

WORLDWIDE DRAGONFLY ASSOCIATION

Minutes of the 4th Meeting of the Board of Trustees

held on 11 July 1999

at Department of Biology, Colgate University, Hamilton, U.S.A..

Present: Dr M.J. Parr (Chairman) [MJP], Dr R.M. Arnold (RMA), Dr V.E. McMillan [VMcM], Dr W. Schneider [WS], Mrs J.D. Silsby [JS].

In attendance: Prof. P.S. Corbet (PSC), Prof H. Ubukata (HU).

The Meeting started at 1715 h.

(Note. Because several items were added to the original Agenda, and because several were deferred until the second installment of the Meeting on 12 July, numbers against items in these Minutes do not necessarily correspond with numbers in the Agenda.)

Apologies: Professor H.J. Dumont, Professor J-G. Pilon

1. Signing the Minutes Book. All Trustees who had not previously signed the Minutes Book , did so.
2. Appointment of Minutes Recorder. PSC - agreed.
3. Subscription levels. The Treasurer (JS) reviewed the financial situation with regard to the inadequacy of the present subscription levels. The situation did not lend itself to simple analysis, but could be summarised by reporting that, with 200 members, WDA suffers an overall deficit of about £1.80 per member. Agreed that JS will prepare for the Biennial General Meeting (BGM) a more comprehensive table of expenditure per capita. Noted that greater financial security will result as WDA membership increases. Also noted that it will benefit WDA if Backhuys gains more library subscribers, because the very much higher charge (£50) would help to balance the lower charge (27) enjoyed by WDA members. Agreed that WDA members should be encouraged to assist Backhuys acquire more subscriber by persuading museums, universities, libraries etc. known to them to subscribe to Pantala. Agreed unanimously to raise the WDA subscription levels in accordance with the Treasurer's recommendations: £3 for single and family memberships with or without Journal; £5 for student membership; and no change for Affiliated Societies.
4. Reports to be presented at BGM on 13 July 1999. Noted that reports would include those by MJP (Chairman), JS (Treasurer/Secretary), MJP (proxy for Editor), WS (National/Regional Coordinator), Peter Allen & HU (National Representatives of UK & Japan respectively), and any informal reports volunteered by member countries

At 1753 h the Meeting was adjourned until 12 July.

At about 1545 h on 12 July 1999 the Meeting was resumed at the same venue.

Present: Those listed above plus Professor J-G. Pilon (J-GP) Minutes Recorder: PSC

5. Constitution. Noted that, if a vote is required to ratify the WDA Constitution at the BGM on 13 July 1999: (1) only members of WDA are entitled to vote, and (2) the Chairman will assume that, provided the Meeting is quorate, a simple majority of members present will be decisive. Re (1) agreed that, before the Meeting begins, each member will be issued with three cards (green, in favour; red, against; white, abstaining), one of which can be displayed on each occasion when a vote is called for. Re (2) agreed that, should the number attending exceed 21, the Chairman will announce that the Meeting is quorate. The assumption regarding the required majority is based on two analogies in the present Constitution and Bylaws (J3, J4; 3(d)(i)), but is not explicitly addressed in either document. Agreed that, though this assumption need not be mentioned at the Meeting, when changes to the Constitution or Bylaws are next being proposed, appropriate amendments will be included..

6. Examination of Accounts. Agreed that Ronald Hodges' name be put forward at the Biennial General Meeting for endorsement as Independent Examiner of the WDA Income & Expenditure Accounts.

The Meeting ended at about 1750 h.

Signed: P.S. Corbet M.J. Parr J.D. Silsby

WORLDWIDE DRAGONFLY ASSOCIATION

Minutes of the 5th Meeting of the Board of Trustees

held on 15th July 1999

at the Department of Biology, Colgate University, Hamilton, U.S.A.

Present: Dr M.J. Parr (Chairman) [MJP], Dr R.M. Arnold (RMA), Professor P.S. Corbet (PSC), Dr V.E. McMillan [VMcM], Dr W. Schneider [WS], Dr G. Sahlén (see item 1), Mrs J.D. Silsby [JS], Professor H. Ubukata (HU)..

The Meeting started at about 1120 h.

(Note. Because several items were added to the original Agenda, and because several were deferred until the second installment of the Meeting on 12 July, numbers against items in these Minutes do not necessarily correspond with numbers in the Agenda.)

Apologies: Professor H.J. Dumont.

1. Signing the Minutes Book. All Trustees who had not previously signed the Minutes Book, did so.

2. New Board. Agreed to co-opt GS to the Board in his role as Organising Secretary of the next International Symposium of Odonatology to be held in Gallivåre, Sweden in 2001. Agreed that JS will draw up a list of proposed individual responsibilities for each Trustee (i.e. Board member) and, after clearing it with MJP, distribute the list to all Trustees and seek acceptance or comment from them. In this connection, agreed that RMA be responsible for the WDA website and publicity and that VMcM invite booksellers to advertise in *WDA's AGRION*. Regarding the latter, agreed that Trustees send to VMcM names and addresses of businesses who might wish to advertise, and agreed that any initial

advertising would be on a small scale. MJP welcomed new Trustees to the Board. ACTION - All Trustees

3. Life Membership. Agreed to postpone institution of Life Membership.

4. Sponsored Membership. At present, funds come only from those members of the Editorial Board who forgo their complimentary copy of *Pantala*. Agreed that, through *WDA's AGRION* and through the WDA website, members will be asked for suggestions regarding persons eligible for sponsorship. Further agreed that A.Y. Haritonov should be offered sponsored membership, and that for future nominations members of the Board can suggest names for sponsored membership and such suggestions can then be approved (or not) by the WDA Executive (comprising the President, President-elect, Secretary/Treasurer and one other Trustee appointed by them).

5. Regional Meetings. HU plans to hold a S.E. Asian Regional Meeting in Japan in about two years time and also, as opportunity permits, to mount a WDA display at suitable meetings in Japan (e.g. Japanese Society of Ecology). WS plans to hold a European Regional Meeting in Darmstadt, Germany in 2000 and also to mount a WDA display at meetings of Gesellschaft deutschsprachiger Odonatologen (GdO).

6. Reallocation of monies. Agreed to reallocate £1000 to the Conservation Fund, its being understood that monies can be transferred back to the General Fund as required.

7. Student Grants. Agreed that MJP will 'chase up' a recent student recipient to obtain the report which was a condition of the grant award but which has not been submitted.

8. International Symposia Coordinator. In accordance with Bylaw 5 (b), it was agreed that the offer made by Professor Gordon Pritchard (GP) to take up this position should be accepted. He would chair an International Symposia Coordinating Committee consisting of one or two Organisers of past symposia, and his remit would be to assist future symposia organisers. VMcM agreed to produce notes on such matters as tips to future organisers, difficulties encountered and how they were overcome, etc. These would be forwarded to GP.

At about 1200 h the Meeting was adjourned until 16th July.

At about 1500 h on 16 July 1999 the Meeting was resumed at the same venue.

Present: As above. Minutes Recorder: PSC

9. Matters arising from WDA Board Meetings in 1997 and 1998.

Minutes 97/11 & 98/1(b). The figure for an individual subscriber to the Journal was corrected to £50 in accordance with Backhuys' requirements.

Minute 98/4. MJP had not yet written to Moore's River at Hurn, Dorset regarding the need for improved management, but will do so and complete the action agreed upon.

Minute 98/4. WS will consult officers of the International Dragonfly Fund (IDF), emphasising the value that WDA places on continued collaboration between the two societies.

10. Conservation Fund

(a) Biennial General Meeting (BGM). In accordance with Bylaw 6(v), it was agreed the BGM should be asked to delegate the appointment of a C/F Committee to the Board and, at the BGM on 13 July, such delegation had been unanimously agreed. Agreed unanimously that Robert Ketelaar (RK) be invited (by MJP, JS and PSC, acting for the Board) to accept chairmanship of the Conservation Fund Committee (CFC) and that, should he accept, he be co-opted to the Board in this capacity.

(b) Remit. Agreed that, should he accept the chairmanship, RK be asked to produce a draft remit for the CF Committee and send it for discussion and feedback to the following:

All WDA Trustees, Norman Moore (IUCN representative), Michael Samways,

Martin Schorr (representing IDF) and anyone else he thinks appropriate.

It was also agreed that RK should act on advice received to produce a set of objectives which should be submitted to the WDA Board for ratification by 31 January 2000 and that RK should at the same time propose a slate of members for Executive approval, bearing in mind the Board's recommendation that the Committee's membership should include Norman Moore and Martin Schorr on account of their affiliations (see above) and WS who had volunteered to represent the Middle East. It was further agreed that RK should seek advice as to who might best be invited to join the Committee from Asia and the Americas. Further agreed that RK should consult the WDA Treasurer at each major stage in drawing up the set of objectives and the slate of members. [In accordance with Bylaw 8(b), objectives will be determined by the Board (on recommendations of the C/F Chairman), and operational details set by the Committee and WDA Treasurer] {Note 1 at end of Minutes.}

(c) Viola Clausnitzer (VC). Noted that any grant proposal from this source was, to judge from past performance, likely to be highly deserving of support and that a proposal from VC was awaited with interest.

11. Journal.

(a) Policy. Agreed the following:

1. The language for papers should be 'English' rather than 'American' English.
1. Authors should receive prompt acknowledgement of receipt of a manuscript and information about its prospective fate.
1. With regard to proof-reading, use should be made of the help with checking page proofs offered by MJP and PSC.
1. Each copy of *Pantala* should carry on the inside back cover a statement to the effect that papers are unlikely to be accepted for review or publication unless the *Instructions to Authors* are closely followed, such *Instructions* to be made available on request from the Editor and from the WDA website.

1. PSC would prepare a new draft *of Instructions to Authors*, for scrutiny and approval by the Editor and the rest of the Board, with the prospect of its serving as the document to be made available to prospective authors on request or through the WDA website. PSC would also draft the statement for the inside back cover referred to above, likewise for scrutiny and approval by the Board.

(b) Size Agreed that *Pantala* should keep to the number of pages per volume already contracted with Backhuys, and that Volume 2/2 should contain an editorial explaining why Volume 2/2 has to be shorter than Volume 2/1.

(c) Cost Agreed that Backhuys should remain the publisher of *Pantala* and that the favourable terms to WDA members be acknowledged.

12. WDA logo. RMA was thanked for the skill and effort he had devoted to production of the logo, the general design of which was approved. Agreed that RMA would make certain minor modifications and then send (by conventional mail) the original and modified versions (in colour and half-tone) to all Trustees for scrutiny and approval. Modifications identified as needed included: inclusion, as far as practicable, certain countries (e.g. Japan) now obscured or omitted; shape of abdomen (not parallel-sided but constricted slightly in anterior half - see illustration by Dunkle in "*dragonflies of the Florida Peninsula, Bermuda and the Bahamas*", page 108); colour of abdomen - see Dunkle again; and uniformity of darkness of wing veins.

13. The future. Agreed that attempts would be made to seek replacements for retiring Trustees among younger members.

14. The 2003 International Symposium. Agreed to accept with gratitude John Hawking's offer to host the 2003 Symposium in Australia. Noted that a January date would be best for John Hawking but that a February date would be far less expensive for those attending from other countries. Agreed that the date would be decided by the International Symposia Organising Committee after consulting the Board.

15. Date of next Board meeting. To be decided.

16. Any other business. Agreed to express appreciation to Martin Lindeboom and Martin Schorr for the Odonatological Abstract Service, which is much valued by WDA members, and to seek IDF's agreement to place the abstracts on the WDA website (with access by password only) while also making them available to WDA members on request in the usual printed form.

The meeting finished at 1758 h.

Note 1. On 16 July 1999, just after the Board Meeting, Robert Ketelaar accepted appointment as Chairman of the Conservation Fund Committee and also agreed to adopt the responsibilities and proposed sequence of actions identified by the Board.

Signed: P.S. Corbet M.J. Parr J.D. Silsby

Amendment

13/8/99 Due to a mistake made during the 5th Meeting (Items 2 & 8), it was necessary to rescind Goeran Sahlen's co-option to the Board. It was also necessary to co-opt Gordon Pritchard as International Symposia Coordinator in his stead. (Constitution Clause 3 & Bylaw 5(b) apply). This action was proposed by Jill Silsby and formally agreed (via e-mail) by MJP, PSC, HJD, RMA, VMcM, WS and HU. There being no votes against the motion, the two members concerned were duly informed and GP accepted. GS expressed his understanding of the situation.