Minutes of the meeting of the ICOS Board of Directors
Helsinki, 17–18 June 2012

Present:
Carole Hough (CH, chair), Terhi Ainiala (TA), Lidia Becker (LB), Milan Harvalík (MH), Antti Leino (AL), Staffan Nyström (SN), Guy Puzey (GP, secretary).

Present on Skype:
Ian Clark (IC, agenda items 1-7; 15-19), Barbara Czopek-Kopciuch (BCK, except agenda items 12-14), Laura Kostanski (LK, agenda items 1-7; 15-17 (a)).

In attendance:
Elwys De Stefani (EDS, agenda items 8-9).

Apologies:
Richard Coates (RC), Kaisa Rautio Helander (KRH).

1. Welcome and apologies

The chair, Carole Hough, called the meeting to order on Sunday 17 June 2012 at 10:23 (Eastern European Time). CH thanked Terhi Ainiala and Antti Leino for organising the meeting, and the Institute for the Languages of Finland for hosting the Board. AL gave a short presentation on the Institute.

2. Confirmation of the agenda

The agenda was agreed.

3. Minutes of the previous meeting (Barcelona 2011)

The minutes of the previous meeting were approved as a true record.

4. Matters arising

<u>Information exchange between Board and organisers of flagship ICOS activities</u>

CH reported it was a matter of concern to the previous Board that these activities were organised slightly at a distance from the ICOS Board, as it was not necessary for Congress organisers or the *Onoma* Editor-in-Chief to be members of the ICOS Board. The Editor-in-Chief has in the past been invited to attend Board meetings. The Board was asked to consider whether the Congress organiser and/or the Editor-in-Chief of *Onoma* should be invited to attend Board meetings, or whether should they be expected to attend. Furthermore, should their relationship with Board meetings be formalised by making them ex-officio or co-opted members of the Board?

CH pointed out that these roles of Congress organiser and Editor-in-Chief should be viewed separately. The Editor-in-Chief is appointed by the Board, while the Congress organiser is an ICOS member who obtains the most votes to host the Congress.

<u>Information exchange with Congress organisers</u>

The issue of information exchange with Congress organisers is not currently pressing because CH (organiser of the 2014 Congress in Glasgow) is on the Board, but this was deemed a good stage to address the principle. Historically, it has commonly been the case that the organiser has been a part of the Board. A previous Board member, Dieter Kremer, was appointed to liaise with the organisers of the 2011 Congress in Barcelona, although the Congress was still organised at a distance. It was generally felt that it would be beneficial for members wishing to organise the Congress to be encouraged to stand for ICOS Board membership. LK suggested making a report from the Congress organiser a standing item on the Board meeting agenda, which could be a written or an oral report.

It was agreed unanimously that the notes for potential Congress organisers should be amended to state that Congress organisers are encouraged to stand for election to the Board, but that they are also expected to produce reports for the Board and to be available to respond to any comments on this report arising from at least three Board meetings. **(Action: GP, AL)**

<u>Information exchange with Editor-in-Chief of *Onoma*</u>

It was agreed unanimously that the Editor-in-Chief of *Onoma* would be invited to attend Board meetings for the item on the agenda regarding the journal, and that the Editor-in-Chief would be welcome to stay for the rest of the meeting.

5. President's report

CH is very proud to be following in the footsteps of Bill Nicolaisen and to be the second ICOS president from Scotland. ICOS has been a key factor in contributing to onomastics becoming a major discipline in its own right, with its own sub-branches. The field is thriving in terms of publications and conferences. Burgeoning interests in, for example, commercial names and critical toponymies now have their own conferences and publications. This is one reason why it is so important for ICOS to be seen as an umbrella organisation bringing various strands into a coherent whole.

It is in the nature of name studies to be local to a particular part of the world, and many name scholars see their first loyalty to be towards their national name societies. It is a challenge for ICOS to play a key role as an organisation supporting national societies by providing international recognition and a framework to support national-level activities, so the visibility and international credibility of ICOS are important issues for discussion. People are often keen to join ICOS at the Congress, in the moments immediately prior to the General Assembly, and that short-term enthusiasm could be converted into a long-term commitment.

CH highlighted two main indicators of the current strong position of onomastics. The field is attracting funding for research in new parts of the world and new areas of onomastics. In countries such as Finland, onomastics has been supported for a long time, as in Sweden and Denmark. In England, place-name research has been supported since the early twentieth century. In Scotland, there has historically been hardly any funding for such projects, but in the last few years, there have been four major funded projects in onomastics. Elsewhere in the United Kingdom, the Family Names of the United Kingdom (FaNUK) project directed by Richard Coates received one of the biggest ever grants awarded by the Arts & Humanities Research Council. These indicators suggest a healthy state of affairs for onomastics, which should be built upon.

Oxford University Press has commissioned a *Handbook of Names and Naming* to be published in 2015 (edited by CH) alongside its other handbooks dealing with key areas of linguistics. A number of Board members and ICOS members are contributing. CH's introduction will highlight the role of ICOS in developing name studies worldwide since the mid-twentieth century. RC's list of members' interests was very useful in planning this volume.

It is important to attract and support more young scholars to ICOS. There were many students at the Barcelona Congress, many of whom have gone on to submit abstracts for conferences such as Names in the Economy, Trends in Toponymy and others. One of the students at the Barcelona Congress has purchased the domain onomastics.co.uk and is planning to develop it. Initiatives such as this should be endorsed by ICOS and brought within its infrastructure. CH suggested that there might be potential to establish a position on the Board for a postgraduate representative.

TA responded on behalf of the other Board members by thanking CH for her report and for her enthusiasm. TA agreed that onomastics has a great future ahead and that young researchers and students should be encouraged to become involved in ICOS. TA took four of her master's students to the Names in the Economy 4 Symposium in Turku on 14-16 June 2012. These students were inspired by the conference and given many new ideas, as well as feeling that they also belonged to the onomastic community.

Postgraduate representative

There was wide endorsement in the Board of CH's initiatives to support disparate groups and to include students. According to Article 9.1 of the ICOS Statutes, the Executive Committee is responsible for the procedures to elect the Board. There are six at-large members of the Board, and it is within the remit of the Board to reserve one of these positions for a postgraduate representative. It was therefore agreed unanimously that at the next election, five at-large members will be elected, and there will be a separate vote for a postgraduate representative.

6. Secretary's report

GP reported that the sending of e-mail communications regarding calls for papers etc. has occasionally been slowed down by technical matters, such as the large volume of expired e-mail addresses in the ICOS mailing list. GP has also been endeavouring to make mailings trilingual where possible and has received grateful feedback from ICOS members. MH suggested that Pierre-Henri Billy may be able to help checking any French text when necessary, and LB kindly offered to help with checking German text.

GP suggested that he and SN could find a smoother solution to co-ordinate membership lists, possibly with the use of an online solution such as Dropbox.

7. Treasurer's report

SN delivered his report.

The Board expressed its thanks to the previous Treasurer, Katharina Leibring, for preparing accounts.

CH queried whether *Onoma* should aim for a standard length in terms of the number of pages, as this is a major part of expenditure and a standard length would help with planning. It was deemed that funds are sufficient to cover normal publishing costs.

The status of the accounts suggests that ICOS can bolster its student support, including advertising travel support before the Congress.

8. *Onoma* Editor-in-Chief's report

CH welcomed the Editor-in-Chief of *Onoma*, Elwys De Stefani, to the meeting, in order to give his report.

Doreen Gerritzen resigned as Editor-in-Chief on 25 January 2011, and EDS was appointed on 28 June 2011. Doreen Gerritzen has editorial responsibility until vol. 46.

Onoma 44 (2009) on 'African Onomastics' (ed. by Adrian Koopman) has already been published.

Onoma 45 (2010) on the 'History of Onomastics' (ed. by Maria Giovanna Arcamone and Martina Pitz †). Authors are awaiting the third print proof, and Maria Giovanna Arcamone is finishing her introduction.

Onoma 46 (2011) on 'Names and Minorities' (ed. by Dunja Brozović-Rončević) / 'Toponomastics and Linguistic Landscapes' (ed. by Guy Puzey). The first section is awaiting the completion of one article; the second section is awaiting the completion of two articles and others need revision.

The current *Onoma* Editorial Board was appointed by the ICOS Board on 7 March 2012:

- Maria Giovanna Arcamone
- Pierre-Henri Billy
- Dunja Brozović-Rončević

- Richard Coates
- Elwys De Stefani
- Milan Harvalík
- Carole Hough
- Adrian Koopman
- Julia Kuhn
- Antti Leino
- Grant Smith
- Mats Wahlberg

EDS spoke about the role of the Editor-in-Chief. EDS would like Editorial Board procedures to be as democratic as possible. There are particular challenges approaching since, from now on half of *Onoma* will be thematic and the other half non-thematic.

Upcoming volumes

47 (2012) on 'Contact and Interference Phenomena in Onomastics' (ed. by Wolfgang Haubrichs and Max Pfister). Nine articles and an introduction have been written, and three more contributions are expected by the end of June 2012. An internal review is being carried out, after which there will be a review by the Editorial Board.

48 (2013) on 'Names and Law' (ed. by Katharina Leibring and Andreas Teutsch). The manuscript of this mono-thematic issue is due to be submitted to the Editor-in-Chief on 31 August 2012. An internal review is being carried out and there will be a second review by the Editorial Board.

49 (2014) on 'Names and Religion' (ed. by Per Vikstrand).

Starting with vol. 50 (2015), new editorial guidelines will be applied. Any researcher will be able to submit a proposal for a special (thematic) issue or for a single paper. EDS has prepared a call for papers and a call for thematic issues. In future, material is likely to be published according to the order in which it is ready, instead of allocating years and numbers to issues before they are completed. Reviews for themed articles will be carried out firstly by people suggested by the guest editors and secondly by Editorial Board members.

Editorial policy

EDS is reorganising the editorial policy and has circulated drafts of the following documents for comment by Editorial Board members:
- Information for authors of single papers;
  Information for guest editors;
- Style sheet for authors (which will be distributed to authors of the current issues to adapt their papers to this style);
- Evaluation grid for paper reviewers (including comments to authors and comments to editors).

It was queried whether the Editorial Board should be responsible for approving such documents as style sheets, or whether the Editor-in-Chief should be primarily responsible for such things. The ICOS Board felt that final decisions on editorial policy should ultimately be up to the Editor-in-Chief

Other matters currently being discussed within the Editorial Board include:

- Should there be one style sheet for all the *Onoma* languages or different style sheets for English, French and German?;
- Editorial responsibility of half-thematic volumes (starting with vol. 47);
- The organisation of translation and proof-reading.

Regarding the last item, the new editorial policy states that authors are responsible for the standard of language in their articles and should ask native speakers to proof-read their articles. It should be made clear that papers could be rejected if the standard of the language used is not adequate.

Membership of the Editorial Board could be expanded to incorporate people with more language skills (the Editorial Board currently has few native-level speakers of French and German), and who are willing to contribute towards the work of *Onoma*.

Publishing matters

EDS is due to have a meeting with the Peeters, the publisher of *Onoma*.

CH asked who owns the copyright for material in *Onoma*, as it is unusual now for there not to be an explicit agreement between authors and journals. EDS and AL explained that there is no indication of copyright, so individual authors own the copyright to their own articles. ICOS cannot give the commercial rights to Peeters for older issues.

IC queried the possibility of e-publishing in order for articles to be published on an individual basis before the paper volume is published as a whole. The time lag in publishing can mean that articles are no longer current when they are eventually published. EDS explained that pre-publication of articles is up to individual authors. It is possible, but authors should mention that their articles are to be published in *Onoma* and give the relevant volume number.

LK mentioned that the editing process, including submission, could also be made more electronic. EDS acknowledged this but pointed out that such electronic solutions can be expensive. It was felt that the feedback grid in development for reviewers will fill this gap.

EDS might also explore a new design for the *Onoma* cover in future. The new version of the ICOS logo could be used.

The Board expressed their gratitude to EDS for his excellent work with *Onoma*.

9. Report of the Bibliographical Database Group

BCK presented the following report:

At present the ICOS Bibliography Group consists of fourteen members:
- Doreen Gerritzen – Secretary (Netherlands)
- Karina van Dalen-Oskam (Netherlands) as the connection to the manager at Huygens ING now responsible for any decisions on the bibliographical tool used (Dr Els Kloek)
- Maria Giovanna Arcamone (Italy)
- Leendert Brouwer (Netherlands)

- Richard Coates (United Kingdom)
- Milan Harvalík (Czech Republic)
- Katharina Leibring (Sweden)
- Peeter Päll (Estonia)
- Dunja Brozović Rončević (Croatia)
- Yaroslav Redkva (Ukraine)
- Valéria Tóth (Hungary)
- Irena Kałużyńska (Poland)
- Yolanda G. Lopez Franco (Mexico)
- Barbara Czopek-Kopciuch (Poland) – head of the Group

At the meeting of the Group during the Congress in Barcelona, we decided that each member of the Group will be responsible for new entries and checking them for a month at a time. The work was done by the members of the Group according to this schedule. Unfortunately some of the members who were not present at the meeting have not chosen the months for which they are due to be responsible. My e-mails to them remain unanswered.

As for the result of our work, we now have:
- 116 entries of books (in Barcelona report: 76 books)
- 49 entries of journals or series (in Barcelona report: 37 journals or series)
- 8 entries of special journal issues (in Barcelona report: 8 special journal issues)
- 2 entries of CDs/DVDs (in Barcelona report: 1 CD/DVD)
- 12 entries of websites (in Barcelona report: 0 websites)
- 92 entries of book articles (in Barcelona report: 54 book articles)
- 381 entries of journal articles (in Barcelona report: 194 journal articles)
- 23 entries of reviews (in Barcelona report 3 reviews).

At the beginning of the work since the Barcelona Congress there were some technical problems, which have caused delays. Now everything is working well. From the comparison it is clear that the work is proceeding quite well. All entries have been checked (Yolanda has checked all entries in Spanish and French).
As it is my second term on the Board and, as the head of the Group should be a Board member, I think it would be good if one more Board member would join the IBOS Group.

Barbara Czopek-Kopciuch

LB agreed to join the Bibliography Group.

BCK repeated the request she made in Barcelona for ICOS members to enter their own publications in the Bibliography database. The Bibliography Group would like more people to register for this system and to add their own publications. The entries have to be checked by Bibliography Group members.

CH felt that the database is especially useful for searching for material by subject, although Board members reported some trouble searching the database, due to important keywords missing. MH explained that during his first term on the ICOS Board (2002-2005), a list of keywords was compiled and a structure was composed.

LB and GP suggested that a topic tree list of keywords on the database website would be a useful addition.

An encouragement to contribute towards the bibliographical database will be published on the website. **(Action: AL)**

EDS left the building to catch his flight.

10. Report of the Terminology Group

MH reported on work in the Terminology Group. Last year, led by Julia Kuhn, one stage of the Terminology project was completed: a list of basic onomastic terms in all official ICOS languages has been published on the ICOS website.

At the Group's inception in 2004, it had twelve members, and it now has eighteen members:
- Terhi Ainiala (Finland)
- Maria Giovanna Arcamone (Italy)
- Hubert Bergmann (Austria)
- Donatella Bremer (Italy)
- Pierre-Henri Billy (France)
- Dunja Brozović Rončević (Croatia)
- Enzo Caffarelli (Italy)
- Ana María Cano González (Spain)
- Richard Coates (United Kingdom)
- Doreen Gerritzen (Netherlands)
- Isolde Hausner (Austria)
- Milan Harvalík (Czech Republic)
- Naftali Kadmon (Israel)
- Adrian Koopman (South Africa)
- Dieter Kremer (Germany)
- Julia Kuhn (Austria)
- Staffan Nyström (Sweden)
- Mats Wahlberg (Sweden)

Now the next stages need to be considered. A basic or core group could be constituted by the current members of the Terminology Group, with various other working groups organised around this core. These other groups could be based on linguistic terms, or on special fields. Groups could prepare versions of the existing terminology lists in their own languages, i.e. not only in ICOS official languages. Working groups could also be established on, for example, toponomastic terminology, theory and methodology etc.

SN wondered whether these groups should be narrower. Perhaps there could also be a focus on literary onomastics, commercial names and other growing areas. The list of terms on the ICOS website could also become more interactive. An UNGEGN database (in English, Spanish and French) has recently been developed precisely along these lines (Arabic, Russian and Chinese versions are to follow, and a Czech version has recently been completed too).

MH will develop the potential structure of working groups and suggest some potential members. **(Action: MH)**

It was felt that the chair of the Terminology Group should be free to make decisions about the composition of the sub-groups. Being able to participate in such activities could be a major incentive for joining ICOS.

Artur Gałkowski, the President of the Commission for Slavonic Onomastics with the International Committee of Slavists, has compiled a list of Polish onomastic terms (http://onomastyka.uni.lodz.pl/strona-glowna/terminologia-polska) and MH asked whether the link could be published on the ICOS Terminology Group website (as A. Gałkowski's had suggested to MH).

11.   Webmaster's report

AL reported that the website seems to be fairly up-to-date. AL would like to change the underlying platform, possibly to MediaWiki. This would, for instance, allow the Terminology Group to conduct most of their work directly on the website. Reworking the website would also allow for more detailed statistics on visitor traffic to be gathered. Furthermore, a wiki interface would allow other Board members to contribute towards editing the website.

AL would like to have more updates about conferences on the website. This information can be sent to AL.

12.   ICOS homepage and social media

MH pointed out that some of the links on the ICOS website no longer work.

LB suggested that various information to be updated could include details of Congress proceedings (and where/how to purchase), and a link to the proceedings of the 2008 Congress in Toronto. RC once compiled a list of members' interests; an updated list would be very useful and could be published online, with members' permission.

A list of essential works on specialist topics and general introductory texts would also be useful, although MH mentioned that there was a danger of leaving out important texts if only a few were to be selected for each country, which could lead to an imbalance.

CH recommended that details of places where onomastics is taught would also make a useful addition to the website.

The ICOS Facebook and LinkedIn groups seem to be attracting more members, but not that many compared to the overall ICOS membership. GP mentioned that it is important to post news articles on the ICOS Facebook page, and that Board members can contribute to this as individuals.

13. ICOS language policy

The matter of the ICOS trilingual language policy, especially with regard to the newsletter, came up at the GA in Barcelona. It also affects other activities, such as newsletters, minutes of Board meetings, the website, communications, Congresses and *Onoma*.

The previous Board felt it was acceptable to communicate in English, while still supporting the status of other languages in ICOS, especially as conference and journal languages.

It was agreed that newsletters are to be trilingual, and that the minutes are no longer to be part of the newsletter. Minutes will be uploaded to the website.

As for the website, the introduction to ICOS should at least be available in three languages. It would be desirable to have more of the online content available in all three languages, but that would require a translator.

14.   Newsletters

CH described how previous newsletters were mainly used as a platform for the minutes, while now we could move to having shorter newsletters with actual news. These items could include conference announcements, calls for papers, interesting items from the minutes, information on the editorship of *Onoma*, a report on the last Congress, brief items on conferences that have taken place and news on members. **(Action: GP)**

LB suggested that newsletters could be posted on the ICOS Facebook page if they are not too long.

15.   Conference proceedings

Barcelona proceedings

CH e-mailed Joan Tort regarding the Barcelona proceedings. He replied that by June 2012, 310 out of 361 papers had been submitted. The Generalitat de Catalunya is studying the format of the publication, which is expected to be digital. The idea is to publish the proceedings in digital form (for example as an e-book or CD). A circular will be sent to all contributors once the Generalitat de Catalunya has confirmed the format.

The reviewing process is expected to be completed by September 2012. There are three options for thematic session reviewers: papers can be accepted, accepted with minor changes, or rejected. Proofs will then be created.

IC suggested that future Congress bids should include a proposed publication timeline. Current guidelines for potential Congress organisers only mention that ICOS does not cover the costs of proceedings.

Glasgow proceedings

There was an exchange of ideas about the proceedings from the forthcoming 2014 Congress in Glasgow. CH has been considering the options for producing digital proceedings for Glasgow. An e-book, or e-volumes, would be a good way forward, mirroring the format of printed ICOS proceedings. The Scottish Place-Name Society has published various e-books and has a procedure for obtaining ISBNs. The most straightforward distribution option might be for proceedings that are freely accessible to everyone, although this would preclude libraries from purchasing copies.

Regarding the option of publishing proceedings on the ICOS website, perhaps on a reserved members-only section, AL stated that this would be a possibility, but from the point of view of

authors, free availability of papers is probably better. This opinion was shared by other members of the Board.

Several members of the Board expressed their personal preferences for hard-copy books, but current costs make this difficult. GP suggested that an e-publication with a print-on-demand option might offer a compromise.

16.   Visibility and international credibility of ICOS

RC circulated an email suggesting the inclusion of this topic as a standing item. He wondered how to increase the visibility and international credibility of ICOS.

ICOS leaflets

In his term as Secretary, EDS created trilingual ICOS leaflets. A stock of these has been passed on to GP, and SN also has some copies. TA suggested that these should be available and presented at different conferences. The latest electronic version of this leaflet should be distributed to Board members. **(Action: GP)**

Competition for best papers by ICOS members

LK proposed an annual competition for the best papers by ICOS members. This could be aimed either at student members or at all members. BCK felt this would attract more members, especially younger members. GP suggested this might also be tied into the bibliographical database, as a competition for the best paper submitted to the bibliographical database. **(Action: LK)**

List of members' interests

The task of updating the list of members' interests was raised, and GP suggested a survey could be done, using the ICOS lists of terminology to suggest keywords. This survey must be trilingual. Instructions will be included in the next newsletter. **(Action: GP)**

Joining procedures

The membership section of the website seems to imply misleadingly that there is an application form for joining ICOS. This section should be clarified to state that anyone interested in joining should simply contact the Treasurer. **(Action: AL)**

SN will also ask any new members for their research interests to be added to the website. **(Action: SN)**

Affiliate organisations

A definition of affiliate organisations was found from RC's time as secretary:

   The Board of Directors of the International Council of Onomastic Sciences wishes
   to establish closer links and better communications with other academic

organizations in onomastics. In order to do this, ICOS wishes to introduce the notion of an 'affiliated society'. This concept has a narrow technical definition: an affiliated society will allow communications from ICOS to be transmitted electronically to all its members who use email. These communications will always be under the control of the relevant society, whose webmaster or web officer will receive the communications and then forward them to the membership if s/he approves them. These communications will consist only of ICOS Newsletters (irregularly, usually one or two per year), conference notices, and selected items of ICOS internal business. No commercial mail whatever will ever be sent to affiliated societies. In return, if the affiliated society wishes, ICOS will publicize similar material produced by that society. Affiliated societies will be mentioned on the ICOS web-site with a link to their own web-site. We would also like individual members of ICOS to be allowed to post to any list operated by the affiliated society, again with the permission of that society's webmaster or web-officer, but that can be subject to bilateral negotiation. ICOS currently has no list or blogspot of its own.

These links should be capitalised upon, with the ICOS newsletter circulated to organisations. Board members are to look at the list of affiliates and consider whether there are any other organisations that should be affiliated. **(Action: all)**

GP to commence updating the details of affiliates. **(Action: GP)**

17. Future Congresses

17. (a) Glasgow 25-29 August 2014

The conference dates and theme should be added to the website. **(Action: AL)**

CH gave details on the forthcoming Congress, which are subject to change with more than two years to go until August 2014:

Timescale

It is intended for announcements and the submission process to begin early enough to give people time to plan and to apply for funding to attend, but not too early, so that the research presented will be as current as possible.

CH's suggested timeline:
- June 2013: Call for papers;
- End of September 2013: Deadline for submissions, followed by almost three months for reviewing;
- End of December 2013: Notifications of acceptance
- January 2014: Registration opening
- End of April/mid-May 2014: Close of early-bird registration
- Mid-July 2014: Close of registration altogether

Procedure for abstract submission

CH is planning for abstracts to be submitted online and is aiming for a bottom-up approach to session delimitation, defined by which 'environments' are covered in abstracts. Paper submitters are to define one principal environment and (optionally) other environments. This will help to organise the Congress into sessions, and to approach targeted funders.

There will be opportunities to submit proposals for papers, posters or panels of three papers.

The Board agreed that those submitting abstracts for papers or posters would be required to be ICOS members, although no consensus was reached on whether they would be required to be ICOS members in 2013 (abstract submision), in 2014 (Congress date) or both. The Board will return to this at its next meeting, when the Glasgow call for papers will be imminent.

It was agreed unanimously by the Board that there should be a limit on the number of abstracts presented by one individual, with a maximum of one paper as main author and one as a joint author.

LK suggested that affiliated organisations could be asked to put forward three-paper panels. CH agreed to this suggestion.

Languages

The official languages of the Congress will be English, French and German.

Abstract review procedure

For reviewing abstracts submitted, the organisers hope to draw upon the combined efforts of the local organising committee, the international scientific committee and the ICOS Board members. It was agreed that abstracts should be anonymised and double-blind reviewed.

The organisers will aim to include as many papers as possible from the 'definitely accept'-rated category of submissions, as well as from the 'probably accept' category, with priority for students among the latter group.

There will be different criteria for poster submissions.

Meetings of special groups can be proposed. SN suggested that the UNGEGN Working Group on Publicity and Funding could lead a special meeting or roundtable discussion on the promotion of onomastics.

Financial issues and student travel subsidies

Although the finances are in the remit of the Congress organisers, CH reported estimated fees to the Board. The estimated minimum early-bird registration fee for ICOS members is £175 (approx. €200), or £100 (approx. €115) for students. As well as attendance at the Congress sessions, this will include a book of abstracts, tea and coffee and two receptions. The day registration package will be set at approx. £80 per head. The registration fee for non-ICOS members will be slightly higher.

CH asked if ICOS might be able to offer some subsidy to students' expenses. Funding was given to students attending the Barcelona Congress, but this was only announced immediately before the conference. It would be good to advertise this in advance.

Student ICOS members from outside Scotland could be given some contribution towards their travel expenses. Speakers from outside Europe could be given a higher amount. The figure will be decided nearer the time. IC suggested it would be better to have a fixed sum of money and then to work out how to divide it equitably.

In some places, national sources of funding are also available to students.

Poster prize

An ICOS-awarded prize for the best conference poster would be practical and could be judged either by the conference committee, or each delegate could be given a voting form. The Board agreed on the principle of a prize. A certificate could be presented as well as a cash prize, with the exact amount to be determined by SN. **(Action: SN)**

LK also suggested that the prize-winning poster could be posted on the ICOS website.

Keynote speakers

With keynote speakers, CH reported that the organising committee is aiming to cover different areas of onomastics and different areas of the world than were covered in Toronto and Barcelona.

Other Board members confirmed that registration, accommodation and travel are normally reimbursed to keynote speakers, from Congress funds.

Proceedings (see also item 15 above)

The organisers are aiming at producing non-refereed proceedings. The proceedings will be proof-read for the standard of language used. Board members noted their willingness to assist in checking the linguistic standard of papers

17. (b) Bidding procedure for 2017

Bids need to be submitted by 31 May in the year in which a General Assembly takes place.

Guidelines are now available on the website for any members interested in bidding for future Congresses. It was agreed that the conference proceedings publication timeline should be included in the point of the guidelines concerning the conference planning timeline. **(Action: AL)**

It was further agreed that point 1 of the guidelines should state 'Name, address and institutional affiliation of the ICOS member responsible for the bid', and guideline point 8 should also state that the costs should be backed up by a draft budget of income and expenditure. The date at the top of the guidelines should be changed to refer to the submission deadline in 2014, and the signatures of the previous office holders should be removed. The word 'housing' should be changed to 'accommodation'. **(Action: AL)**

There should also be an item in the next newsletter asking for Congress bids and soliciting nominations. **(Action: GP)**

18. Next meeting

It was agreed to hold the next meeting at the University of Glasgow on Friday 22 and Saturday 23 February 2013.

19.   Any other business

This was the first Board meeting held with a combination of Skype and face-to-face participation. The June 2011 Board meeting was held on Skype, but all participants communicated via Skype, and nobody was face-to-face.

Although some technical problems did not allow for the use of webcams on this occasion, it was felt that the meeting worked well, although IC, BCK and LK would have preferred to be in Helsinki and to participate in the informal sides of the meeting as well. It was felt that the mix of some Board members sitting in the same room and others on Skype helped to focus discussion.

The Board members thanked TA, AL and the Institute for the Languages of Finland for hosting us and the University of Helsinki for a delicious dinner at Ravintola Kolme Kruunua.

CH closed the meeting at 12:45 on Monday 18 June.

Guy Puzey
Secretary
18 June 2012