

SFRR-I Executive Committee Meeting (on-line) January 14, 2025

Attendees: Roland Stocker (RS), Patricia Oteiza (PO), Corinne Spickett (CS), Hozumi Motohashi (HM), Giovanni Mann (GM), Lin Mantell (LM)

1. HSBC SFRRI Business Account/updated Mandate and hand-over of Treasurer files from Lin to Corinne

Regular (5-yearly) safeguard check by Bank now completed with account approved and working. On-line Authorisers (n=2) and Signatories (n≤6) to be determined and established.

|  |  |  |
| --- | --- | --- |
| Item | **Custodian** | **Action** |
| Details required for authorisation | GM | • Visit HSBC branch to find out how authorisation and signatories can be arranged online after receiving the ‘updated’ HSBC Mandate Form from CS |
| Authorisation | CS | • Collate necessary information for Mandate Form from all EC members  • Complete Mandate Form and send information to LM to enquire whether she can initiate online amendments |
| LM | • On-line log in to SFRRI’s HSBC bank account and set up new mandate using info from completed Mandate Form |
| Bank Statements | CS | • Change address for receipt of Account Statements from KCL to Aston University |
| Other | ALL | • Provide relevant information required for Mandate Form to CS |

1. **Annual Auditing of SFRRI Account**

There was consensus to have SFRRI Account audited, although this had not been done in the past and there is no legal need to do so.

|  |  |  |
| --- | --- | --- |
| Item | **Custodian** | **Action** |
| Identify suitable auditor | CS | • Find out whether registered auditor CS has worked with in the past is available to do audit, and associated costs • Report back to EC members |

**3. Updating of SFRRI Officers information on the SFRRI Website**

Daniel Fraser manages SFRRI Website for a small annual fee. He has been very responsive to past requests to update Website and has also established a Website Content Management System that allows EC members to make changes to the Website content. GM has been the SFRRI contact person for Daniel Fraser in the past.

|  |  |  |
| --- | --- | --- |
| Item | **Custodian** | **Action** |
| Website manager | GM | • Contact Daniel Fraser via email (cc to EC members) to let him know about the changes in EC members |
| Contact for Website manager | RS | • Inform Daniel Fraser of change in SFRRI contact from GM to RS  • Provide Daniel Fraser with Welcome message/photo for uploading onto Website |
| Website Content | ALL | • Check that Website has been updated correctly; for any additional changes let RS know |
| Website Content Management System | ALL | • Familiarise ourselves with the Content Management System to facilitate making small changes ourselves. |

1. **Liaising with Organisers of 2025 SFRRI International Meeting; WIS/PD Forum**

There was agreement that GM and PO should continue to act as SFRRI representatives to liaise with the Organisers of the 2025 Galway meeting. This involves fortnightly meetings. Part of the discussion is to ensure that the Meeting Budget is shared with the SFRRI EC. GM updated on the Meeting:  
(i) The Meeting Program (available on the Meeting’s Website) has scheduled the WIS/PD Forum for 7:30-9:00 am on June 4, and the SFRRI General Assembly for 6:30-7:30 pm on June 5. A Meeting of the Executives of SFRRI and SFRR Regional Branches is scheduled for Monday June 2 (time/venue to be decided by PO in liaison with meeting Chair Kasia Whysall).  
(ii) The deadline for abstracts wishing to be considered for oral presentation is February 10, with March 20 being the deadline for other abstracts including those from invited symposium speakers and SFRRI and SFRRE Awardees. Abstracts for oral presentation will be ranked by an international committee. All accepted abstracts will have a D.O.I. and Elsevier aims to have an online version of the abstracts available by May 10 for proofing by the local organising committee.  
(iii) To facilitate conference attendance of colleagues requiring a letter of invitation, a Flash Talk Session has been introduced for Thursday 5 June from 2:30 – 3:00 pm.  
(iv) A Sunrise Session will be organised by ECRs from the regional SFRR Societies, coordinated by the chair of the SFRR-Europe ECR Committee Dr  Paraskevi  Kritsiligkou (Email: [pari@liverpool.ac.uk](mailto:pari@liverpool.ac.uk)). Awaiting further details on the scope of this Sunrise Session on 6 June 7:30 – 9:00 am.

|  |  |  |
| --- | --- | --- |
| Item | **Custodian** | **Action** |
| Liaison with Conference Organisers | GM | • Contact Organisers to ensure PO is invited to the regular meetings |
| Flash Talks | HM, RS, LM | • Inform Presidents of SFRR-Asia, SFRR-Australasia, SfRBM about these talks as an opportunity to receive a formal invitation to the meeting. Abstract deadline is February 10. |
| ECR Session | GM | • Inform EC of Regional Branches about this opportunity to actively participate at the Meeting. If interest exists, Regional Branches to inform GM/PO accordingly. |

**5. Matters raised: SFFR-I Statutes**

There was consensus that the SFRR-I Statutes needed to be updated to better reflect current operations. GM offered to draft updated Statutes for EC members’ comments. Once a revised Statutes are agreed to, they will be sent to the EC of all SFRR Regional Branches for comments. The SFRR-I EC will then revise the Statutes and present them to the General Assembly at the Galway Meeting for ratification.

|  |  |  |
| --- | --- | --- |
| Item | **Custodian** | **Action** |
| Revision of Statutes | GM | • Draft revision and send to EC members for comments. Once approved by the EC, the draft will be shared with the regional societies for further comments/edits. |

**6.** Next Meeting: as required