



Minutes of the meeting of the ICOS Board of Directors Glasgow, 22–23 February 2013

Present:

Carole Hough (CH, chair), Milan Harvalík (MH), Staffan Nyström (SN), Guy Puzey (GP, secretary).

Present on Skype:

Terhi Ainiala (TA, agenda items 1-7, 11-12), Ian Clark (IC, agenda items 1-10), Richard Coates (RC, agenda items 6-7, 11-15), Antti Leino (AL, agenda items 1-3, 11-18). Kaisa Rautio Helander (KRH).

Apologies:

Lidia Becker (LB), Barbara Czopek-Kopciuch (BCK), Laura Kostanski (LK).

1. Welcome and apologies

The chair, Carole Hough, called the meeting to order on Friday 22 February 2013 at 09:45 GMT.

2. Confirmation of the agenda

The agenda was agreed.

3. Minutes of the previous meeting (Helsinki, 17–18 June 2012)

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

4. Matters arising

No matters arising.

5. President's report

CH reported that a number of interesting and important events had taken place in recent months. Trends in Toponymy 5 was organised in Bern on 9-13 July 2012, which was a great success. The Board congratulates the organisers and wishes future Trends organisers well for the continuation of the series.

CH would like ICOS to be more inclusive, featuring more onomastics conferences on the website's breaking news section. A more comprehensive list of conferences could be made if AL can be informed of things on a rolling basis. With the arrival of important publications such as *Facts and Findings on Personal Names* and *Names in Focus*, CH also wonders whether ICOS could do more to advertise key books at the point of publication. Could this perhaps be done on the website's breaking news section or in a separate section?

One PhD student at the University of Glasgow, Alice Crook, has purchased the Internet domain *onomastics.co.uk* and is developing it as a forum for UK postgraduates and others (the website has had visitors from across the world). CH thanked ICOS Board members for contributing, for example LK contributed the January 2013 feature of the month.

In other postgraduate developments, the April 2013 conference of the Society for Name Studies in Britain and Ireland is to be preceded for the first time by a postgraduate workshop, intended to be an international event for postgraduates. The workshop is being organised by students themselves, primarily Alice Crook and Leonie Dunlop. Due to funding from the University of Glasgow, the workshop is free to participants, although they have to pay their own travel costs. Ten participants are expected from five different countries. The Cultural Contacts Fund is a possible funding source for students' travel costs.

Many master's and doctoral students produce dissertations or theses that remain unknown but could be more fully utilised. For example, in the Scottish context, many people had been referring to PhD theses by May G. Williamson (1942) and Norman Dixon (1947) without ever having seen them. Now these have now been digitised by the Scottish Place-Name Society. It was queried what ICOS could do to improve the visibility of postgraduate work. Completed theses might fall under the remit of IBOS, but perhaps summaries of postgraduate work could be published in a section of the ICOS website, covering both completed work and work in progress and letting website visitors know where these works can be consulted. Supervisors' details could be given as suitable points of contact.

There was agreement from the rest of the Board of the importance of supporting postgraduate initiatives such as these. TA commented that master's dissertations remain unpublished in Finland too. Although the texts themselves are usually in Finnish, lists and summaries of these might be a useful addition to the ICOS website, if authors or supervisors can be contacted for further details about their work. Compiling such a list of postgraduate work at the University of Helsinki, at least, would not be excessive work.

MH pointed out that there is a special section in *Acta Onomastica* for articles based on theses, as well as a list of master's dissertations in the Czech onomastics bibliography. This existing list could potentially be drawn upon for use on the ICOS website.

6. Secretary's report

GP reported that a newsletter was under development for the summer of 2013 but would take time to translate to French and German. Another is due to follow at the end of 2013, with a third in the first half of 2014.

GP is also planning to construct a survey to update members' research interests, which could also be used to update members' contact details.

Sending emails to members with conference details or similar messages is a very lengthy process. Due to the current email set-up, the sending alone takes at least 45 minutes each time. A mailing list solution would be preferable so that it would be easier to send such emails.

It was agreed that ICOS should develop its balance of communications, making use of the website and social media as well as the newsletter, which may even be phased out in future.

7. Treasurer's report

SEK account

For	paid	received
Bank costs	1074 = 125 EUR	0
Credit card costs	4210 = 489 EUR	0
Interest	0	315 = 36 EUR
ICOS organizational costs	0	0
Membership fees	0	8685 = 1008 EUR
Donations	0	87 = 10 EUR
Other	0	0
TOTAL	5284 SEK = 614 EUR	9087 SEK = 1054 EUR

Exchange rate valid 2012-12-31

EURO account

For	paid	received
Bank costs	0	0
Credit card costs	230 (39 + 40.52 + 150 €)	0
Interest	0	0
ICOS organizational costs (75)	75	0
ICOS flyer	760	0
ONOMA	0	0
Membership fees	0	2390
Donations	0	40
Other	0	0
TOTAL	1065 EUR	2430 EUR
IN ALL	OUT: 1679 EUR	IN: 3484 EUR

Status of the Swedish bank accounts 2012-12-31

Account no 497646-0 in SEK 6,795 SEK (= 791 EUR)

Account no 497646-0 in EUR (Euro-pocket) 46,162 EUR

Account no 1830 27 14593 (savings) 18,801 SEK (= 2187 EUR)

TOTAL: 49,140 EUR

SN suggested transferring at least 25,000 SEK from the current account to the savings account.

It was agreed that a cash prize would be appropriate for the best poster presented at ICOS 2014.

If it is needed to use some ICOS funds this year, some could be set aside in advance of ICOS 2014 to go towards travel bursaries. These funds could perhaps be transferred to the University of Glasgow or to the Cultural Contacts Fund and ring-fenced for travel bursaries.

Other possible projects were discussed that might benefit from ICOS funding, such as RC's suggestion of an occasional minor monograph series, like the series run by the Philological Society. This could feature work by postgraduates and could be reasonably priced with on-demand printing.

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

A report had been received from outgoing Editor-in-Chief Doreen Gerritzen. *Onoma* 46 was currently with printers and should be out very soon.

The new Editor-in-Chief is temporarily unavailable, so the Board discussed other options for editing the journal. (After the meeting, AL was appointed acting Editor-in-Chief).

ICOS would be able to offer financial support to pay a postgraduate student for editorial assistance. ICOS would also be able to pay for a new cover design if required.

9. Report of the Bibliographical Database Group

BCK presented the following report:

There are no changes in the Bibliography Group. But it must be said that I do not see much activity since October 2012. Some members are inactive and although I have written to them I have not got an answer. I have no contact with Dunja Brozović and Leendert Brouwer. I have spoken a few times to Yaroslav Redkva, but I do not see his activity. There is a question if we ask the people once more if they would like to work on the bibliography or if we write to them to thank them for their cooperation. I leave this for consideration of the Board.

All entries which are in our database were checked up by me at the beginning of this year. We currently have entries covering:

- 138 books;
- 49 journals or series;
- 8 special issues of journals;
- 2 CDs/DVDs;
- 12 websites;
- 134 book articles;
- 381 journal articles;
- 0 website articles;
- 23 reviews.

So the database is slowly growing.

The Board expressed its thanks to the database group and especially to BCK. The Board would like to ask IBOS how they prioritise which are the most important publications to include? Are they ICOS publications or 'canonical' texts, or does prioritisation follow no strict pattern? **(Action: BCK)**

A suggestion was repeated (originally made by LB and GP at the Helsinki meeting) that a topic tree list of keywords on the database website would be a useful addition, so that entries could be viewed without needing to enter search terms.

The Board asked the ICOS webmaster to consider how important new publications can be best highlighted on the website. **(Action: AL)**

Consideration was given to how ICOS might be able to incentivise the use of the database. One possible option might be a reduced ICOS membership fee for those who have submitted ten entries or more. It was suggested that ICOS Board members may wish to set an example by contributing some of their own work. **(Action: all)**

An item about IBOS will be included in a future newsletter. **(Action: GP)**

10. Report of the Terminology Group

MH presented his report.

MH has started elaborating the structure of entries for particular terms. Entries should contain:

- A description of the term;
- Examples;
- Variants;
- International and national terms (if these exist);
- Antonyms;
- Information on grammatical characteristics of terms (often important for e.g. Germanic and Slavonic languages).

MH is also preparing instructions for members of terminology sub-groups and has started contacting new collaborators. New contacts have been made with colleagues from Slovakia preparing their own list of Slovak onomastic terminology. Work is progressing and MH is looking forward to showing the Board more results at the next meeting.

The Terminology Group's last physical meeting was in Uppsala two years ago, and there was a short meeting in Barcelona in 2011 too. Other contact is by email.

CH thanked MH and congratulated him on his work. The work looked very impressive in Barcelona and even better in Helsinki.

11. Webmaster's report

AL has been able to add items to the website, including the action points from last summer's meeting. The content management system is not as easy as had been hoped.

The Facebook and LinkedIn groups have been established and are very steadily gaining members. AL and GP have admin rights on both. AL explained the genesis of these groups from the Barcelona GA. The Facebook group, in particular, has a mix of existing members and new members.

CH wondered if there was there more that ICOS members or Board members could do to contribute and provide new content for the website. Board members were encouraged to contribute with more informal matters to the Facebook and LinkedIn pages.

Uploading information about books on the IBOS website is possible in theory but more difficult in practice. The ICOS and IBOS websites are separate.

The Board agreed with AL that it would be good to make the website more interactive and dynamic. RC suggested that an 'Ask an onomast' public service could be offered through the ICOS website. It might attract interest as an outreach project. RC suggested it could be run as a multi-author blog. AL remembered that this had been discussed at a meeting of the previous Board and might be a good idea. In terms of technicalities it would fit nicely as AL would like to update the content management system anyway before handing over to a new assistant secretary.

ICOS Board members cannot stay for more than two terms, so there is often a bit of a break between Boards. CH suggested that it could be useful to have a job description of the executive roles in the Board in advance of the Glasgow GA. It might encourage people to stand for positions if they know what is entailed and who is responsible for which tasks. These guidelines could be published as part of the call for nominations. It would also be useful for members to know whom they should approach if they have books to be publicised etc. **(Action: CH, RC/MH, SN, GP, AL)**

KRH wondered whether money might be needed to improve the website. AL felt that money would not be needed.

12. Conference proceedings

Pisa proceedings

The final volume of the Pisa proceedings will be published this year. It was decided not to publish some thematic sections.

Barcelona proceedings

CH has received a section-by-section breakdown of progress with the Barcelona proceedings:

- 314 papers have been received;
- 164 have been reviewed and corrected;
- 118 have been reviewed and are awaiting corrections;
- 20 papers are pending (in discussion with reviewers);
- 12 papers have been rejected;
- 7 thematic reports have been received from section chairs, while another 5 are pending.

The final stage of editing is aimed for the end of 2013, so publication should be expected before the Glasgow Congress.

Future proceedings

RC and KRH wondered whether, bearing in mind the good financial position of ICOS, executive editors could be hired in to help with producing the proceedings more quickly. SN felt this could be a good idea. CH was especially keen that, in the case of Glasgow, any funding from ICOS should go to students to assist them with the cost of attendance.

It was stressed that having somebody available to work on the proceedings full-time is very helpful.

Authors should be encouraged to submit their papers in a required format. It was discussed whether papers should almost be published 'as is', as an accurate record of the actual proceedings. This depends on how much the research presented is work in progress, but not all papers are work in progress. Some could be submitted to journals and would be accepted. The main quality criterion for the proceedings is acceptance for the conference.

One item for future consideration is how posters will be presented in proceedings.

13. Visibility and international credibility of ICOS

List of members' interests

GP is taking forward the work to update the list of ICOS members' interests. **(Action: GP)**

AL mentioned that the list of members' interests would tie in well with the 'Ask an onomast' idea. An approach based on keywords could also be useful. It would also be useful to ask members about other societies to which they belong.

Affiliate organisations

Board members should continue to check links and details of affiliated societies and to consider whether there are any other organisations that should be affiliated. In particular, KRH stressed the importance of improving the distribution of affiliates in all continents. **(Action: all)**

ICOS can advertise the functions of affiliate organisations worldwide and can send their messages where they have not gone before. Even if organisations are not affiliated, we will happily include details of their conferences on our website.

The Scottish Place-Name Society / Comann Ainmean-Àite na h-Alba should be added to the list of affiliate organisations. **(Action: AL and GP)**

SN will investigate whether UNGEGN could become an affiliated organisation. **(Action: SN)**

Donna Lillian would be a good contact in the ANS for ascertaining their affiliate status.

Onoma

RC queried the classification of *Onoma* among international journals. MH stated that, according to the newly appointed Editor-in-Chief, the main reason for the journal's current position in league tables is that it has not appeared every year. No issues of *Onoma* had been published in the period that was reviewed.

14. ICOS homepage and social media

It was agreed that it would be good to see more activity and visibility of activity on the website and social media platforms. Moving over to a blog feel for the website would offer a more dynamic feel. This would require more people to contribute by writing there.

The relationship between the ICOS and IBOS websites is not nearly as clear as it should be.

15. Newsletters

One newsletter is due in the coming months, another at the end of 2013, with a third in the first half of 2014.

It was reiterated that ICOS should aim at a new balance of communications between the website, newsletter and social media. Depending on the development of these other forms of communication, the time may even come one day to phase out the newsletter altogether.

The first day of the meeting ended at 16:50 GMT on Friday 22 February. The meeting restarted at 09:30 on Saturday 23 February.

16. Future Congresses

16. (a) Glasgow 25-29 August 2014

CH outlined progress with planning for the forthcoming Congress. The website was being constructed. Any suggestions from Board members would be very welcome, for example

regarding any additional sections or design issues, the colour scheme, font, layout and presentation. The URL is: <http://www.icos2014.com>

Prototype posters have been made. Those present in Glasgow saw them and others would be able to see them when an almost final version is made.

Much of the work on the poster and website has been carried out by Daria Izdebska, a postgraduate student currently working part-time as research assistant and conference assistant. Brian Aitken has also been helping with the website, recently appointed as Research Officer in English Language at the University of Glasgow. An appropriate application for the submission of abstracts has been recommended.

The planning timescale is still notionally the same as outlined in the Helsinki meeting. Things may change, but the website is still expected to go live in June 2013, at which stage the call for papers will go out. Submissions are requested by the end of September 2013 and acceptances by the end of December 2013. Registration will open in January 2014.

KRH thought the website looked very good so far. Details of the poster prize should be included on the website as early as possible and very prominently. The calendar could also be added more prominently. **(Action: CH)**

GP and AL suggested that the website and poster should show some continuity of design.

All those delivering papers will be required to be members. It will need to be clearly explained on the website how to join and what the regulation is. SN said that extra funding from ICOS could reduce the student registration fee.

Poster presentations

There is a need to discuss how posters will be dealt with in proceedings. Will delegates provide a write-up on the subject of their posters? Or will posters be included in the proceedings as PDFs? GP suggested that posters could be included as PDFs or image files in a separate section of the proceedings, possibly without page numbers, as a kind of appendix or extra folder.

CH stated the need to determine the number of posters than can fit into the physical space available. Different sets of posters could be displayed, for example a first set on Monday and Tuesday, and a second set on Thursday and Friday.

The poster competition would be decided by voting forms given to delegates in their conference packs. There could be two separate votes for each section, with the poster earning the most votes being declared the overall winner. The prize would be cash in euros, in the order of €200. A certificate would be prepared. **(Action: GP)**

Keynote speakers and programme

There will be two keynote speakers, and the theme is 'Names and their Environment'. The first keynote is expected to speak on Monday in the late afternoon, with the second keynote speaker on Friday before lunch. The General Assembly will be on Thursday. The award-winning poster will be announced on Friday at the closing session.

Support for students

Reducing the conference fee is perhaps the simplest option for providing student funding. It was suggested that this could be achieved by estimating how many students are attending, dividing the available subsidy by the number of students and reducing conference fees by that amount. Money could then be transferred to Glasgow in advance.

16. (b) Bidding procedure for 2017

To allow the Board more time to offer feedback on bids for 2017 in advance of the 2014 GA, the submission deadline for bids should be changed to 31 March in the year of a GA. This must be flagged up in the next newsletter. Add new revision date on website. **(Action: GP and AL)**

The guidelines should also state that the Board will look at bids at their next meeting after the bids have been submitted. The Board will offer feedback to candidates, and the GA will vote. **(Action: GP to send to AL)**

Add a sentence to the effect that anyone considering a bid is welcome to contact the President or Secretary. **(Action: GP and AL)**

17. Next meeting

It was agreed to hold the next meeting in April 2014, with the date to be decided by Doodle poll. This may be a face-to-face meeting.

An interim meeting could be organised on Skype, with a decision to be made later this year depending on developments. This could be a short meeting on a single agenda item if necessary.

18. Any other business

CH closed the meeting at 11:45 GMT on Saturday 23 February.

Guy Puzey
Secretary
23 February 2013