



SEVENTH BOARD OF DIRECTORS MEETING MINUTES

Skype Meeting

Wednesday November 16, 2016

Present: Andre Filiatrault, Manos Maragakis, Gennaro Magliulo, Gilberto Mosqueda, Rodrigo Retamales, Rajesh Dhakal, Daniele Perrone (invitee).

Absent: Junwu Dai, Tim Sullivan

Note: **Action Items in bold red**

1. Introduction and Review of Agenda

- A. Filiatrault called the meeting to order at 8:30 pm (Pavia Time). The Agenda was reviewed. No additional business item were added.

2. Review of Sixth Board of Directors Minutes and Action Items

- The minutes were reviewed by A. Filiatrault who indicated that no action items required further discussion.

3. Review of SPONSE Membership Applications

- The application of the University of Nevada Reno (UNR) as and Admitted Research Organization was reviewed and unanimously approved.
- **D. Perrone to prepare information on UNR to be uploaded on the SPONSE Web Site to be verified by M. Maragakis.**

4. 16WCEE SPONSE SESSIONS Preparation Update

a. Review of Special Sessions Program - Rodrigo

- R. Retamales indicated that the program of the three SPONSE Special Sessions has been completed and the three sessions will take place on the same day (Wednesday January 11, 2017) in the same room.
- R. Dhakal indicated that one paper should be moved to the first session. **R. Retamales to make the change to the program.**
- It was agreed that a special message promoting the special sessions should be sent to all authors who have submitted Abstracts. **R. Retamales to ask permission from the organizers to use the mailing list and A. Filiatrault to prepare the content of the message.**



b. Review of Draft SPONSE Poster – Andre

- The draft poster prepared by Daniele was reviewed. After discussion, it was agreed that a short paragraph on the benefits of becoming a member of SPONSE should be added. **A. Filiatrault to prepare the content and to forward to Daniele.**
- A. Filiatrault stated that EUCENTRE agreed to cover the cost of the poster.

c. Review of Draft SPONSE Flyer - Andre

- The draft of the SPONSE flyer prepared by A. Filiatrault for distribution during the SPONSE Special Sessions was reviewed and the content was agreed.
- It was decided to print 100 copies of the flyer. **A. Filiatrault to send the final version of the flyer to R. Retamale for printing.**

5. **Other Business**

- No other business were discussed.

6. **Date of Next Board of Directors Meeting**

- The next Board of Directors Meeting will take place during the 16WCEE since all Board members will be attending.
- **A. Filiatrault will verify the final program of the conference for a suitable date and time.**
- The meeting was adjourned at 9.15 pm (Pavia Time).