



Minutes of the meeting of the ICOS Board of Directors Skype, 11 December 2013

Present:

Carole Hough (CH, chair), Terhi Ainiola (TA, agenda items 1-14), Lidia Becker (LB, agenda items 1-14), Ian Clark (IC), Richard Coates (RC, agenda items 1-18), Milan Harvalík (MH), Laura Kostanski (LK), Antti Leino (AL, agenda items 1-14), Staffan Nyström (SN), Guy Puzey (GP, secretary), Kaisa Rautio Helander (KRH).

Apologies:

Barbara Czopek-Kopciuch (BCK).

1. Welcome and apologies

The chair, Carole Hough, called the meeting to order on Wednesday 11 December 2013 at 10:10 GMT.

2. Confirmation of the agenda

The Treasurer's Report was moved forward to point 7 as SN is now available for the whole session. Agenda item 8 (a) was added on the visibility and international recognition of ICOS. The revised agenda was agreed.

3. Minutes of the previous meeting (Glasgow 22–23 February 2013)

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

4. Matters arising

BCK was unable to attend the meeting, but the Board would like to ask the Bibliography Group 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)**

Executive members of the Board will write up job descriptions of their roles in order to assist potential nominees for election to the Board next year. These should be completed before Christmas and sent to the Secretary. **(Action: CH, RC/MH, SN, GP, AL)**

SN will follow up with UNGEGN about its potential status as an affiliate organisation of ICOS. **(Action: SN)**

5. President's report

CH reported that most of her recent ICOS activity has been in preparation for next year's Congress in Glasgow. CH also reported on the international postgraduate students' workshop held at the University of Glasgow on 4-5 April 2013. The workshop was attended by thirteen students from five countries. It was a great success and seemed to be a useful event. The students themselves were very keen to keep it going, and a second workshop will be held prior to the annual conference of the Society for Name Studies in Britain and Ireland at Gregynog Hall, near Newtown in Powys (Wales). The conference is on 4-7 April 2014, and the workshop is planned for 2-4 April 2014. Emily Pennifold, a PhD student from the University of Wales, is taking the lead in organising that workshop.

The student organisers would be asked to send a brief report on the postgraduate workshop for the forthcoming Newsletter. **(Action: CH)**

6. Secretary's report

Newsletter 21 has come out. It was delayed somewhat by the translation process, but GP is very grateful to LB and to Pierre-Henri Billy for their help with that. Newsletter 22 is expected around the New Year, while Newsletter 23 will follow in 2014 before the Congress.

The situation for sending bulk e-mails to members has improved considerably now that the Secretary and Treasurer have liaised in order to update their lists of paid-up members and their contact details. GP thanked SN for kindly working together on this.

GP sent the 2014 Congress CfP to everybody on the mailing list at the time of the announcement, but a number of people contacted GP, CH and other Board members to say that they had not received this information. Further investigation by GP and SN revealed that these people had either changed their e-mail addresses, had lapsed memberships or had never been paid-up members of ICOS. Some of these people had attended previous Congresses and maybe thought they would receive information automatically. Clearly these potential members are keen to join but may not realise that they were not members. This problem should be remedied to some degree in Glasgow as all presenters will be required to join ICOS. RC suggested that a list of potential members could be set up in future.

7. Treasurer's report

SN presented his report:

SEK account

For	paid	received
Bank costs	1639 = 184 EUR	0
Credit card costs	4390 = 492 EUR	0
Interest	0	315 = 36 EUR
ICOS organizational costs	0	0
Membership fees	0	10903 = 1222 EUR
Donations	0	0
Other	0	0
TOTAL	6029 SEK = 676 EUR	10903 SEK = 1222 EUR

Exchange rate valid 2012-12-09

EURO account

For	paid	received
Bank costs	58	0
Credit card costs	0	0
Interest	0	0
ICOS organizational costs	0	0
ONOMA Peeters	4438	3077
ONOMA translation costs	175	0
Membership fees	0	3530
Donations	0	95
Other	0	0
TOTAL	4671 EUR	6702 EUR

IN ALL

OUT: 5327 EUR

IN: 7924 EUR

Status of the Swedish bank accounts 2013-12-09

Account no 497646-0 in SEK 11530 SEK (= 1292 EUR)

Account no 497646-0 in EUR (Euro-pocket) 23193 EUR

Account no 1830 27 14593 (savings) 228718 SEK (= 25638 EUR)
(Interest 2013 0 SEK)

TOTAL: 50123 EUR

SN reported that it seems ICOS is doing well in terms of spending. CH thanked SN for his excellent work.

8. Webmaster's report

AL has had a considerable workload since the last meeting both in his work outside ICOS and within ICOS, having taken over the acting editorship of *Onoma*.

AL reports that 78 people are currently following the ICOS Facebook page, where GP has posted occasional conference announcements. As a result, the Facebook page might be reaching more people than the main ICOS website. Many of the Facebook followers are potential future members.

GP suggested that it would be good to have more content uploaded to Facebook in the run-up to the Glasgow Congress and during the Congress itself, with photographs etc.

LB asked whether a new main introductory text should be added to the main page. AL agrees this would be a good idea, but this might wait until the spring and could be carried out as part of the main overhaul of the website. If any other Board members have ideas for the website, they should let AL know as soon as possible. **(Action: all)**

8. (a) Visibility and international credibility of ICOS

CH suggested that more could be done for publicity of ICOS at other conferences. It is especially important to present ICOS as an umbrella organisation when so much work in onomastics takes place at a national, regional or local level. A more proactive approach to promoting ICOS might be beneficial.

Since any organisation that might be interested in the activity of ICOS is likely to have at least one member that is in both organisations, RC suggested that perhaps one person could be designated as a contact person with each organisation. That person could then feed information from ICOS into the other organisation. It was agreed that this would be a good initiative, and SN confirmed that UNGEGN does something similar. CH will take the list of affiliates and contact them to suggest appointing a liaison person. **(Action: CH)**

TA is also trying to promote ICOS membership more within NORNA and in annual conferences in Finland.

LK will prepare a proposal for an annual competition for the best paper by ICOS members., as discussed initially at the Helsinki Board meeting. This is separate to the Congress poster competition and is intended for any paper by an ICOS member. The competition could be aimed at all members, or alternatively at student members only. **(Action: LK)**

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

AL reported that progress is being made in the transition of the editorship to him.

Onoma 47 was reasonably close to publication earlier this year, but AL has not heard any more from the guest editors. He will contact them for an update. GP will provide AL with contact details. **(Action: GP and AL)**

Onoma 48 is progressing well. The submission to the printers has been postponed by a couple of months. Most articles have already been received in their revised form. It is

planned to send articles to the guest editors before Christmas and to the publishers early in 2014.

The call for papers for *Onoma* 49 was released earlier this year. The deadline for final articles is in February 2014.

New guidelines are supposed to apply from *Onoma* 50 onwards, with both themed and non-themed articles. AL plans to draw up a call for papers for volumes 50 and 51 so they can be included in the next newsletter. AL will send these to GP before the end of December.

(Action: AL)

AL queried the procedure for sending articles to the publishers. RC suggested that AL could contact former editor-in-chief Doreen Gerritzen.

GP will send the Board's best wishes to Elwys De Stefani. **(Action: GP)**

10. Report of the Bibliographical Database Group

BCK had submitted the following report:

At present the ICOS Bibliography Group consists of 15 people. The members of the Group are:

- 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 present the results of the work of the IBOS Group are:

- 150 entries of books (previously 116)
- 50 entries of journal or series (previously 49)
- 8 entries of special journal issues (no change)
- 2 entries of CDs/DVDs (no change)
- 12 entries of websites (no change)
- 134 entries of book articles (previously 92)
- 381 entries of journal articles (no change)
- 23 entries of reviews (no change).

I am sorry to say that I do not see any activity of the Group members, with the exception of the Polish side.

Barbara Czopek-Kopciuch

CH commented that problems had been raised in the last report regarding inactivity by some members of the Bibliographical Database Group, but these problems have clearly not yet been resolved. Any suggestions would be welcome.

CH suggested that it would be useful to have job descriptions for convenors of the IBOS and Terminology groups, outlining what work is involved in these groups. This was agreed. **(Action: BCK and MH)**

Some Board members reported on similar bibliographical projects in other disciplines in which a lot of effort had been invested, but which were then made redundant by the Internet and search engines. Furthermore, the growth in publications in recent years has made it an impossible task to keep track of everything. It was generally felt that a suitable role for IBOS might be to focus on keeping a constantly updated list of key texts that all newcomers to onomastics may wish to consult, instead of listing all texts or all new texts. A second role for the group might be to keep track of the different bibliographies that are produced (subject and area bibliographies). CH will liaise with BCK about this. **(Action: CH)**

11. Report of the Terminology Group

MH presented his report. Since the last Board meeting in Glasgow, work has continued in the Terminology Group. In October, MH visited colleagues in Bratislava, who are preparing a database of Slovak onomastic terminology. Their work is proceeding well, and MH reported it was very good to learn about their work and to see the structure of their database. MH hopes there will be more progress from the Terminology Group in the coming months.

CH thanked MH for the immense progress from the Terminology Group. GP reported that he had heard about exciting projects on Hungarian onomastic terminology from other delegates at Trends in Toponymy 6 in Heidelberg in October. MH agreed: Hungarian scholar Tamás Farkas is also an active member of the ICOS Terminology Group.

12. Conference proceedings

All volumes of the proceedings from the Pisa Congress have now been published. SN reported that a copy of the final volume had arrived in Uppsala a week before this meeting.

The final stage of editing for the Barcelona Congress proceedings was intended for the end of 2013. Papers are now arriving with most authors, so publication should indeed be on track for before the Glasgow Congress..

13. Newsletters

The next Newsletter (number 22) is expected around the New Year. Items for this will include a request for news such as reports on successful grants and recently completed PhDs, for inclusion in the following Newsletter, and a summary of the major new book *Names in the Economy: Cultural Prospects* (ed. by Paula Sjöblom, Terhi Ainiala and Ulla Hakala, 2013).

There will also be a short report on this year's international postgraduate workshop. **(Action: CH)**

AL will also send GP the call for papers for *Onoma* 50 and 51 for inclusion in the forthcoming Newsletter. **(Action: AL)**

Newsletter 23, due later in 2014, will include reports on successful grants as well as a summary of the proceedings from Trends in Toponymy conference held in Ballarat in 2007.

14. Register of members' interests

GP has created a survey to update the register of members' interests as well as members' contact details. The survey also seeks to collect information on any other societies to which ICOS members might also belong, with a view to strengthening links with affiliate organisations. The URL for the survey is: <https://www.survey.ed.ac.uk/icos-en>

French and German versions will also be made available.

Those present on Skype were shown the survey. Board members were asked to begin submitting their details in order to test the survey before it is announced in Newsletter 22. **(Action: all)**

CH commented that the register will be a very useful resource, and it will be important to have the facility to update it. AL also remarked that the list will be very useful in helping to find reviewers for *Onoma*.

TA and LB left the meeting.

15. ICOS 2014

15. (a) Academic programme

CH had circulated a copy of the draft programme for the Glasgow Congress to Board members by e-mail. One important feature of the programme is that CH has tried to include an occasion on each day of the Congress when all delegates will be together, i.e. a reception on Sunday, the opening session and first keynote on Monday, the second keynote and a civic reception on Tuesday, excursions on Wednesday, the GA and dinner on Thursday, and the closing session on Friday.

The Board were asked for feedback on the draft programme. It was queried whether the allocated two hours would be enough time for the GA. The timing reflects the choices made by previous Congress organisers, and the time left before the conference dinner allows for some leeway. The key is organising the practicalities of voting in advance. KRH mentioned that the previous Board had discussed the possibility of electronic voting, which has perhaps even been trialled at a previous Congress. CH will investigate this possibility, but the priority is to have a robust system.

There have been approximately 230 abstracts submitted, which was a slightly smaller number than expected. A few submissions were probably lost due to the new requirement for presenters to become ICOS members. Nevertheless, the papers represent an excellent

thematic range. At least 42 different countries are represented. In terms of language, there is a strong preponderance of English-language submissions: approximately 175 in English and approximately 30 each in French and German. No submissions were received in Scottish Gaelic. The number of poster submissions has been fairly small, so it will be possible to consider late submissions for posters. There will be enough physical space to display all the posters for the whole week.

CH thanked those members of the Board who offered their services for reviewing papers. Not all scores have been received from reviewers yet, but the scores are overwhelmingly very high. As the vast majority of submissions are of top quality, the organisers expect that only a very small number will have to be rejected. Those who submitted abstracts will be notified of acceptance or otherwise by the end of December.

At previous meetings, the Board had considered the matter of how poster presentations would be treated for the purposes of the proceedings. CH reported that it is becoming clear that the PDF option for the proceedings will not be viable. Furthermore, the posters are very much on a par with oral presentations in terms of their academic quality, so it appears that it will be appropriate to treat posters in the same way as papers in the proceedings.

The Board expressed its thanks to the Scottish Place-Name Society / Comann Ainmean-Àite na h-Alba for their generous donation of £1250 to the organisers at the University of Glasgow. This significant donation considerably eases the budget in the early stages of planning for the conference.

IC, RC and LK commended the organisers on the system chosen for reviewing papers. It was very smooth and straightforward. The procedure is certainly one that could be followed by the organisers of ICOS 2017 as well, if they so choose.

15. (b) Social programme

IC queried whether there are any activities planned for the lunch breaks. Some meetings are already scheduled for the lunch breaks, but CH added that there may be some time for further meetings or optional short visits to points of interest such as the Hunterian Museum.

15. (c) Business programme

MH queried whether there was enough time in the programme for the meetings of the Bibliographical Database Group and the Terminology group. In the draft programme, both meetings were scheduled to take place in the same hour, but MH pointed out that there is some overlap in the membership of the two groups. CH will give further consideration to this.
(Action: CH)

16. Bidding procedure for ICOS 2017

The deadline for presenting bids to host the 2017 Congress is 31 March 2014. There is at least one likely bid in prospect. The guidelines for potential organisers can be found on the ICOS website at this address:

<http://www.icosweb.net/index.php/organising-icos-conferences.html>

If any Board members spot anything in the guidelines that needs to be added or clarified, they were asked to report this.

The role of the ICOS Board in terms of the bidding procedure is to make sure that bids are received and to review them, working with the candidates to fix any problems in the first stage of bid presentations so that bids presented at the GA are already viable.

The March deadline for bids will be stated again clearly in the forthcoming newsletter.
(Action: GP)

It was also felt that the link to the bidding procedure should be added to the breaking news section of the website. **(Action: AL)**

17. Elections to ICOS Board (2014-2017)

The Board discussed the deadline for nominations for elections to the next ICOS Board. It was agreed that a first deadline would be set for the end of June.

As well as the executive positions, six non-executive positions will also be up for election, including the new role of postgraduate representative.

The heads of the Terminology Group and Bibliographical Database Group need to be members of the Board. Non-executive members might consider becoming the head of one of those groups, so this should be included in any job description of non-executive Board member positions.

There will be an item in the Newsletter about this, especially highlighting the new role of postgraduate representative. **(Action: GP)**

The new role of postgraduate representative does not preclude students from standing for any other role in the Board. Indeed, as many students as wish to do so can be nominated and be elected to any post on the Board.

18. Next meeting

It was agreed to hold the next meeting in April 2014, with the date and face-to-face location to be decided by Doodle poll. **(Action: GP)**

GP and KRH stressed that a lack of funding makes it difficult to attend face-to-face meetings, but there will remain an option to join the meeting by Skype.

RC left the meeting.

19. Any other business

The Board discussed where on the website the minutes of Board meetings should be located, and it was decided that the most logical place would be under the 'Board' section.
(Action: AL)

CH closed the meeting at 12:55 on Wednesday 11 December.

Guy Puzey
Secretary
11 December 2013