IAMAS Bureau Meeting 1 **Document: IB1**

Version Final 23-7-2023

14 July 2023

Berlin, Germany

Attending: Andrea Flossman, Keith Alverson, John Burrows, Mary Scholes, Jing Li,

Regrets: Joyce Penner, Steve Ackermann

Guest: John Turner (member at large)

The purpose of this meeting was for those members of the past IAMAS bureau who were in person at the IUGG congress in Berlin to share best practices and lessons learned with the incoming members. This is the first IAMAS Bureau meeting for the period 2023-2027.

**Action IB1-1: Continue monthly videocons, which are very useful.**

Responsible: Keith

Deadline: July 2023

Regularly invite some commission presidents and members at large (rotating through both perhaps) Keep record of the meetings as actions lists. Hold them at a convenient time for all Set a schedule of meetings 6 monthly meetings in advance. Archive bureau meeting documents on protected website. Avoid email floods.

Suggested Finalization of Action:

All meetings to be held **Noon UTC** (currently this is 7am Madison, 8am Ottawa, 13h London, 14h Paris and Capetown, 8pm Beijing). Meetings scheduled as follows.

1B1 Friday 14 July. Berlin in person. These actions arising.

IB2 Tuesday 15 August. Remote.

 Invited MaL: <john.turner.cambridge@gmail.com>

 Invited commission: ?

 Guest: Steve Ackermann

IB3 Tuesday 19 September. Remote

 Invited MaL: Marilyn Raphael raphael@geog.ucla.edu

 Invited Commission: ?

 Guest:?

IB4 Tuesday 17 October. Remote

 Invited MaL: Tirusha Thambiran TThambiran@csir.co.za

 Invited Commission: ?

 Guest:?

IB5 Tuesday 14 November. Remote

 Invited MaL: Neil.Holbrook@utas.edu.au

 Invited Commission:?

 Guest:?

IB6 Tuesday 19 December. Remote

**Action IB1-2: Plan one physical-hybrid bureau meeting in middle of 2024.**

Responsible: Andrea and Keith

Deadline: Set time and place by January 2024

To be hosted by a bureau member. Budget for it. Minimize travel distance for all, which probably means hold it in Europe.

**Action IB1-3: Next Call for Proposals from Commissions**

Responsible: ?

Deadline: October 2023

Follow existing grant cycle. Call for bids from IAMAS commission for activities with deadline in October. Minimize, to zero if possible, *ad hoc* requests and decisions. Consider two times per year in the future. Note: Consider suggesting some approach IUGG before or instead of IAMAS.

**Action IB1-4: Change the statutes.**

Responsible: ?

Deadline: 2023

Add the past president as an *ex-officio* member of the bureau*.* Add the young scientist representative as a regular member of the bureau. There may be other things. Draft a new version. Circulate to the Executive and Assembly members for comment. Circulate to Assembly members for approval.

**Action IB1-5: Website update**

Responsible: ?

Deadline: 2023

Website is currently hosted at U-Madison Leave it hosted by Madison for the next few months at least. For now update content with U-Madison technical point of contact. Then revisit if we want to move it to the cloud. Add a password protected space for archiving IAMAS documents (such as this one). Consider shared documents. Consider a consulting contract for a young IAMAS scientist to manage website transition (write a TOR, budget for it, advertise).

**Action IB1-6 Change bank account signatories.**

**Responsible: Keith**

**Deadline: September 2023**

Keep the two signatories on bank account the current President and Secretary General. Do not leave signatory authority with past officers as has happened in the past. (*Note: this may be complicated as the signatories may have to US citizens or residents*) Avoid future bank account changes associated with changing leadership. Set a clear precedent for future transitions rather than doing what is ‘quick’ or ‘easy’.

**Action IB1-6** **Decide new liaison duties** for current bureau members.

Responsible: ?
Deadline: September 2023

**Action IB1-7** **Find and appoint a willing Deputy and/or Assistant Secretary General**

Responsible: Keith

Deadline: 2023

**Action IB1 – 8** **Write a draft Operational Manual for the Bureau**

Responsible: John Turner

Deadline: 2023