



**MINUTES, IFCN EXCO MEETING: PHOENIX, ARIZONA
FEBRUARY 9, 2017: 0830-1600**

PRESENT: Drs. Mark Hallett (MH), Reinhard Dengler (RD), Liying Cui (LC), Kaz Ugawa (KU), Renato Verdugo (RV), Paolo Rossini (PR), Ulf Ziemann (UZ) and Stephanie Stevenson (IFCN Secretariat) (SS)

REGRETS: Dr. David Burke (DB)

MH opened the meeting and acknowledged the absence of DB and wished DB, and his wife Katre, well.

Approval of Minutes of Prior Meeting: The minutes from October 29, 2016 meeting were reviewed and approved. During a discussion of the possibility of paid advertising on the Elsevier CLINPH site, RD reported that should the IFCN receive funds from advertising, this would not affect the nonprofit status of the Society, as they would be part of the income from the journals.

President's Report: MH reported on his discussion with Peter Bakker in regard to the Brain Stimulation Journal and related meetings organized by Elsevier.

IFCN Statute Changes: MH and SS met with the IFCN lawyer, Rod Kirkham (RK) and subsequently received a black line copy of the Statutes with changes that could be voted on as a block at the General Assembly in 2018. MH reviewed the more substantial of these changes:

Introductory Section: Official language changed to English

1.3.d. Stated Means. Recognizes the new journal Clinical Neurophysiology Practice.

1.3.f. Stated Means. Recognizes groups such as ISIN and OSET as “companion organizations”. After reviewing this section, which mentions collaboration with UNESCO and WHO, the ExCo decided to add in the World Federation of Neurology (WFN) after WHO.

2.1. Classes of Membership. The ExCo requested that a representative of the ICNS be included as a voting member, but RK was opposed to this because the ICNS is not an incorporated society and does not speak with a unified voice. MH queried the meaning of the last sentence, which allows a “class” to “vote separately”.

2.6. Honorary Fellows and Other Non-Voting Members. Adds “contribution to the field of clinical neurophysiology” to the criteria for appointment as an Honorary Fellow.

3.1 Chapters. Added to this section is the definition of a Chapter and the requirement for the Annual Chapter Report.

6.1 Executive Committee – Powers and Composition. The Editor of the CNP is added to the ExCo. MH noted that once this happens, the majority of the ExCo going forward will not be elected by the Societies.

6.6.a.iii. Elections and Appointment Process: Deletes requirement for “disciplinary balance”.

7.2 General Assembly Frequency of Meeting. The General Assembly will meet annually. In three of the years of the fiscal period, the meeting will be via telephone and/or electronically, and in the fourth year, in person.

7.4 General Assembly Those Entitled to Vote: Notes that all persons at the Congress are entitled to attend the GA (whether Society delegates or not). The Chair can ask non-voting persons to speak.

7.6 General Assembly Tie-Vote: In a tie vote the chair can vote twice.

7.7. General Assembly Quorum. This section now includes telephone and electronic meetings.

7.8 General Assembly Approval of Matters by Written Instrument. There is a concern in regard to this rewritten section because it mentions an “absentee voting form” rather than a proxy vote. The ExCo is concerned that the absentee voting form would list only those voting topics that came up in advance of the meeting, but would not include votes that came to the floor at the meeting (for example, a second or third vote on the location of the next ICCN). If this were the case, it is possible that the meeting would lose its quorum. There is also a concern with any one delegate or ExCo member holding a number of proxy votes and the ExCo will ask RK how to limit this. One possibility is to limit this to no more than the proxies of one country to the delegate of another country.

9.2 Annual Meeting of the Members (General Assembly - GA). This requirement is for a GA each year within 6 months of most recently completed financial year end. This could impact the GA at the ICCN, because it would mean the ICCN would have to be held in the first six months of the year. The ExCo agreed that in the case of a fall ICCN, a telephone/electronic GA (which would be limited to financial issues) could be held in a timely manner, and then another GA could be held at the ICCN.

Renumbered 9.3.a. Financial Year End and Annual Proceedings. Business of Annual Meetings of Members: This section advises the GA ratifies the appointment of Editors-in-Chief. This is incorrect.

11.c. Notice. RK advised that the GA must approve any statute changes, but it is not necessary for the GA to approve changes to the Bylaws; the ExCo on its own can do this.

13.1 Amendment of Statutes. It is unclear what the “Articles of Continuance” are.

Once the outstanding issues are clarified and discussed at the fall ExCo meeting, a notice about the changes can go out to the voting delegates. The changes will be voted on as a block, but any voter can extract an item from that vote; this extraction is then considered prior to the vote on the whole document.

Secretary’s Report: KU reported that the Moroccan Society of Neurophysiology had revised their Statutes to the satisfaction of the Rules Committee. Their Society membership is now ready to be voted on at the General Assembly in 2018 (along with the Egyptian Clinical Neurophysiology Society and the Hong Kong Neurological Society).

The Statutes of the “first” Georgian Society, the Georgian Neuromuscular Disorders and EMG Society, have been accepted by the Rules Committee. There is now an application from a “second” Georgian Society, the Georgian Society of Neuromuscular and Electrodiagnostic Medicine. The ExCo discussed the desirability of having as many members as possible; however in a small country with two societies apparently focusing on the same clinical neurophysiology fields, having two societies would not be desirable.

The Rules Committee is still involved with the approval of the Mongolian Society statutes. There has been no recent response from the South African Society.

Treasurer’s Report: The audit for the 2016 fiscal year has started. It is not clear yet what the 2016 unrealized gains will be. RD presented the budget for the fiscal year 2017. This budget has a planned deficit of \$31,500. This budget must be approved by the AGM.

Acceptance of the budget was moved by RD and seconded by PR, with unanimous agreement.

RD reviewed the dues paid and noted that if dues are not paid over a four year period, these Societies could be removed from the IFCN roster.

RD recommended reappointment of the auditor Loewen Kruse for 2017. It was moved by RD and seconded by PR to accept this recommendation. All agreed.

Chapter Financial and Annual Reports and Bylaw Changes: All Chapters were contacted and asked to provide the ExCo with a copy of their amended bylaws showing the requirement for the annual report of activities and a financial report, as well as the

mechanism to select the Chapter Representative to the ExCo. The Rules Committee will review these amendments and make a recommendation on their acceptance to the ExCo.

All revisions should be into the Secretariat office by the middle of March

Editor in Chief CLINPH Report: UZ reported on Associate Editor membership and membership in the Editorial Board. There are a number of guidelines being worked on, and discussion centered on the need for new ultrasound guidelines. In terms of performance, the number of submissions for 2016 was the highest ever, which a rejection rate of 66% which is the highest ever, due to a large extent by dropping 41% of incoming papers without an external review. The goal of CLINPH is to publish the strongest papers, even in small areas.

Altmetrics is a new measure to look at the resonance of published article in social media, e.g. Twitter, Facebook. PB has established this measure for CLINPH. MH questioned whether the IFCN should have a Twitter account, given the interest in articles on Twitter.

Standard EEG Format: MH provided a copy of a paper in this regard and the ExCo decided to get involved in this as this work may set an international standard.

Editor-in-Chief CNP Report: DB reports that this journal has had a relatively slow initiation so the Editorial Board will be kept on another year. They have received 60 manuscripts with 29 being revised. CLINPH is also moving many papers on to CNP.

ICCN Report/OCIC Meeting Planning: The OCIC meeting will be held on Monday February 13, in Washington DC. It will include MH, PR, RD, UZ, and KU as representatives of the IFCN. The program planning is moving along nicely, and the SIGS and Cobb and Brazier award winners need to be added. It will be important to have a high number of invited speakers. The 70th Anniversary of the IFCN should be acknowledged (and all Honorary Past Presidents could take part in this). Discussions are ongoing re the location for the gala dinner and faculty dinner.

Visiting Professor Program: This program is going relatively well, but the full budget has not been spent, and there are no current applications.

4th International Symposium “Low Vision and the Brain”: Dr. Bernhard Sabel has requested meeting support of \$17,000. After some discussion of the subject for the meeting, the ExCo agreed to support the request providing that a proposal to UZ/CLINPH for two articles on the clinical neurophysiology of low vision coming out of the meeting is received.

Safety Guidelines Meeting: There has been a 10 year interval between these meetings, and the paper produced from the first one is highly rated but needs to be updated. ExCo agreed to financially support this meeting.

WFN French Speaking Training Centre Liaison: The WFN is setting up training centres in Africa, “for Africans in Africa” – in Cairo, Rabat, Dakar, and South Africa. The ExCo would like to send someone as a liaison to the French speaking training centre (this person would act like a “visiting professor” and provide some talks and training).

Educational and Research Scholarships: A few scholarship applications have been received and a reminder has been sent out to all the Societies. Deadline for applications is March 31, 2017.

Upcoming ExCo Elections: As it could take a year to run through the election cycles, preparation for the elections needs to start. The first step is the establishment of the Elections Committee (Statute 6.6.a.i). The first round of elections is for the President and Treasurer, and the 2nd round is for the Secretary.

IFCN Website and Facebook: LC and SS are reviewing the IFCN website with a view to a complete update and redesign. The educational offerings on the site need to be increased. The IFCN Facebook page is doing well, with 300-500 people looking at most of the postings.

Chapter Liaison Reports: PR reports that the European Chapter is very active, and working on the organization of the next European Chapter meeting in Budapest as well as the core curriculum in Europe. Jonathan Cole has proposed for the ICCN 2018 a session of education/training criteria in other countries.

RV reported that the Latin American Chapter is still having difficulty recruiting people to the ExCo of the Chapter. He is unsure as to why there is low interest in some of these positions.

KU reported that the Asia-Oceania Chapter President (Ryusuke Kakigi) is working diligently to assist in the development of the Chapter meeting in Bangalore in November, 2017. The Bali regional meeting had 800 delegates, so this is a good goal for the Bangalore meeting. It was agreed that KU and Dr. Kakigi will query the organizers on their budget, timeline, abstract opening, promotional plans, and venue and accommodation. He will also suggest to the organizers the hiring of a congress organizer. It was suggested that Dr. Kakigi go to Bangalore to see the progress of the meeting and assist to move the planning along more quickly.

MH reported that the Canadian Society in the North American Chapter has still not spent any of the funds designated for it. MH has spoken to the Canadian Society President who assured him that the funds would be spent.

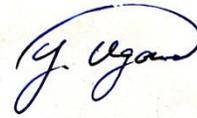
ICNS: RV reports that the ICNS has 42 members, and one pending application.

Upcoming Meetings: The Asia Oceania Chapter meeting in Bangalore and the ICCN meeting will be the last two meetings of this ExCo.

Adjourn: 1600



Dr. Mark Hallett, President, ExCo



Dr. Yoshikazu Ugawa, Secretary, ExCo