

International Society of Gynecological Pathologists

Annual Business Meeting Minutes

March 1, 2014 San Diego, CA

Present:

I. Mission Statement

'The mission of the International Society of Gynecological Pathologists is to promote the health of women by acquiring greater understanding of gynecologic diseases, improving the accuracy of pathologic diagnosis, and disseminating this knowledge throughout the world.'

II. Activities of 2013–2014

- A. Identification of complexity of finances and need for permanent professional assistance
 - 1. Teri Longacre agreed to remain as Treasurer for the transition
 - 2. RFP's to accounting firms
 - 3. RFP's to larger pathology organizations
- B. Financial audit
 - 1. Fiscally sound but need for better internal control
- C. Bylaws revised and distributed to membership in January (need adoption by membership)
- D. Five policies created to address deficiencies
- E. Governance, finance, and education committees formed
- F. Nominated and appointed Dwayne Lawrence as new treasurer
- G. Sought consultation with a tax attorney
- H. Sent survey to ISGP membership regarding priorities
- I. Shift all future official membership communication to email and website – we still need a few email addresses
- J. Signed Memorandum of Understanding

III. Recommendations

- A. Greater segregation of duties, especially related to internal accounting control and lack of administrative oversight
- B. Recommendation to bond treasurer
- C. Need for someone with financial expertise to prepare financial statements
- D. Need to switch to modified cash basis Is other than generally accepted method of accounting
- E. Checking account and all other accounts needs to be reconciled at the end of the year and reviewed then by a second party
- F. A finance committee and exec com. should review finances quarterly
- G. Minutes should reflect that the board has reviewed the finances and IRS 990 form

- H. Recommendation to revise bylaws and add policies for conflict of interest, whistleblower, and document destruction
- I. Perform an annual fraud assessment
- J. All official records should be placed in a safe accessible location overseen by one individual and retained, preferably in perpetuity
- K. Maintain records of all contracts; all services should be supported by contracts with documentation to support reasonableness of fees paid
- L. There is need to examine whether we have public support to justify non-profit status as a charitable organization – consult with an attorney specializing in non-profits
- M. Need to keep activities of the IJGP editor and editorial board separate from governance of ISGP (according to IRS 990)

IV. Revisions of Bylaws (extensive)

- A. Board of directors to determine meetings, set policy and strategy, create committees, and create budgets
- B. Board and committees may meet by conference call, electronic means as needed
- C. Members can nominate and vote on members of Board and officers, revise the bylaws, approve annual budget
- D. Nominations and balloting by electronic means
- E. Establishment of finance, education, governance committees
- F. Description of duties of officers and committees

V. Projects for the near future (functional)

- A. Education committee to consider list serve for application of diagnostic criteria, application of staging rules, problematic areas, potentially to collect rare cases (enhance members involvement)
- B. Possible workshops on problematic practical issues
- C. Consider selected womens' global health initiatives with collaborating organizations
- D. Expanded website and enhanced web interactions
 - 1. Possibly including tumor classification, staging, on-line courses and CME
- E. Improved relationships with FIGO, IGCS, WHO

VI. ISGP co-sponsored symposia

- A. **15 Biennial Meeting of IGCS**
 - 1. Melbourne, Australia, November 8-11, 2014
 - 2. Update on the WHO Classification of Tumors of the Cervix, Endometrium, Ovary and Fallopian Tube, and GTD
- B. **GYNAECOLOGICAL PATHOLOGY**
 - 1. A Joint Meeting of the BDIAP and ISGP
 - 2. 21st -22nd November 2014
 - 3. Organizers: Professor Mike Wells, Dr. Naveena Singh and Professor Ian Roberts

VII. Treasurer's report

- A. Refer to the two financial reports which are attached

VIII. Secretary's report

- A. Nominations for full membership

NOMINEE

1. Kareem Aboualfa (England)
2. Saad Aliyu Ahmed (Nigeria)
3. Patrick Kafui Akakpo (Ghana)
4. Osama M. Al-Agha (Canada)
5. Lyndal Anne Anderson (Australia)
6. Maria Arafah (Saudi Arabia)
7. Christina Bagby (Beachwood, OH)
8. Jennifer Ann Bennett (Boston, MA)
9. Sarah Chiang (NYC)
10. Giuseppe Culora (UK)
11. Mohamed Desouki (Nashville, TN)
12. Andrea Diaz De Vivar (Houston, TX)
13. Sally Ann Hales (UK)
14. Brooke Howitt (Boston, MA)
15. Ann Marie Levin Jacobsen (Sweden)
16. Fumi Kawakami (Japan)
17. Yemisi Kila (Nigeria)
18. Sun Young Kwon (Korea)
19. Anna Karin Masback (Sweden)
20. Constantina Claudia Mateoiu (Sweden)
21. Jane Morrison (Baltimore, MD)
22. Raj Murali (NYC)
23. Srikantiah Nagarajan (England)
24. Ciaran O O'Riain (Ireland)
25. Robert A. Osborn (Australia)
26. Susan Parker (New Britain, CT)
27. Sine Phelan (Ireland)
28. Carolina Reyes (Philadelphia, PA)
29. Spinder Gill Samra (Sydney)
30. Lauren Schwartz (Baltimore, MD)
31. Ali Dastranj Tabrizi (Iran)
32. Karen Leanne Talia (Australia)
33. Luis Zabala Blanco Jr. (Baltimore, MD)

PROPOSER

- Glenn McGluggage
- Mohammed Sani Shehu
- Robert Soslow
- E. C. Alport
- James Kench
- Khaled O. Alsaad
- Russell Vang
- Richard Zaino
- Robert Soslow
- L J R Brown
- Oluwole Fadare
- Anais Malpica
- Nafisa Wilkinson
- Marisa R. Nucci
- Joseph Carlson
- Yoshiki Mikami
- Robert Soslow
- Insun Kim
- Bitradande Overlakare
- Lars Lundgren
- Russell Vang
- Robert Soslow
- Glenn McGluggage
- Glenn McGluggage
- Rosemary Balleine
- Barry Jacobs
- Glenn McGluggage
- Robert Soslow
- Robert Osborn
- Russell Vang
- C. Blake Gilks
- Glenn McGluggage
- Russell Vang

- B. Robert E. Scully Young Investigator Award

1. Awardee: Young investigator (40 yrs or younger) with paper published in *Int J Gynecol Pathol* during previous calendar year; awardee chosen from nominees by vote of executive committee
2. The Society encourages members to propose junior colleagues

3. Secretary solicits membership for nominations by email in October or November, with a closing date of December 31
 4. \$1000 award is bestowed by ISGP, honoring Dr Scully's contributions to our field and the young investigator
 5. Award is funded equally by ISGP and the Department of Path & Lab Med at Women & Infants and Brown Medical School (in honor of Dr. Scully)
- C. Winner of the 2014 Robert E. Scully Young Investigator Award:
1. Andrea Diaz De Vivar for a meritorious publication in the International Journal of Gynecological Pathology in 2013

IX. Website Report

- A. Latest Updates
1. Symposia agenda
 2. BDIAP Meeting Flyer
- B. Membership
1. 339/590 (57%) members registered in online directory as of end of 2013; Directory is accurate and contains 100% working emails – up 4% from 2012.
 2. 354/590 (60%) members registered for online payment – up 6% from 2012.
 3. 34 new online applicants for 2013 (Past Stats: 2012: 26; 2011: 21; 2010: 18; 2009: 16; 2008: 20; 2007: 17; 2006: 26).
 4. 447 false registrations submitted in 2013 (2012: 138).
- C. Visits
1. Peak # Weekly Hits for Web Site – 4087 for 2013 (Past Stats: 2012: 4321; 2011: 4733; 2010: 4411; 2009: 4,072; 2008; 3412)
 2. 416 Unique visitors for 2013 (2012: 586; 2011: 657; 2010: 357; 2009: 368; 2008: 191; 2007: 262)
- D. Costs
1. Server Rentals = \$10.00 server + \$25.97 for storefront = \$35.97per month
 2. Webmaster Annual Stipend = \$3000
 3. Additional \$24.95 payment server startup fee
 4. 2013 Annual Total = \$3456.59
- E. Web Site Goals
1. Created temporary online payment site; Live as of February 2013 (Old payment service no longer would accommodate offline payments)
 2. ?Partner with larger pathology organization to manage web site
 - i. Mobile Friendly
 - ii. ?Online payment server with paypal support
 3. Continue to solicit members to register online.