Series
15. IFCN Chapters
 - 15.1 European Chapter
 - 15.2 Latin-American Chapter
 - 15.3 Asian-Oceanian Chapter
16. OSET presentation
17. 2010 Congress bidding
18. Other Business
19. Transfer to New President
20. Dissolution of Meeting and Handover to new ExCo

The IFCN President, Professor François Mauguière, as Chairman of the General Assembly, opened the meeting at 10:45.

2. Ratification of New Federation & Dissolution of Old Federation

The Chairman of the General Assembly reported that the IFCN was now legally registered in Canada (Letter Patent attached below) and that a vote was required for the ratification of the New Federation in Canada and Dissolution of the Old Federation in France. The vote was carried unanimously. The Chairman thanked Professor Eisen for all his work relating to this matter.



The Legal Office of the New Federation is:

Heenan Blakie
1055 West Hastings Street
Suite 2200
Vancouver, BC V6E 2E9 CANADA

3. Approval of Agenda

The agenda was distributed to all ExCo Members and IFCN Delegates. As no revisions were received, the agenda was circulated at the General Assembly. It was noted that this is the 1st General Assembly of the New Federation.

4. Approval of the Minutes of the San Francisco General Assembly

The minutes of the previous General Assembly held in San Francisco in September 2003 were circulated. As there was no discussion, the IFCN President motioned for its approval, which was unanimous.

5. President's Report

Before delivering his report, Professor François Mauguière, President of the IFCN, asked for a minute's silence for those individuals, involved with Clinical Neurophysiology, who had passed away since the last General Assembly. Namely: Storm van Leeuwen, Professor L Ciganek, Cosimo Ajmone-Marsan, Dr Mario Shkurovich, Fritz Buchtal and Robert Naquet.

The President reported that all decisions taken in San Francisco had been actioned.

The President thanked Professor Graham Harding for his contribution to the Federation during his term as Secretary and his important contribution into the development of the website, which was now used as a major tool to communicate with the members. The President asked for a vote of thanks for Professor Harding.

The President reported that the Singapore Society of Clinical Neurophysiology had now been accepted as a member of the IFCN.

The President reported that the journal was doing well and that Professor Mark Hallett would present his report later in the meeting, however, he asked for a vote of thanks for the excellent work that Professor Hallett has done with the Journal.

The President reported that after initial consultation and proposal, Professor Paulo Rossini was moving forward with updating the IFCN Guidelines. It was reported that the current topics for update would be ERG, VEP, SEP and Cognitive ERPs.

Before closing his report the President asked that a vote of thanks be given to Professor Graham Harding, Professor Marc Nuwer and Professor Ryuji Kaji as they were stepping down from duties in ExCo. He also asked for a vote of thanks to the local organising committee of the current Congress. (ICCN2006)

6. Secretary's Report

Professor Graham Harding delivered his final Secretary's Report to the General Assembly. The Secretary reported that the Secretariat had improved the Federation in terms of communication with the member societies. He also reported that the IFCN stand had been extremely well received at meetings that the Secretariat had attended and displayed the stand.

The Secretary reported that Council had been abolished in the current fiscal period.

The Secretary reported that the incorporation of the Federation in Canada would make the running of the Federation much easier in legal terms and also provide a security in legality terms that was not available in France. The Secretary expressed his appreciation to Professor Marc Nuwer in his role of Rules Committee Chairman in keeping everyone on the right track while dissolution and new incorporation took place.

The Secretary also expressed his appreciation to the local organising committee of the current Congress for a superb Congress.

The Secretary expressed his pleasure at having served as Secretary of the Federation and that he "couldn't have had a nicer group of chums".

7. Treasurer's Report

Professor Andrew Eisen delivered the Treasurer's Report to the General Assembly. The Treasurer reported the IFCN's most up to date financial position as at September 2006. It was reported that the IFCN's total assets were approximately \$1.9 million. Annual expenditure was currently in the region of approximately \$250,000.

The Treasurer presented the budget for the next fiscal period highlighting the following for years 2007-2010

- Chapters to receive \$100,000 for the fiscal period of 4 years
- Fellowship funding for ICCN2010 increased from \$70,000 - \$100,000
- Workshops/similar meetings supported to a total of \$60,000 for the fiscal period
- Bursaries supported to a total of \$40,000 for the fiscal period

The Treasurer reported that he anticipated that expenses for the fiscal period 2006 – 2010 were expected to be in the region \$1.7m which would leave a surplus of approximately \$320,000. The details of the total projected budget for 2007-2010 are available from the Treasurer on request.

A question regarding Chapter funding was raised from the floor. The question related to distribution of the funding. The Treasurer replied that he would liaise with the Chapter Treasurers regarding the distribution of the funds.

Another question was raised from the floor regarding the currency of the budget, whether it should change from USD to CAD. This was put to the vote and the decision to remain with USD was carried unanimously.

A motion to accept the budget as presented was put by Professor François Mauguère, seconded by Professor Graham Harding. The motion was carried.

The Treasurer reported that Directors and Officers insurance was now arranged and that publication insurance would also be finalized shortly.

The Treasurer reported that a quote for General liability insurance had been requested from the Brokers and if the cost was not prohibitive then General liability insurance would be purchased.

The Treasurer asked for a motion to reappoint to Federation auditors (Loewen Kruse, Vancouver, Canada). This was seconded by Professor Graham Harding and the motion was carried unanimously.

The Treasurer summarised the Fellowship support for the current ICCN Congress with 94 Fellows and 6 bursaries being supported to attend. In addition 9 Delegates from 9 Member Societies were assisted to attend the Congress and the General Assembly.

The President thanked the Treasurer for his meticulous work in preparing the accounts and budget for the Federation and the General Assembly.

8. Editors-in-Chief's Report

Professor Mark Hallett as Editor-in-Chief delivered his report to General Assembly. He reported that his term would be complete in 2007 and this was his last report to the General Assembly.

The Editor-in-Chief reported that Professor Paolo Rossini had been appointed as Honorary Consulting Editor of the Journal. He also reported that Professor Hiroshi Shibasaki was stepping down as an Associate Editor and Professor Yoshikazu Ugawa is taking his place.

The Editor-in-Chief reported that most of the editorial support had now moved to Amsterdam.

The Editor-in-Chief reported that pages used are slightly high due to the 54% acceptance rate. However, he noted that this will decrease slightly to stay within page budget and maintain the standard of the journal.

The Editor-in-Chief reviewed Journal statistics such as manuscript origin, categories and acceptance rate. It was reported that the current impact factor of the Journal was 2.64.

The Editor-in-Chief gave thanks to all of the reviewers for the excellent job they currently do. He gave special thanks to the Associate Editors.

9. Report from the Nomination Committee

Professor Marc Nuwer as Chairman of the Nomination Committee delivered the Report from this Committee. He reported that the election process for the 2006 – 2010 term of ExCo Officers had successfully been undertaken and confirmed the results as follows:

President	Hiroschi Shibasaki (Japan)
Treasurer	Andrew Eisen (Canada)
Secretary	Johannes Noth (Germany)
At-Large	Daniel Cibils (Uruguay)
At-Large	Kerry Mills (UK)

Professor Nuwer thanked the members of the Nomination Committee for all their work during this important process.

10. Report from the Long Range Planning Committee

Professor Carl Lücking the Chairman of the Long Range Planning Committee delivered the report. It was noted that this committee dealt largely with the issue of free journal distribution. A report had been circulated to the General Assembly outlining that 58 individuals in 18 countries were receiving the Journal.

Professor Lücking suggested that perhaps the Handbook series could be considered as sponsored subscriptions.

Professor Lücking reported that contact with poorly represented societies, like those in Africa, needs to be pushed more.

11. Report from the Rules Committee

Professor Marc Nuwer as Chairman of the Rules Committee delivered this report. He reported that there were several items for General Assembly to discuss and ratify. The items to be discussed were circulated in report form to the General Assembly (attached as Appendix A).

Professor Nuwer reported that under Actions to be Considered from the report, item 4 had already been ratified at the start of the General Assembly.

Professor Nuwer asked the General Assembly to consider the motion of approval of the revised By-Laws as submitted (item 5 of report). This motion was unanimously approved.

Professor Nuwer asked the General Assembly to consider the motion of Prompt Approval of General Assembly Minutes (item 6 of the report). This motion was unanimously approved.

Professor Nuwer asked the General Assembly to consider the motion of adding the new clause under Dismissal of ExCo Members (item 7 of the report). This motion was unanimously approved.

Professor Nuwer asked the General Assembly to consider the motion of Adding the Editor in Chief to the OCIC (item 8 of the report). There was some discussion from the floor regarding this matter. It was agreed that the local Society's Scientific Programme Chairman and the IFCN Editor-in-Chief should be added to the OCIC. This motion was unanimously approved. The issue of adding the local chapter president to the Scientific Programme Committee was also raised and although there was no vote on this matter it was the sense of the GA that the local society should do so

Professor Nuwer asked the General Assembly to consider the motion of amendments to IFCN and ICNS By-Laws regarding ICNS Members from Existing Member Nations (item 9 of the report). After a period of extended discussion the motion to amend the ICNS By-Law was carried. It was also agreed that the IFCN By-Law be reworded as "1.1.3. If a professional is excluded from membership in a national society, that society may officially support such excluded persons for ICNS membership" This modified version was unanimously approved.

12. Amendments of Statutes

This agenda item was reported and discussed during the Chairman of Rules Committee report to the General Assembly.

13. Election of Honorary Fellows

It was reported that there were no nominations for Honorary Fellows.

14. Handbook Series

Professor Daube delivered this report to the General Assembly. It was reported that the new Handbook Series is going well and Handbook Number 7 was now available.

It was reported that the books were selling well and that there had been a series of 15 books over 7 years.

The editors would like more input from members.

A question was raised from the floor regarding the cost of the handbook as this was quite expensive. It was explained that an on-line version was under consideration. It was suggested from the floor that perhaps a paperback version could be available as this would be considerable cheaper than the hardback version.

15. IFCN Chapters

15.1 European Chapter

Professor Johannes Noth, Liaison Officer to the European Chapter reported on the activities of the Chapter and announced that the 13th European Congress of Clinical Neurophysiology will take place in Istanbul, Turkey from 4 - 9 May 2008. The Congress website was now live (<http://www.eccn2008.org>) and Delegates were asked to notify their members accordingly. It was also noted that the European Chapter were undertaking further work on their website. It was further reported that the Chapter would be organising and supporting teaching courses in the future.

15.2 Latin-American Chapter

Professor Marc Nuwer, Liaison Officer to the Latin-American Chapter reported on the activities of the Chapter. It was reported that the Chapter had now appointed a new President after recent elections. The new President is Dr José H. Xavier de Castro. It was also reported that the next Latin American Chapter Congress would be held in Varadero, Cuba from 11 – 14 March 2008 and the National host would be the Cuban Society.

Professor Nuwer also reported that the Regional Meeting will take place in March 2007, hosted by Daniel Cibils.

Professor Nuwer reported that translation of the guidelines into Spanish is now moving forward. Professor Nuwer pointed out that the Federation holds the copyright for the guidelines and if anyone wanted them translated into any other language then this request must go through the Executive Committee.

15.3 Asian-Oceanian Chapter

Professor Ryuji Kaji, Liaison Officer to the Asian-Oceanian Chapter reported on the activities of the Chapter. He announced that the next Asian-Oceanian Chapter Congress would be held in Seoul in April 2009. He also announced that there would be a Workshop taking place in Bangalore in April 2008.

Professor Kaji welcomed Singapore as a new member of the Federation.

At this point Professor Kaji also delivered his report about the activities of the ICNS. He reported that the ICNS now has 10 members. He also reported that the aims of the Society were being achieved and thanked Professor Graham Harding for all his work in helping to get the ICNS to its current stage.

Professor Kaji reported that Professor Marc Nuwer has been appointed as an Honorary Member of ICNS.

16. Organisation of Societies for Electrophysiological Technology (OSET)

Karen Woolcock, Secretary of OSET reported to the General Assembly. She reported that the Society was currently developing well and that their website was now up and running (www.aset.org). She reported that the OSET Congress will take place 10 – 15 July 2007 in Montecatini Terme in Italy.

17. Selection of Time and Place for the 2010 Congress.

The President reported that two countries had been shortlisted from the bidding process for the 2010 Congress. He reported that the countries were Japan and Singapore and that each country would give a short presentation.

Japan presented first followed by Singapore. After the presentations there was a secret ballot with Japan receiving 44 votes and Singapore receiving 31 votes.

The President declared that the 2010 Congress would be held in Kobe, Japan.

18. Other Business

The only point arising under Other Business was the matter of Societies who are a member of a chapter but not a member of the IFCN. The Secretary asked each Chapter Liaison to highlight with the Chapters that they must remind their members that if they are not currently a member of the IFCN then they must apply.

19. Transfer to New President

At this point Professor François Mauguère handed over the mantle of President to Professor Hiroshi Shibasaki and declared that the new Executive Committee was now in office.

There being no further business the meeting finished at 1.30 pm.