



International Association of Oral and Maxillofacial Pathologists

For the international development of oral pathology and medicine

ORIS AFFECTUS NOSCERE

Minutes of an online Council Meeting Held 7-20 September 2020

The Covid-19 pandemic and postponement of the London 2020 Congress prevented IAOP holding a Council meeting in June 2020. To manage business and allow newly elected officers to take up their posts, the executive agreed to an online Council meeting.

Members were e-mailed the agenda, links to the annexures on dropbox and a link to an editable googledocs document.

The agenda was divided into those matters requiring action and matters for report. Council members could enter their comments and discussion into the document for all to see and respond equally.

Responses were allowed up to Friday 11 September.

An attempt to confirm all emails was made before the meeting. Not all responded but we confirmed that we had valid and recently active emails for all Council members.

1. PRESENT AND APOLOGIES FOR ABSENCE

Council members who responded to the online meeting document:

E Odell, M Lingen, W Tilakaratne, S Boy, K Ranganathan, H Ebhardt, K Hunter, O Kim, M Soluk Tekessin, R Molina Bologna, G Bradley, H Hussaini, Alison Rich, Camilla Kragelund, Venkat Ramana Reddy, Alan Roger Santos-Silva, Nii OTU Nartey

No apologies received.

2. MINUTES OF THE COUNCIL MEETING HELD IN VANCOUVER 2018

Accepted as an accurate record.

3. MATTERS ARISING FROM THE MINUTES WHICH ARE NOT COVERED UNDER ITEMS BELOW

i. Acknowledgement

To record in the minutes our thanks to the Mexican society for their emails of support around the cancellation of the 2020 Congress.

ii. Free student membership scheme

In 2017 the Association decided to trial a free student membership scheme. This was reviewed in the council meeting in Vancouver 2018 and, as recorded in the minutes, was considered a success. The scheme closed on 30 April 2017 after a three-month recruitment drive by regional councillors. At the time of the Vancouver meeting 101 student members were eligible and given free membership valid until 31 December 2018.

Since the Vancouver meeting date fell before the end of the membership scheme, it was not possible to evaluate its longer-term success and it was agreed to revisit this at the next council meeting (this meeting).

Subsequently it has emerged that the scheme has not been as successful as we had hoped and that it caused considerable workload for the secretary because all applicants had to be manually assessed and it also required changes to the website to provide a separate student registration portal. The definition of student status also proved problematic. All applicants were able to provide some form of documentation, but the definition of student was unclear. In the end, 97 student members registered but only 8 renewed their registration at the end of the free membership period. It is possible these registrations were linked to intention to attend the London meeting and so at least some of these members might have joined the Association anyway to take advantage of the reduced registration fee as details of the London meeting were already available at renewal time. An additional factor to consider is that the distribution of free memberships was not very international. Almost all applications came from one region and the vast majority from one country. The scheme has therefore not had the intended effect of recruiting from all parts of the world and from developing nations.

The officers involved in administrating the scheme feel that, though the scheme was a good idea and appears to have generated some continuing memberships, the benefit has been outweighed by the difficulties and unforeseen aspects, particularly the workload. It is possible that a similar scheme could be managed again in future with better website automation and this might be considered at the next council meeting, by which time it may be possible to track whether any of the continued memberships are renewed

Council decision

Council agrees to keep this under review until the new website is organised. In principle, the idea is good, and it was a great idea of Dr Michael Aldred originally. Unfortunately, the difficulties were not foreseen before the process was implemented. The process was manually done and resulted in a large amount of extra work for Treasurer and Secretary. The secretary highlighted the fact that almost none of the students who were registered continued to become paying IAOP members after the meeting was over.

4. TO REPORT ON ANY BUSINESS CONDUCTED BY COUNCIL

i. Changes to Terms of office and Council membership for Covid19 pandemic

The newly elected members of Council have been unable to formally take up their duties on Council because the bylaws require this to be confirmed at the Congress and annual general meeting. In view of the exceptional circumstances the executive agreed that all council members terms of office that were due to finish at the Congress will be extended by a maximum of one year until the Council meeting at the postponed Congress in July 2021. It was also agreed that all incoming Council members should be included in all Council business and be members of Council until they can formally take up their positions. The Council Executive was also therefore expanded to include both Presidents-elect and the Secretary-elect.

These changes were made as an immediate response to the crisis, but it had become clear that extending periods of office for a full year until London 2021 would complicate future elections and terms of office. It had also become clear that the London 2021 Congress remains in doubt and, rather than delay for a year, the executive decided that the change of officers should take place as soon as possible. This meeting was organised, and byelaws adjusted to allow the change of council members that would have happened earlier this year at the London meeting. In the intervening period all new council members have been able to participate in council business and received all council communications. Similarly, executive members (president, secretary, treasurer, past president, president elect) have been included in all executive business. The Council executive has agreed that the official changeover should take place when this meeting is closed.

These actions were taken by the executive alone and should be ratified by the entire council.

The only other business undertaken by Council is the question of a webmaster, dealt with as a separate item below.

Council decision

It was unanimously agreed that there was no other option but to extend the terms of IAOP executive initially. In the unprecedented situation there were no applicable rules to follow and executive made the best decision they could at the time.

5. IAOP AWARDS AND PRIZES

i. Travel Awards

The winners of travel awards for the London 2020 meeting had not been finalised at the time the meeting was postponed.

A decision needed to be made about whether these entries would be carried forward to London 2021 (this is the way the British Society has managed its own travel awards for the same meeting) or whether to run a new competition in time for the London meeting. Since it is possible that the London meeting in 2021 will not be able to go ahead, it is probably best to make no decision now and wait until December, when the final decision on the London meeting will be taken. If the 2021

meeting is cancelled, then there will be no option but to hold a new competition for travel grants for the Taiwan meeting in 2022.

Council decision

General agreement was to start the travel grant process again when a Congress is confirmed. Whether more can be offered will depend on finances and should be considered nearer the time. IAOP always try to award as many as it can afford.

6. WEBSITE AND PROPOSED WEBMASTER POSITION

ANNEXURE 6.1

This was possibly the most urgent business matter. The annexure is an updated version of a document previously circulated to the executive, who agreed unanimously that the best way forward would be to appoint Webmaster/digital communications officer for the Association. This information was emailed to all council members for comment. No further comments were received and so an expression of interest form has been sent to all members.

Expressions of interest have been received from 6 members and all were sent a form to outline their knowledge and experience. Those that completed and returned this form by the 1st Sept closing date are listed below and the responses are included in the annexures for this item. Dr Reddy is already a council member and the job description is that this will be a stand-alone position, but it is included to ensure that we have the broadest number of applicants.

Members who expressed interest. Completed forms are in Annexures, as listed

Dr Simarpreet Sandhu, India

Dr. Karthikeyan Ramalingam, India

Dr Anthony George, India

Merva Soluk Tekkeşin, Turkey (demitting Councillor for Europe)

Dr. en C. Mario Nava Villalba, Mexico

Dr. B. Venkat Ramana Reddy, India (Councillor for Asia)

ANNEXURE 6.4

ANNEXURE 6.5

Council noted several options, to appoint an individual from the responses received or seek further information and run a formal appointment process for a shortlist of the best candidates, or decide that this is better managed by an IT professional with responsibility for website content falling to Council officers. The executive is agreed that if the Webmaster is a member they should be on Council as a non-executive member and this will have a cost to the Association.

Council decision

Six potential appointees emailed back and were sent the form. The secretary has confirmed that all are members in good standing and are paid up until at least the end of 2020. However, only 2 returned the completed form by the deadline.

Dr's Odell, Ramana Reddy, Rich, Boy and Husaini support a person with Council experience, so Dr Soluk Tekessin would be the only eligible applicant. Dr's Kim and Ebhardt favour an IT professional, but they will still need to be directed by a Council member.

Council therefore agreed to the need of a webmaster and that the individual should sit on Council. There was general agreement not to do a formal online interview

After discussions and voting on this point, the majority view was to appoint one of these two candidates and there was unanimous support for Dr Tekessin among those who did express a preference. The title of this new Council position will be Communications Officer, webmaster being considered too narrow by Council members

7. CHANGES TO BYLAWS

ANNEXURE 7

The changes to terms of officers required because of the Covid 19 pandemic were discussed in section 4.1. To prevent procedural difficulties in future a series of changes were proposed to the bylaws. The bylaws have not been updated for several years, since 2015, and so this opportunity was taken to start to make additional changes because changes need to be ratified by a vote of two thirds of the membership. The procedures for changes are listed in section 20.01. The bylaws committee consists of the President, Secretary and Treasurer and these changes have proposed by the group.

Approval of council members was needed to submit these changes to the membership. Council members were allowed to vote, comment and suggest further changes to all these amendments during the online meeting.

The following changes were suggested because of difficulties experienced with the Covid 19 pandemic and all were approved by Council

Section 5.04

Relates to special meetings, this has been adjusted to allow electronic as well as face-to-face meetings

Section 5.05

Allows a shorter period of notice for meetings held online.

Section 6.02

Amended so that the officer's installation ceremony at the Congress does not have to be at the Congress dinner. For the London 2020 meeting it was not possible to hold a Congress dinner within a reasonable registration fee. At other recent congresses the attendance at the dinner has been very low. This amended wording will allow officers to be installed at a ceremony held at any time during the Congress.

Section 6.02

The second adjustment provides a specific solution to a problem that had not been addressed, if the President-elect were not to be available. The third change in this paragraph specifically allows for other officers-elect to take up a post if required

Section 6.03

This new paragraph covers the current eventualities when the Congress was cancelled and allows IAOP Council to make alternative arrangements for the change of officers

The following additional changes were suggested by the bylaws committee for consideration and all were agreed by Council, with some further decisions as listed below.

Section 3.06 and 3.07.

The categories of life membership have caused constant difficulty. We have two categories of life members, emeritus life membership, which is essentially automatic to any member who retired from active work and has paid their dues to the Association. Emeritus means that they have been awarded their life membership through merit. We have many emeritus life members. Honorary life membership is a much more restricted honour awarded only to those who have made significant contributions to the specialty. Honorary here means that life membership is bestowed as an honour. There is little detectable difference between these two terms and members, including life members, get confused about the two categories. I am therefore proposing to simply remove the word emeritus so that our categories will be life member and honorary life member, making it clearer. We have left a comment about the change of name in the bylaws because those emeritus life members who have already been appointed then need not formally have their title changed.

Section 4.01

This section now has an addition to allow virtual council meetings.

Section 4.04

The Association newsletter has not been produced now for several years. There are several reasons for this. Most members have moved to electronic communications and use either email or the website and only a very small number of elderly, mostly life, members have expressed an interest in retaining the newsletter. The secretary has also found it difficult to source material and the content of the newsletter is always out of date by the time it is produced, previously on an annual basis. As the bylaws give email as the primary point of contact for members, we now feel the time has come to remove the newsletter from the bylaws. The website can do this better.

Section 4.04

The bylaws state that one year is adequate notice of a meeting but this has rarely been achieved. We suggest reducing this period to a minimum of six months.

Section 4.06

There have been informal discussions around the possibility of future electronic voting systems. Given the difficulties encountered in this year's voting, we wish to allow for the possibility of online voting in future.

[All agreed and it was further decided that IAOP will move on to an online voting system.](#)

Section 5.01

This is another change suggested following difficulties with the elections this year. We wish to restrict council positions in the Association to those who have been active members involved in the business of the Association and have experience of attending our biennial congresses. We have recently had several approaches from people wishing to act as a councillor or officer despite not even being members of the Association, and in one case coming from a different specialty. This is not intended to be too restrictive but we do feel that no one should be active in directing the business of the Association unless they have experience of its congresses and have committed to being a member of their international association. There may be times when this is impossible or inappropriate, but the suggested change includes that this will 'normally' be the case, so the wording remains flexible.

Section 5.02.

The term of office of the regional councillors has been deleted as it is included in a new section 6.11 below.

Section 6.01.

The reference to editor has been removed as the newsletter no longer requires an editor. The office of Webmaster has been added. Alternative titles for this post have included digital communications officer.

Section 6.10.

An additional section is required to cover the new post of Webmaster. The bylaws committee will insert wording after the conclusion of this meeting when the role has been approved.

Council agreed and in addition decided that the term “Communications Officer” would be used for this post.

Section 6.11.

For reasons that are unclear, the bylaws have not specified the term of office of any of the council members other than the regional councillors. In the past this has not caused a problem. Secretaries and treasurers tended to hold office for 10 years approximately and they, and the system of president-elect, president and past president remaining on Council for six years provided the institutional memory the Association. However, there have been problems in the last year with potential changes of president, secretary and treasurer at the same time. There have also been in harassing difficulties with applicants wishing to be elected as treasurer in opposition to the existing Treasurer, who had only been in post for two years and had not yet managed to gain access to the bank accounts. There is a clear need for a specified term of office and we suggest the terms in section 6.11.

Section 10.01.

The original purpose of this indemnification requirement is unclear. Currently the Association does not have any indemnity insurance to cover council business and does not appear to have had any in the memory of existing and recent past officers. As written this paragraph is very broad since it suggests that the Association will indemnify ‘as required by current laws’ but it is unclear what laws would apply since the Association has no legal basis in any specific jurisdiction, other than where its financial assets reside. It is also unclear in this paragraph exactly what the Association is expecting to indemnify its officers for. The Association does not have the resources to indemnify its officers and relies on them to ensure that they are undertaking their duties in accordance with accepted practice, professional standards and laws in their relevant countries. The bylaws committee considered removing this section completely but decided that it would be better to explicitly say that council officers are not indemnified for their actions on behalf of the Association rather than to leave it unclear.

Section 14.03.

In the past non-payment of dues was accepted for two whole years, in part because some members only had contact with the Association at Congresses, and some would pay in cash. With electronic communications and online payment, it should now be possible to remove non-paying members much more quickly. The problem with the two-year period is that payment then extends into the next dues period, making it difficult to track payments. We have suggested a period of six months, which would allow time for two electronic reminders before membership was terminated. It should be possible to automate these procedures through the new website. In the past we have been very un-business-like in chasing members, several of whom have been known to be in arrears for

multiple years. This can cause problems with members wishing to stand for council but not being in good standing. If you feel a different period is more appropriate, please let us know your view below. The period could be reduced to 3 months, but we do not think it should be longer than six months. Other similar pathology associations have periods of 1-3 months and are much less tolerant of members being in arrears.

Council agreed and also decided that we should dramatically reduce the non-payment to 6 months. This should be re-evaluated to be further reduced to 3 months once we see how it works.

Section 16.01

In the past the Association has adopted specific publications, but no discount has been offered and Association members receive no other benefits. This has been discussed at previous council meetings. The section could be deleted but for the present we have elected to leave it in place

Section 17.01

To update the method of communicating to members to make it consistent with other parts of the bylaws. We do not use mail any more for any communications and this has been changed to 'communicated'.

Section 17.02

This is a new section on eligibility to vote following the problems experienced with this year's council elections. This is also linked to the changes in section 14.03 as we need to tighten up on who is a member in good standing and eligible to vote. This year we have had new memberships taken up immediately the voting papers for council were sent out and it seems that people were registering just to vote. In the past we have had problems with lapsed members wishing to vote, and that seems valid but this year it has become more of a problem. We do not feel that those who have never been a member of the Association before should be registering just to vote since they will not be familiar with the working of the Association or those individuals who may be standing for election. We have therefore suggested this wording so that only those who are members when the nominations are announced will be eligible to vote. The announcement of nominations is the earliest stage of the election process. Overall, we wish to ensure that our members will be long-term contributors to the Association and not joining and then allowing their membership to lapse either to just vote or to attend a single Congress.

Section 17.03

applies the same eligibility criteria to those who wish to make additional nominations and removes the reference to the newsletter, since this is no longer sent.

Section 17.04

Specifically inserts the possibility of future online voting.

Section 17.05

This bylaw should not really be necessary but in view of recent problems we now feel that it needs to be explicitly stated.

Article 18

is a new set of bylaws relating to the standard operating procedures. The Association has had standard operating procedures for several years, but they are not always followed, require updating and were not in an ideal format. These five subparagraphs give responsibility to the secretary to maintain the standard operating procedures and ensures that they will be regularly reviewed at council meetings. They may also be amended following an electronic special meeting according

to article 5, which would allow for email discussion and an electronic vote though we see little need for this. The possibility that non-council members may suggest changes has been allowed for provided the changes are communicated through their regional councillor. Section 18.05 is intended to indicate that, having been approved by Council, the standard operating procedures are expected to be followed but remain guidance. We cannot write all this detail into the bylaws or give the standard operating procedures the status of strict rules.

Council agreed and in addition agreed that there is no sense in having the operating procedures if they are not integrated in the rules and applied in the normal running of IAOP business. These should be re-evaluated on a continuous basis. For now, no further changes were proposed.

8. UPDATED STANDARD OPERATING PROCEDURES

ANNEXURE 8.1 - 8.9

The Association has a set of standard operating procedures to assist in coming council members and officers and provide guidance on how the Association runs. These were reviewed in Vancouver and updated. They were again been reviewed by the President and Secretary and the versions are attached were reviewed by Council. New members will not yet be familiar with these. A summary of the changes proposed is:

<p>SOP 1 Congress planning</p>	<p>Completely rewritten as there was insufficient detail in the last version</p>
<p>SOP 2 Congress clinico- pathological conference</p>	<p>Updated to a more realistic timeframe and references to publication of the CPC in the triple O journal have been removed. CPC's have not been published for some time. This may change year by year.</p>
<p>SOP3 Travel Grant</p>	<p>This has been updated to add a few points of information. The main changes are that it is now explicit that early career research workers are also eligible for travel grants. In the past it has proved difficult to define exactly who is a trainee, particularly with applicants from developing countries, and trainees working primarily in research also need to be included. The expression 'early career research worker' has been used to indicate those up to and shortly after the award of a PhD but not postdoctoral researchers.</p> <p>At the last council meeting there was discussion about whether a curriculum vitae was really required. No definite decision has been made and so we have decided to compromise and keep a curriculum vitae but limit it to one page. It would provide useful</p>

	background information for those judging the travel grant competition.
SOP 4 Nominations Committee	<p>This has been updated to remove the reference to the newsletter to be consistent with the change in the bylaws. We have also removed that regional councillors will be provided with a list of email addresses for their region as this would breach many countries data protection and it should be possible for the regional councillors to send an email to everyone in their region through the website without having to store a copy of the emails on their own computer.</p> <p>The change from emeritus life membership to life membership has been made to be consistent with the change to the bylaws a maximum word count has been added to candidates' electoral statement, which has been enhanced to ask for their vision for the contribution to the Association as well as just a biography. This was something that we felt would differentiate candidates better.</p> <p>Changes have been made to allow online voting. This is not available yet but needs to be implemented in the new website</p>
SOP 5 Past President and SOP 6 President-elect	No changes are suggested but this short SOP is attached.
SOP 7 President's Prize	This has been updated with some minor clarifications and to allow for the fact that the award may not necessarily be made at a conference dinner or closing ceremony
SOP 8 Paper prize	This has been updated with some minor changes to allow entry to the competition through the website and to take account of the fact that the award may not necessarily be at the Congress dinner
SOP 9 Poster prize	Amended as SOP 8 to be consistent with the paper prize

Council decision

Council agrees to make changes proposed. Copies of the changed documents will be sent to all councillors. These documents will also need to go on the website but can wait until the new website is available.

9. FUTURE CONGRESSES

i. 21st Biennial Congress – 2022 Taiwan

ANNEXURE 9.i

Discussion of the proposed Taiwan conference was included in the pre-circulated documents. The president was somewhat concerned that delay caused by cancelling the London meeting meant that council would not have as much detail in advance as is normal. The President-elect and president were both concerned about the financial risk and the information provided did not provide either a clear financial model or any information about cancellation costs. So far, no memorandum of understanding has been signed with the organising committee. There was also some discussion about whether the Congress might even have to be cancelled because of continuing Covid 19 problems. Council accepted that it may be necessary to reduce costs to the minimum to minimise the risk and needed to see more information as soon as possible. During the meeting period the President-elect contacted the Taiwanese organisers and was reassured that currently no deposits had been paid but no costing was received in time for the meeting. The following additional information was available for discussion at the meeting

Mark Lingen: Here are some addition updates regarding Taiwan:

- 1. Winston has told me that room rates should be finalized in October.*
- 2. They are searching for a local group to handle the website and app component. They are currently budgeting \$15,000 for this. Eddy and I have concerns that the amount budgeted is too high. I did share with Winston that AAOMP used the Whova app for our meetings and that is was very reasonably priced (~\$2,100). However, the local organizing group prefers to identify a local vendor.*
- 3. Winston is in negotiation with the meeting place at this time. It should be noted that the CEO of the HOward Civil Service International House is a good friend of one of the members of the organizing committee. As such, they are confident that they will be able to negotiate acceptable terms.*
- 4. With respect to terms of cancellation (an important consideration given all that is going on), Winston shared the followed outline:*

- 1. If the government announced “no assembly” at any circumstance, the deposit will be refunded fully.*
- 2. If we decided to cancel the meeting 3 months before the actual meeting time, the deposit will be refunded fully*
- 3. If we decided to cancel the meeting 2 months before the actual meeting time, 70% of the deposit will be refunded*
- 4. If we decided to cancel the meeting 1 month before the actual meeting time, 30% of the deposit will be refunded*
- 5. If we decided to cancel the meeting within 1 month of the actual meeting time, no refund is allowed*

At this moment, we cannot put any deposit to reserve the meeting place, not until 1 year before the meeting time, because they are unable to provide the quotation yet.

I will share more with Council as I receive it.

The Taiwanese organisers are very keen not to defer the meeting despite the possibility of a London meeting in 2021 because they normally hold their own national congress in even years

It was agreed that the finances for the Taiwan meeting to be chased up as a priority by the new President and Secretary

Council agreed that a cancellation without penalty only 3 months before was a very good deal. Most people would have booked accommodation and airfares 3 months before so we will have a good idea of likely attendance

The President and Secretary will continue to work with the Taiwanese organisers to finalise an agreement and obtain a signed memorandum of understanding as soon as possible

ii. 22nd Biennial Congress – Bids

ANNEXURE 9.ii.1 & 2

Two bids were received expressing interest in hosting the Congress in 2024, and details were provided in the annexures.

The first is from Gabriela Anaya-Saavedra, President of the Asociación Mexicana de Patología y Medicina Bucal, Colegio A.C. proposing a meeting in the Riviera Maya, the region around Cancún in Mexico. This is the second time that Mexico has bid to host Congress.

The second is from Nadim Islam, University of Florida College of Dentistry, Gainesville, FL, USA proposing a meeting in Florida in the Orlando area. This proposal is for a stand-alone meeting, not joint with the American Academy.

Council decision

Council agrees that we should award the 2024 Congress to Mexico. Comments about safety are noted and after the online council meeting closes, we should feed those back to the bidders, including Dr Lingen's comment about having a self-contained resort type venue. Dr Odell agreed that safety should always be our primary concern but at the moment we only have two bids to choose from and most council members clearly favour Mexico.

10. IAOP BUSINESS MEETING

We cannot hold the usual members business meeting until the council meeting is complete. The agenda for this meeting normally includes reports from the secretary and treasurer, information about forthcoming congresses and a variety of other issues including the results of elections and the introduction of new council members to the members attending the Congress.

We have several options to discuss. For the moment, the logical decision would appear to be to officially defer the business meeting until the London Congress in 2021 but, if that does not go ahead we will have to make a decision whether to hold an online meeting or defer a second time until Taiwan. As an alternative we could produce a report for the membership and defer some items to the Taiwan meeting.

Council agreed that we would hold the business meeting in London if it goes ahead but otherwise provide some kind of electronic replacement including the ability to vote on the bylaws and confirm council members in office, followed by a full council meeting in Taiwan

MATTERS FOR REPORT

11. REPORT ON THE POSTPONED 20TH BIENNIAL CONGRESS, LONDON, UK, 2020. **ANNEXURE 11**

The organising committee for the London 2020 meeting were very sad to have to cancel the Congress and we know how disappointed the membership are. Negotiations with the conference venue have allowed us to rebook the meeting for 2021 between 30 June and third of July and we expect to be able to run an almost identical program as had been planned originally.

A full report with detail on the cancellation costs and proposals for the London meeting in 2021 is in the annexure. Cancelling the 2020 meeting has had a relatively small financial impact on the Association. The cost of booking the venue and the original contract terms could potentially have bankrupted both our Association and the British Society and we are grateful to the conference venue, the Institute of engineering and technology, for renegotiating the terms and helping us to find alternative dates the following year. Some minor Congress expenses will need to be paid as detailed in the annexure but overall, the costs to the Association will be relatively small. We are very lucky that the outcome has been good, and this serves a useful reminder for organisers of future Congresses and for council in approving the finances of future congresses. This will need to be borne in mind for the proposed Taiwan conference in 2022

There remains a risk that we will not be able to run the 2021 meeting because of continuing pandemic. Many countries in the world are likely to have high levels of infection at the end of 2020 and the economic effects and government and institutional travel restrictions may make the Congress impossible. We have not yet been informed by the conference venue how many delegates they will be able to accommodate if the current distancing restrictions continue but we do know that the main lecture theatre will probably only have ¼ of the capacity. A decision about the 2021 meeting will be made in December. At that time, it will still be possible to cancel the meeting without losing any conference venue deposit.

Council members please note that if the London 2021 meeting goes ahead the council meeting will be held on Tuesday, 29 June 2021.

This was discussed at length, but no immediate decision is possible. It appears as if several members feel that an online meeting might be a better alternative due to the rise in Covid-19 positive cases internationally. The president will take this to the local organising committee and will inform Council as soon as a definite decision can be made (This meeting is scheduled for Monday 12 October 2020).

12. TO REPORT ON ANY BUSINESS CONDUCTED BY COUNCIL

No further business has been conducted by Council that is not reported elsewhere

13. REPORT OF THE NOMINATIONS COMMITTEE (PROF W TILAKARATNE)

ANNEXURE 13

- i. Nominations of Officers – President-Elect, Secretary, Treasurer
Councillor for Asia, Councillor for Europe, Councillor for Latin America and the Caribbean
- ii. Nominations for Emeritus Membership
- iii. Nominations for Honorary Life Membership

A report from Prof Tilakaratne, immediate past president, who chaired the nominations committee is attached. No action or decision is required. Congratulations to those elected.

14. IAOP AWARDS AND PRIZES

i. Travel Awards

Travel awards were dealt with under item 5 above.

ii. Paper Prize

iii. Poster Prize

The London 2020 Congress was postponed before paper and poster prize entrants had been finalised. 108 individuals entered for prizes but only 74 were eligible, 48 for the Poster prize, 13 for the paper prize and 13 with e-posters. Although this seems good, only about four of these prize applicants had registered for the meeting by the time it was postponed. The plan for the London Congress in 2021 is that we will start again with a new option to enter for prizes when the new registration website opens. This will need to have clear information about eligibility. We will probably allow applicants to retain the same abstract.

iv. IAOP President's Lecture Prize

ANNEXURE 14.iv

Council is delighted to report that there were three entrants for the president's prize 2020 and all submitted a significant body of quality research for assessment. The entries were assessed by the President Prof Odell, Past President Prof Tilakaratne and previous prize-winner Kuo-Wei Chang, Taiwan, using the criteria agreed at the previous council meeting. The judges were unanimous in awarding the prize to Sok Ching Cheong, PhD, FASc, Senior Group Leader, Head and Neck Cancer Research Group, Cancer Research Malaysia, for her entry entitled Genomics-led development of novel therapies for oral squamous cell carcinoma. We look forward to her presentation at the London meeting in 2021.

Council may need to consider what to do if the London 2021 meeting must be cancelled. Since this is a prestigious prize it would be nice to have a live presentation in Taiwan the following year rather than present it in a virtual format. A decision may need to be made not to hold a president's prize competition in 2021 if the London meeting is cancelled.

Council members generally preferred a double presentation in Taiwan but will have to wait and see what the decision regarding the London meeting is. The winner has already been appointed. All members felt that the winner needs to be recognised. The time and place for the presentation will be decided pending a final decision on the London meeting. If the choice were between an online presentation or deferral to Taiwan, the winner's preference should be a major factor in deciding what to do.

15. SECRETARY'S REPORT

i. Elections to Council

The Council make up was included at the start of the meeting. Here is the formal report of the election results and outcomes:

Retiring Council members

Wanninayake Tilakaratne (Immediate Past President)

Sonja Boy (Secretary)

Keith Hunter (Assistant Treasurer, retiring after London 2020/21 accounts closed)

Okjoon Kim (Asia)

Merva Soluk Tekkesin (Europe)

Ronel Bologna Molina (Latin America and the Caribbean)

Continuing Council members

Edward Odell (Immediate Past President)

Mark Lingen (President 2020 - 2022)

Allison Mary Rich (President-Elect 2020 - 2022)

Harald Ebhardt (Treasurer 2020 - 2022)

Nii Nartey (For Africa 2018 - 2022)

Haizal Hussaini (For Australasia 2018 - 2022)

Grace Bradley (For North America 2018 - 2022)

New members of Council

Kanan Ranganathan (Secretary 2020 - 2022)

Venkat Ramana Reddy (For Asia 2020 - 2024)

Camilla Kragelund (For Europe 2020 - 2024)

Alan Roger Santos-Silva (For Latin America and the Caribbean 2020 - 2024)

ii. Officer election process

Here are the detailed results of the 2020 voting:

PRESIDENT-ELECT:

104 votes received. 2 voted twice, counted only once; 1 non-member voted, not included.

Final count:

Yu-Feng Huang: 8

Allison Rich: 53

Pablo Vargas: 40

SECRETARY:

121 votes received. 9 voted twice, counted only once; 2 non-members voted, not included.

Final:

Julia Chang: 7

Mark Darling: 6

Ali Kurrham: 31
K Ranganathan: 66

COUNCILLOR FOR ASIA:

92 votes received. 5 voted twice, counted only once; 3 non-members voted, not counted.
Final:

Raghu Radakrishnan: 25
Venkat Ramana Reddy: 59

COUNCILLOR FOR EUROPE:

15 votes received, 2 voted twice, counted only once; 1 non-member voted, not counted
Final:

Camilla Kragelund: 10
Eranga Nissanka-Jayasuriya: 2

COUNCILLOR FOR LATIN AMERICA AND CARIBBEAN:

41 votes received. 4 voted twice, counted only once; 3 non-members voted, not counted.
Final:

Beatrice Aldape: 7
Alan Roger Santos Silva: 27

All successful as well as unsuccessful candidates received individual letters to inform them of the results prior to sending the results to IAOP Membership.

The voting process this round was the most difficult IAOP Secretary experienced to date and has raised fundamental issues that need to be addressed in the voting process

Some problems were relatively simple. Voters did not always follow instructions and had to be reminded of membership numbers or to confirm membership, or what to do. Some had to be allowed to re-vote rather than to discard their votes. Some voters voted more than once but these were easily picked up through a meticulous record keeping process and discarded. E-mails were addressed to individuals who voted more than once to inform them that their votes have already been received.

Unfortunately, more significant issues arose. Complaints were also received from long-standing IAOP members about possible fraudulent activity. These were investigated by the Secretary and President. Some significant issues were identified but, following contact with voters, resolved and more significant complaints could not be substantiated. Some votes were sent to Secretary via the nominee's e-mail address and so were not accepted by the Secretary. The individuals (newly registered in some instances) were contacted by Secretary and requested to re-vote by sending their own votes to secretary from their own IAOP registered e-mail addresses and not via the person they voted for. All of them complied.

Following investigation by the President and Secretary we are confident that we can assure Council that the election results are a true record of valid votes received.

Such problems have never been experienced before and nothing in the IAOP Bylaws protects the association against various types of election fraud or gives guidance as to the IAOP's position regarding this type of practice or how to manage it.

In addition to voting irregularities, the election raised issues around data protection. During the voting process, Secretary received requests from current as well as nominated regional councillors for database lists of members in that region. Council members are allowed access to this information for the purpose of performing their prescribed duties but some of these lists ended up in the hands of nominees whom apparently contacted all of the members on the list, again to request their votes. Once again, many members of IAOP from most and especially first world countries find this disconcerting and a breach in information confidentiality, though the rules under which our website operates have no legal regulations in this regard since the emails have been specifically collected to communicate with members.

As it stands, the voting process is not anonymous to the Secretary, who has an unreasonable burden acting as the sole guardian of the fairness and security of the election.

A further issue has been the sudden registration of new members, apparently to be eligible to vote. While we normally welcome new members it is concerning that those who have not been members of the Association before and do not know either its business or the range of individuals standing for election might be joining just to vote. Following discussion with the president a number of changes have been suggested to bylaws including one defining eligibility to vote. This would only allow those who are members in good standing when the nominations are sent out to vote and your views on this change are sought in the section reviewing the bylaws.

Overall, the election process can only be regarded as unsatisfactory for three reasons, susceptibility to voting irregularity, data protection and lack of anonymity. The Secretary and President suggest moving to an online secure voting system on the new website as soon as possible as this would address most, if not all, issues. The section on bylaws includes changes on eligibility to vote.

iii. Member Certificates

Through the years there have been several requests from members for an IAOP membership certificate. According to Bylaws IAOP is not under obligation to provide these and Council has discussed this on several occasions, concerned that some people value the certificate more than their membership of the Association. No action is proposed at present but following renewal of the website it might be possible to devise a system where members could print a time-limited membership certificate or display evidence of valid membership on the website for a screenshot. Pending reorganisation of the website, there seems little point in discussing this further at this meeting.

Council agreed that, for now, no member certificates would be issued. We will continue to provide a letter as proof of membership with dates stipulated.

iv. IAOP website and database report

This report on the IAOP website and database has been produced by Heidi Lotze, website manager from WH Consulting.

2018 June - December

Various changes and updates made to website after Vancouver Conference 2019

- The perceived auto renewal problem experienced was resolved and renewal notices were sent out to 271 members
- All undeliverable emails addresses were removed from the database
- Further updates done on website for upcoming conference
- It was agreed that update to the website as mentioned in 2018 be postponed until the next conference when a new webmaster and secretary will be appointed.
- It was agreed to do a total membership clean-up of unpaid/undeliverable members.
- Final database clean-up completed mid-Oct 2019, the only members not affected are Retired members (these are to be monitored going forward)

2020

- Renewal notices sent out to 179 members for expiry end 2019 - 7 reminder emails were sent to members between December and February before final delete
- Experienced a problem on the database when sending nominations for voting to members - this was resolved with hosting company and updates made to the server.
- Covid19 conference cancelled and website updated.

Recommendations

- Based on the concern of security and future management of the website it is recommended that IAOP host the website with a service provider of their choice, thus making changing of webmaster and site developers easier to manage.
- Update of website and database based on previous communication is to be considered and implemented.

As noted elsewhere, our website manager, who has worked for us since 2013, wishes to stop acting for us at the end of 2020 and has already kindly extended this date from the date of the cancelled Council meeting. She has been instrumental in setting up the membership database linked to the site, with member login, and PayPal and Worldpay payments. In previous email discussions with the Secretary she has made the following further recommendations:

“With regards to concerns of where the domain is hosted and who offers the hosting I have 1 recommendation to make and I think this will make this process far simpler and safer for the IAOP – I suggest that the hosting be moved to a company in Europe – one that the committee can agree on, we also then change the banking details for domain renewals and hosting renewals to go directly off the bank account of IAOP. Doing this then makes it easier for ANY Secretary or committee member in charge of the website as the new web developer only requires the FTP details and control panel information and can work on the site from anywhere in the world”

“The database is where the strength of this website lies. I suggest a new database is developed as the existing one is as old as 2013 and we have to date only made data updates and changes.”

“We have a rule in place that deletes new registrations where payment is not received within 48 hrs – we have since the start of the new congress switched it off, but it can be activated again. Once the registration is complete, they currently receive notification that they have 48hrs to process payment or it will be deleted. I suggest that an auto renew option be put in place from the start that expiring memberships receive reminders that payment will be due by 31/12/20?? And then 2nd and final reminder after which the registration is deleted. Once the database has been developed and is in place, we will be able to provide a dump file that can just be uploaded, and all the information will be populated (new developers will know how this is done)”.

Council discussion

Secretary would like to thank Ms Heidi Lotze of WH Consulting for many years of support. We could always contact her day or night and she would make the effort to get us what we needed as soon as humanly possible. She has been a great support to both Secretary and Treasurer throughout the decade they managed the IAOP database.

v. Newsletters

No Newsletters were circulated. The last newsletter was sent out in Feb 2016, containing mostly 2015 news. This has been a longstanding issue and discussed at every council meeting. Only one member has ever raised this issue, our previous secretary Dr Michael Aldred who has required about newsletters and the lack thereof over the past number of years.

An IAOP Newsletter was a good way to communicate with members in the past. The newsletter was sent to membership once a year. With the more frequent communication via e-mails the newsletter has become obsolete. There is no information to include and everything that is fit to be included usually has already been circulated via e-mail communication.

It is proposed that this is now removed from the agenda and accepted as no longer an IAOP practice. The bylaws have therefore been adjusted and Council's views on this were sought in the section dealing with the bylaws update and the change agreed.

vi. Other matters

- **Textbook on oral cancer**

Following the authors' generous offer, this email was sent to all members earlier in the year. As this offer remains valid, please feel free to publicise it to your colleagues who are members of the Association:

The IAOP does not endorse specific textbooks or other resources. Dr's John Greenspan and Saman Warnakulasuriya however recently launched a newly published Textbook of Oral Cancer, mainly aimed at trainees. Both editors have been long-time supporters of the IAOP and have generously arranged for the publishers to extend a 20% discount on the price of this book to members. Those who wished to take advantage of this offer could order from springer.com using the code OralCancer2020 (note case sensitive). The offer is for the print and the e-version of the book and is valid until the end of 2020.

ISBN code 978-3-030-32315 (hard copy)

<https://doi.org/10.1007/978-3-030-32316-5>

- **e-learning on website**

This is another long standing IAOP Council agenda point. There has been a lot of discussion over the years regarding allowing educational material on the website. It is proposed that this be included as an active part of the new IAOP website where student members will be able to access teaching material uploaded by individuals who are IAOP members and who is willing to give permission for the material to be "published" on the website for educational purposes. The possibility of an online student "chatroom" for the purpose of teaching should also be considered. However all online education is time-consuming and several members are already involved producing educational material on other websites. Dr Soluk Tekessin has been producing some material on the Pathpresent, a website in conjunction with Prof. Rajendra Singh from Mt. Sinai School of

Medicine New York and following the website reorganisation we should be able to make this available to members. Any other business contains an issue for you to vote on badging her material on this site.

There are some slide seminars and material held by Dr Odell in London and Dr Hunter in Sheffield, UK, from previous conferences. These have remained available to members but have very few users. Much of this material could be consolidated on another site. Dr Odell's site is flash-dependent and so will cease to be active at the end of the year, so adding this material may be a good option to increase the critical mass of the site.

- **Passing of members**

Two deaths of members have been reported to the Association since the Vancouver meeting. The first, in March this year was Prof. Dr. Ismaeil Yazdi. Prof Yazdi may be known to you through the literature but probably not through recent meetings. He graduated at Tufts and worked in Teheran till his retirement. He is credited with organising and establishing specialty in Iran. The second in April this year was Prof Jonathan Olujare Lawoyin who died in Canada but remained a member of the Nigerian Association of Maxillofacial Pathology and Medicine and continue to work for the University of Ibadan in Nigeria, particularly in forensic odontology. Some further details can be found in Dr Nartney's regional report.

- **End of term**

After being secretary of the IAOP since 2010 it is now time for someone else to take the reins of this wonderful Association and bring new changes to the face and functionality of the IAOP. It has been an incredible decade for me and I would like to thank every IAOP President I have had the honour to serve as well as every IAOP Councillor and IAOP member whom helped us to make the IAOP the successful Association it is.

Lastly, a special thank you to our previous long-term and currently assistant IAOP Treasurer and dear friend, Dr Keith Hunter whom I could count on every step of the way for the last decade. I would like to wish the new IAOP Secretary, Dr Ranganathan all the best for his time in office. May it be as rewarding as mine has been!

Council raised no further issues for discussion

16. TREASURER'S REPORT

ANNEXURE 16.1

The president wishes to record his thanks to Harald who has struggled with international banking regulations. It has taken almost 2 years to get him into the position where he can fulfil his duties and he would like to thank him for his persistence and hope that the next two years will be much easier. The president also thank Keith Hunter, who stayed on as assistant treasurer for the London meeting, for his help during this period.

- | | |
|--|----------------------------------|
| i. Financial accounts for year 2018 | ANNEXURE 16.2 and 3 |
| ii. Financial accounts for year 2019 | ANNEXURE 16.4 and 5 |
| iii. Current financial status | ANNEXURE 16.6 |
| iv. Accounts from the 2018 Vancouver meeting | Included in ANNEXURE 16.1 |

- v. Membership and subscriptions Included in ANNEXURE 16.1
- vi. Subscriptions for members with difficulty regarding payment

Nothing further to report.

This agenda item allows us to report additional subscriptions paid at the meeting. There are several members from some countries who are unable to make foreign currency payment to the Association and they bring a cash payment to the meeting. Since we have not held a meeting, this has not been possible, and we may have to consider what we do for these members if no physical Congress is held before 2022. However, to date none of these members have contacted the Association and it is probably easiest to leave a decision on this to the executive of the new council on an individual basis. Obviously, we would wish to retain as many members as possible and would make concessions or special arrangements for these people.

Council agreed on a course of action, though the circumstances are less than ideal. A change of bank should be deferred until a new Treasurer is appointed. It will then be easier to decide where to move to. The nominations committee will be seeking names for a new Treasurer during the next year so members are urged to think about who might take on this role.

vii. Audit of accounts

Because the treasurer has been unable to access the accounts until recently, no audit has been undertaken. Although this is not ideal, accounting for the Vancouver meeting was undertaken by AAOMP. Apart from the loan to London2020 Congress, website maintenance and subscription income, it has not been possible to make any transactions for some time and there are few outgoings. We therefore propose deferring audit until the next Council meeting, by which time the London2020/2021 finances will be clear.

All council members agreed that the presentation of audit of accounts will be deferred until the Taiwan council meeting. Dr Ehardt has indicated that he will demit office as treasurer at that stage. Screenshots of the bank accounts were provided by Treasurer to reassure members of the total figures.

17. REPORTS FROM COUNCILLORS

ANNEXURE 17

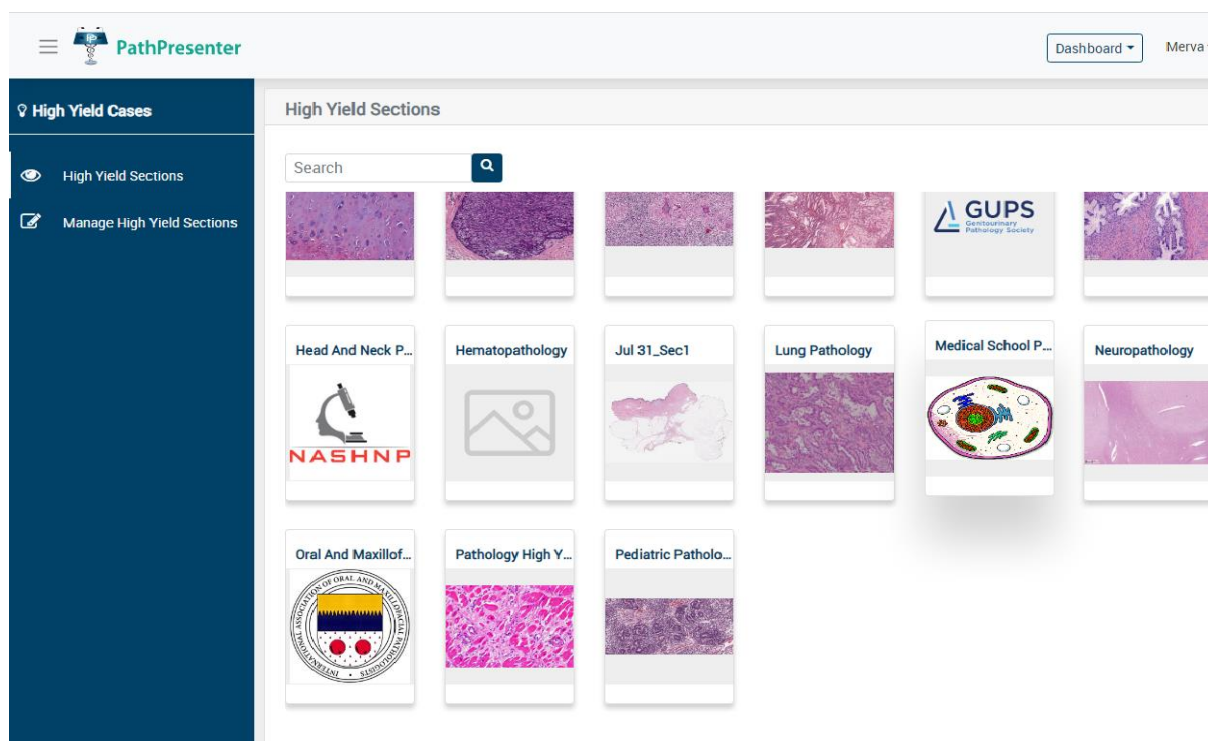
- i. Africa
- ii. Asia
- iii. Australasia
- iv. Europe
- v. Latin America and the Caribbean
- vi. North America

I would like to thank regional councillors for their reports and encourage all to read them. The breadth of activity in the regions is excellent and it is pleasing to see the team in New Zealand training staff for the Pacific region despite the apparent slow demise of oral and maxillofacial pathology in Australia. Please use your regional councillors as a point of contact in these other regions to foster links between regions. See who your colleagues are asking to speak to them and consider whether they would make invitation speakers in your own region.

Council members were thanked for their reports.

18. ANY OTHER BUSINESS

- i. Badging of material on the Pathpresenter website. Dr Merva Soluk Tekkesin, Councillor for Europe, has been producing some excellent educational material on the Path presenter site in conjunction with Prof. Rajendra Singh from Mt. Sinai School of Medicine New York who is the creator of the Pathpresenter.



- ii. Dr Soluk-Tekessin requests the council's permission to use the IAOP logo to badge the oral and maxillofacial pathology folder as an IAOP resource. You can see the website at <https://pathpresenter.net/#/login> . An account is free to anyone with an academic email address. Use of this site has no financial cost to the IAOP and, since the whole slide images are portable, the material could always be consolidated elsewhere at a future date.

Council agreed to the usage of the IAOP logo.

- iii. Thanks to demitting Council members. When this meeting closes we will be saying goodbye to 3 of our regional councillors and I would like to thank Dr's Soluk-Tekessin, Kim and Bologna for their input during their term of office and hope that they will continue to be involved in the work of the Association. We will also be saying goodbye to Dr Tilakaratne, who has served the Association as President and previously as Councillor for Asia for 10 years. Finally, it will be difficult to say goodbye to Sonja Boy after 10 years as secretary. She has been our institutional memory and a lynchpin of the organization for 10 years or more. I am delighted that she has agreed to remain as assistant secretary until the Taiwan meeting to smooth the

transition to our new secretary. The president will say more when he closes the meeting.

Council wished the new members, and especially Dr Ranganathan as new secretary, all the best for the future.