



**SOCIETY FOR LOW
TEMPERATURE BIOLOGY**

Draft Minutes of the Annual General Meeting

Held at Society for Low Temperature Biology

Scientific Meeting 2009

University of Hannover, Germany

8th September 2009

6.40pm

Chair: Hugh W. Pritchard, 30 members of the SLTB were present. Thus, a quorum was present as >10% of the members of the charity attended.

1. Apologies for absence

Apologies were received from: Apologies were received from Mark Curry & Roland Fleck

2. Minutes of last AGM

The minutes of the previous meeting held at the held at Faculty of Life Science in the University of Copenhagen 11th September 2008 have been posted on the SLTB website and was displayed at the meeting.

They were accepted and will be signed as a correct record by the Chair.

3. Matters arising

All matters arising from the Minutes of the 2008 AGM were dealt with under the main agenda.

4. Secretary's report

The committee has met twice during the year, once at Wakefield Place and just prior to the AGM.

One newsletter has been published and distributed since the 2008 AGM which only contained details of this meeting. It was suggested to reduce the number of newsletters to one per year. Tiantian Zhang states as only one meeting a year, we need to be seen as being active so more than one newsletter a year is necessary. John Day suggests asking students to help as it looks good on their CV. Lillian Kuleshova suggests asking retired members to help. Perhaps students do 1st draft and they act as editors.

ACTION – Lillian Kuleshova will prepare a list of students willing to contribute to the newsletter and suggest people as possible editors. Students will be asked to help

prepare some small articles for the newsletters to enable publishing of at least 2 newsletters per year. General Secretary will prepare a newsletter to be issued pre-Xmas.

There is still the issue that posting the newsletters to all members of the society is an expense we wish to reduce. It was argued that some people like to receive it in a paper form as opposed to electronic version due to sheer number of emails received each day.

ACTION – The next newsletter will be posted and emailed to all members, in which we will state that if members DO wish to continue receiving newsletters by post they must contact Jon Green by email or post to say so. If Jon is not contacted, he will assume members are happy to receive future newsletters by email only.

Since the last AGM 3 student travel grants have been awarded from the Audrey Smith Fund:

Awarded	Institution	Meeting attended
Sophie Chassagne-Berces	Institute AgroParisTech, Paris	SLTB 2009
Christina Vogiatzi	University of Copenhagen	SLTB 2009
Olga Bondarenko	Nation Academy of Science of Ukraine	SLTB 2009

Dr Joachim Keller has completed his term on the SLTB committee.
As only one nomination was received it was unnecessary to hold a postal ballot.

Nominee	Proposed	Seconded
Heinz Martin Schumacher	Joachim Keller	Jon Green

The AGM ratified this appointment.

The members present thanked Joachim Keller for his hard work and commitment over the past years.

5. Treasurer and membership report

Subscription income is pretty much unchanged and interest payments are at the moment negligible. Additional income this year from two meetings the COST meeting at Kew and the 2007 AGM at Derby.

Expenditure is decreased this year with no committee expenses and no newsletter costs both of which have been significant items in previous years.

We have committed to three Audrey Smith awards of £100 this year (these have not yet been paid out) compared with the seven that we made last year. We paid a £150 honorarium to Belinda Wade for the work that she did maintaining and updating the web site and a £58.74 annual payment to the domain host. The largest outgoing has been for expenses that were accounted for in the 2008 report but the cheques were not cleared through the account at the last AGM, including Audrey Smith awards other prizes the costs for abstract printing for 2007 and some committee expenses. Apart from this it has been financially a very quiet year for the society. We have sustained a small loss over the year although less than we did the previous year and if the

subscription situation can be addressed then the society's finances should look a little more stable.

Membership Update:

134 members on data base
Including 7 honorary members
Only 31 paid up members

5 still paying only £10
10 - £15
16 -£20

Some unknown payments:

2 at £10
5 at £15
1 at £20

These are standing order payments that cannot be identified on the bank statement for one reason or another, some may still be active members others will have just not noticed that they are continuing to make these annual payments. I can trace these back through the bank but it does take a bit of time and persistence.

I am in the process of putting together a mailing to all members to update them on their subscription status and to encourage more to pay by standing order. I will give them their payment record for the last three years and would suggest that anyone who hasn't paid for three years should be automatically removed from the membership list. This will mean our number of members will go down I would anticipate that we will find that some where around fifty people will go either because they don't realise that they are still on the list or decide not to pay up to renew their membership, but could be more could be less.

I will get will get the letters out in the next couple of weeks and we should have a more realistic data base in time for the 2010 subscriptions coming in.

Other comments:

Paul Lynch states that he made the payment to the SLTB following the Derby meeting and the delay that occurred was not due to him.

ACTION - Treasurer needs to issues receipts at an appropriate speed.

Marketing is needed to increase our membership numbers. Due to very low membership we desperately need to be proactive otherwise we will disappear. The treasurer is in the process of sorting out which members have not paid for a number of years and they will be removed from the membership list. Tiantian Zhang suggests that members only need to be reminded to pay and that to remove their names from membership list could be a mistake.

ACTION – Members who have not paid their membership fees or who are paying the wrong amount will be contacted by the Treasurer. Members who do not respond will be removed from the active members list and be moved to an inactive members list.

Discussion continues about the difficulty of non-UK members to pay their fees. The possibility of paying by Paypal was investigated by Brian Grout but the cost made it unfeasible. There was discussion about including membership fees with the registration fee of the meetings, but some members did not think this was feasible. It was pointed out that members could pay in cash at the meetings to any committee member and that a reduced fee was available for paying four years of membership together. Hugh Pritchard suggested asking bank to allow the society to accept credit card payments for just 2 months of year e.g. September and October or January and February.

ACTION – Treasurer will enquire about possibility of accepting credit card payments for 2 months a year.

Financial report was agreed by members (see end of document).

6. Meetings Secretary's report

Abstracts from last year's meeting for Cryoletters were edited by Roland Fleck, Jon Green, Joachim Keller and Lillian Kuleshova.

Some abstracts were missing from the Cryoletters website; Barry Fuller is aware of this and is correcting the problem.

The cost of publishing the abstracts was paid for by University of Copenhagen and this has been received.

This year's meeting is combined with the COST working group 2 meeting which was agreed to be a good combination. The SLTB abstracts publishing costs have not been agreed yet. The COST abstracts have been organised.

ACTION – Committee need to discuss with Birgit Glasmacher costs of the meeting to determine what we are responsible for.

Hugh Pritchard highlights we did not fulfil our wish to have greater financial control of meeting. This needs to be addressed for future meetings

7. Chairman's report

Thanks to Joachim Keller for his excellent and diligent work on behalf of the Society over the last 3 years.

Thanks also to local organisers of meetings in the last year: (September 09) Joachim Keller, Birgit Glasmacher, (February 09) Jayanthi Madarajan, Hugh Pritchard; (September 08) Brian Grout.

Main business: Draft strategic plan and activities 2009-14 to meet the objects agreed with the charity commission, to create a framework for activities to be delivered and monitored. Main objectives are to provide services to the members and to reverse the loss of members over the last few years.

A STRATEGY FOR THE SOCIETY FOR LOW TEMPERATURE BIOLOGY

Based on the SLTB Constitution of 5 September 2003 (with minor amendments on 14 September 2007) the objects of "the charity" are:

- 1) To advance the education of the public in the science of low temperature biology
- 2) To advance the science of low temperature biology
- 3) To promote research into the science of low temperature biology and disseminate the useful results to the public.

Priority activities for 2009 -14 to enable the Society members to support the strategic goals:-

1) To advance the education of the public in the science of low temperature biology

To support public understanding we need to:

- a) Develop and implement a schedule for public education based on the writing of popular articles and delivery of public lectures; at least one of each annually. Member should send details of activity to the SLTB committee for uploading to the website.
- b) Seek to promote low temperature biology at a mainstream, public science event, for example the British Science Association's annual meeting.
- c) Consider the introduction of a evening public lecture, by a dynamic and entertaining speaker, as a feature of the Annual Meeting, to which the press could be invited; and review the possibility of having this 'event' sponsored by industry.
- d) Respond in a balanced manner to, and generate, press stories on the application of low temperature biology to societal issues; if a formal written response is provided to the press, then at least one committee member should be consulted on the content before release.
- e) Review possibility of posting webcasts of lectures by members, or invited speakers to SLTB meetings, with their prior permission.
- f) Explore funding options to maintain and upgrade the website, for example to include reports of successful projects undertaken by members.

2) To advance the science of low temperature biology

To provide organisational services and have effective dialogue with like-minded organisations we need to:

- a) Hold an annual conference, including a symposium on a topical subject in low temperature biology, ensuring that the conference generates revenue for the Society.
- b) Work closely with the organising committee of CRYO2010.
- c) Plan early the 50th Anniversary Conference in 2014, possibly at the location of the first formal meeting of the Society
- d) Encourage the continued interest of PhD students, and others, in low temperature biology, e.g. by consolidating the agreement with CryoLetters for new SLTB members to receive their first year's subscription to the journal at half price.
- e) Review the association with the Institute of Biology (currently being established as the Society of Biology through a merger with the Biosciences Federation) to establish how the dialogue can advance the science of low temperature biology.
- f) Compile a list of institutes / laboratories and associations advancing low temperature biology for posting on the website, as a resource for members interested in reviewing job opportunities around the world.
- g) Review trends in membership and develop plan to increase number of full and student members using 2009 as a baseline; for example, seek to promote the SLTB with members of the COST Action 871 on the Cryopreservation of Crops..

3) To promote research into the science of low temperature biology and disseminate the useful results to the public.

To promote and disseminate the science we need to:

- a) Consolidate the agreement with CryoLetters for £100 prize for best student presentation at the annual conference.
- b) Establish a specific fund for PhD student participation in SLTB conferences, preferably by securing external funds but also by enabling members to make donations (for example £10) by modifying the subscriptions form to allow this.
- c) Establish clear procedures for making awards for: students' travel, best poster and lecture at the annual meeting.
- d) Publish the abstracts of the annual conference preferably in a peer-reviewed journal taking into account any associated costs in the registration fee of the conference.

- e) Produce a newsletter, for publishing once or twice a year on the website, inviting editorial and design inputs by PhD students and retired members of the Society in association with Committee.

The Society has supported and promoted low temperature biology for 45 years but its continuance is at risk without greater financial security and active change. We (the Committee) request active participation by members to help us deliver this strategic plan.

Points raised during the meeting:

2d) *Runs out in 2013*

2e) *Paul Lynch states we should encourage links to Europe not just to UK, e.g International group of refrigeration.*

2f) *Paul Lynch raises problems of needing to post jobs quickly. This should be quicker now as General Secretary can post items on the website directly.*

2g) *Hugh will draft letter to Bart Panis asking for permission to write to COST members.*

3a) *ACTION – General Secretary will check with Barry Fuller when this agreement finishes and the possibility of extension.*

3b) *Barbara Reed suggests asking members if they would like to contribute to a student fund. Offered 20 € to begin. This was matched by Hugh Pritchard, Jon Green, H Martin Schumacher [Hugh received additional money?] (Lillia Kuleshov?)*

Agreed on a £100 prize from SLTB for student presentation.

3c) *Possibility of publishing abstracts on website was discussed but not peer reviewed so Cryoletters option better.*

8. Charity status

Report is overdue and Dr Andy Wetten is still listed as point as contact although with Mark Curry's email address.

ACTION – Details need to be updated.

9. Web site

Belinda Wade has stepped down from managing the website. Thanks were offered to Belinda for her work over the last few years. Adrian Esteban San-Martin and Jon Green designed the website for this year's meeting and Jon Green has agreed to take over managing the website. Thanks were offered to Jon for this offer.

10. AOB

Any other points:

11. Date of next meeting

The location of next year's meeting has yet to be decided. Possibility of linking meeting with COST meeting in Poland was discussed.

ACTION – New Meetings Secretary needs to look at the feasibility of linking COST meeting in Poland with an SLTB meeting.

Jon Green and Lillia Kuleshova has both discussed with Ramon Risco possibility of hosting 2011 meeting in Seville.

ACTION - New Meetings Secretary should contact Ramon Risco to discuss this possibility further.

It was previously discussed that SLTB would have a joint meeting with Society for Cryobiology in 2010. Hugh Pritchard is on committee for Cryo2010, but there is no formal agreement between the Society of Cryobiology and SLTB. The SLTB can't afford to sponsor Cryo2010 but it would be beneficial to be associated with the meeting, i.e. the SLTB badge is used. John Day states that at the joint meeting in Hamburg a lower registration fee was offered to SLTB members. Members agree it would be a good idea to try and make it a joint meeting.

Hugh Pritchard suggests it would be good to sponsor one particular session but the problem is which one to sponsor.

ACTION – Meeting secretary need to ask if SLTB can be branded on Cryo2010. Need to look at financial agreement for the Hamburg meeting.

There being no other business the meeting closed at 8.30pm

Dr. Jon Green
General Secretary
7th October 2009

Society for Low Temperature Biology

Income and expenditure for the Period 01.08.2008 to 01.09.2009

Income	£		Expenditure	£	
Subscriptions	675.00	(615.00)	Committee Expenses	000.00	(381.34)
Bank Interest	2.45	(2.74)	SLTB Website	58.74	(105.73)
COST meeting Kew	120.00		Honarium (web site secretarial)	150.00	
2007 AGM	500.00		Audrey Smith Travel Awards ¹	300.00	(700.00)
			Newsletter	00.00	(55.49)
			Uncleared Payments from 2008 ²	1550.43	
Total.	1,297.45	(727.74)		1759.17	(1711.66)
			Income minus expenditure	[461.72]	[983.92]
Balance in Current Account	2,740.52	(3,202.24)			
Balance in Deposit Account	2,479.68 ³	(2,479.68)			

¹Payments not yet made

²Itemised in 2008 Report

³Awaiting update of interest earned

2008 figures given in brackets