

iHEA Executive Committee Meeting Notes

July 6-7, 2010 – Helsinki, Finland

Board: Minutes of March 18, 2010 were approved.

Governance:

- **Future Board Meetings:** It was agreed to hold the next Executive Committee meeting in Boston, MA, USA on November 12-13, hosted by Secretary/Treasurer Jim Burgess. The next full Board Meeting will be at the 2011 Toronto World Congress and an April 2012 Board Meeting will be conducted by phone.
- **By-Laws Revisions:** Noted that there are references to both “The Board” and “Directors” and that generally we will use “The Board” throughout. Additions on Executive Committee tasks and responsibilities will be made. The Executive Committee will have one Board Member elected from within the number of non-Officer Board Members. Distinctions will be sharpened between “Directors at Large”, “Affiliate Directors”, and “Appointed Directors” (up to three of the latter) in revised ByLaws to be reviewed by lawyer and then resubmitted for approval.
- **Election/Appointments:** The next election will be held in October 2010. Board candidates for open Board seats include David Bradford, Andrew Jones, Alistair McGuire*(2nd term) and David Cutlet (*2nd term) plus two more still to be named by the nominating committee. Starting in 2011, two affiliates Board Members will begin with two year terms and two with four year terms, to begin a staggering of Affiliate Board Members. Bruce Hollingsworth (Australia) and Bob Elliott (HESG) will have four year terms and the ECHE (to be named) and ASHE (Laurence Baker) members will have two year terms.
- **Expectations for Board Members (Terms of Reference):** Detailed terms of reference to be posted on the website to present an overview of responsibilities and expectations for iHEA leadership.
- **Affiliate and Other Relations:** Executive Committee will take steps to invite Japanese (Tom Getzen responsible) and Latin American (Guillem Lopez responsible) Affiliates to place representatives on the iHEA Board beginning in 2012. Anne Mills also will investigate African affiliate possibilities. Assistance will be provided to help ECHE develop a European Secretariat with a semi-regular structure, services, cash and other matters (Tom Getzen responsible).
- **Conflict of Interest and Whistleblower Statements:** These are non-profit US 501 (c) 3 requirements and will be adhered to.

Budget: The IRS-990 is being finalized for electronic filing by the new Auditor, Doug Ofcharsky. *(now complete and filed with IRS 15 July 2010)*. Then the audit will be completed, possibly by late July, so that the Finance Committee then can do its review. Finance Committee member Elizabeth Savage sat in on this part of the Executive Committee meeting. Budget plans for 2011-2015 were accepted as presented.

Review of ASHE Issues: Financially, the ASHE conference went very well, with kudos to Will White and others for good fundraising. This places the ASHE separation set for the end of the Fiscal Year, September 1, in good shape for both organizations.

Toronto World Congress: There will be a detailed Toronto Presentation on Sydney at Toronto which has to be organized (Tom Getzen responsible working with Jane Hall).

- **Toronto Full Board Meeting:** Plans for a Sunday Lunch New Board Member Orientation and moving the main Board activities to the end of the conference as opposed to the beginning as it has been historically. The Board Dinner would be on the evening of Wednesday, July 13th, with the main Board meeting on Thursday, July 14th.
- **Sessions:** Open call sessions will happen as before with a January 10, 2011 end date, we will back up the open period for Organized Sessions to early Fall (Sept. 15-Nov. 15). Sessions will be 75 minutes, with approximately 1/3 of sessions with three papers and discussants and 2/3 with four papers. Responsibility for the final call on the Organized Sessions will go to Anne Mills and the Program Committee (adjusting a process toward what also will be expected in Sydney and beyond) that will entail identifying gaps and filling them. Affiliate Sessions will be held Wednesday morning. Poster sessions will have the option of signing up for five minute presentation slots on a first come-first served basis. Disclosure statements will have four boxes for Affiliations, Funding, Presented Before, and Other.
- **Workshops:** Sessions for Workshops need to be added (Ali McGuire responsible for recruiting), currently set at \$175 for a full and \$100 for a half session.
- **Pre-Conference Symposia:** Proposed Pre-Conference Symposia are on NHA (Tom Getzen responsible), Asthma (Bill Swan responsible), Private Sector Involvement, and Government Health Economics Policy.
- **Mini-Plenaries:** Decided to target to six (Program Committee responsible) with a Tomas Philipson vs. Karl Claxton debate already set.

Sydney World Congress: *(Tom Getzen will meet with Jane Hall to begin specific plans for speakers and sessions)*

Future World Congresses and Other Conferences: Boston will develop a bid for 2017 (Jim Burgess responsible). ECHE may hold 2014 in Dublin so iHEA World Congress would then be in Milan in 2015. *(Dublin 2014 and Milan 2015 subsequently approved by ECHE at their meeting on 9 July 2010. Meetings held with Giovanni Fattore regarding 2015. Meetings with Charles Normand and Irish Committee TBA by Tom Getzen and Bill Swan).* iHEA will provide technical support (Abstracts, Program) for ECHE 2012 in Zurich.

Sponsorship and Fundraising: Need to make a major September 2010 push on memberships to affiliates and others (Jim Burgess responsible in working with Bill Swan). Established a goal of 3000 members and 200 organizational members by 2015.

Respectfully submitted 2 August 2010 by JF Burgess.