Agenda of ISPA board meeting help on 8th July 2020

Participants: Lowenberg-DeBoer, Tremblay, Khosla, Kerry, Stafford, Fulton, Sudduth

Absent: Cambouris

1. Welcome to new board members
2. Minutes of previous meeting(s)
3. Treasurer's report - 2020 agreement with PAQ Interactive?
4. Lessons learned from the Virtual ICPA on June 30
5. Plans for ICPA webinars including:
	* Feedback from community leaders - Nicolas
	* Data from ICPA accepted authors
	* Ideas for virtual poster sessions
	* Posting papers on the ISPA website in lieu of proceedings
	* Delegation of responsibility for contacting authors and organizing specific poster and oral paper sessions
	* Robert Awards session - will that be a separate session or combined with others?
	* Publicizing the sessions?
6. Next ISPA call - Can we set a default date and time for ISPA monthly calls

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| **Agenda #** | **Discussion** | **Decisions or actions** | **Date due** |
| **1** | **Welcome to new board members:** |  |  |
|  | Jess present the roles (see annex 1) of each new members i.e. president elected, treasurer, and secretary**President-Elect – John Fulton** – The primary task of the president-elect is to learn the ropes of the organization, but some specific tasks include:1-Working with Quentin on the ISPA Newsletter – How do we make them more useful for our members. In the recent past they have been mostly upcoming PA events and links to PA adoption data.2-Managing the Pierre Robert Awards process – I will work you on developing some procedures for encouraging diverse nominations and for the evaluations**Treasurer – Ruth Kerry –** welcome on the board for a 4 year term. As the title indicates the primary responsibility is to watch over the Society’s money. **Secretary – Athyna Cambouris** – welcome. The primary task is to help the society document board decisions and key supporting information behind those decisions. As with more voluntary organizations, the detail in the minutes varies widely. I recommend that you look at the minutes from the time when Slava Adamchuk was secretary as a good example.**Other points of the opening introduction done by Jess**This is a challenging time for everyone including for professional societies. Even prior to the pandemic there were questions about the role, structure and functioning of professional societies (including ours), including:* Are all voices and concerns in the society being heard? Is the agenda and the leadership dominated by the men of European origin?
* How can societies be relevant to its members? In the past the main ISPA activity was the ICPA every two years and supporting:
* Regional PA conferences (ECPA, CLAP, ACPA)
* The Precision Agriculture journal
* How should the society fund its activities? In the past the main (and often only) funding was a small surplus generated by the ICPA. That was enough to get the society started, but not enough for initiatives to move the society forward substantially.

The pandemic and ensuing turmoil around the world have accentuated all these issues. I think that we need to be focused on the following three key issues which will determine the survival and effectiveness of the ISPA:1) Encouraging broad participation in ISPA activities2) Developing strategies to serve members beyond an annual meeting. We hope that we can have a successful face-to-face ICPA in 2022, but we can’t be content with that. The webinars that we will discuss today are just one part of this challenge.3) How do develop the financial foundation of Society activities – There has been discussion of developing a foundation would could attract charitable gifts is one part of that discussion. | All new members agree on the mandate. Athyna Cambouris was absent but she listened to the recording of the meeting and she also agrees. |  |
| **2-** | **Minutes of previous meeting(s)** |  |  |
|  | Jess suggests that we accept the minutes of previous meetings where they are available and enter them into the archive. Where there are no minutes (primarily meetings to decide on the Virtual ICPA) Jess suggest that we place the agenda with bulleted notes into the archive and move on (see email annex 2). | **Athyna agreed** that the minutes of each meeting will be done promptly and enter in the archive after all board members get the chance to comment. |  |
| **3** | **Treasurer's report:** |  |  |
|  | 1- Second signature – John Fulton – He is a US resident and consequently could most easily fullfill the duties. –Kerry, Fulton and Sudduth (current 2nd signature) will coordinate the transfer. 2- 2020 agreement with PAQ Interactive? – Quentin will up date agreement and share for signature. No PAQ invoices paid until the 2020 agreement signed. 3-Kerry will ask Terry Griffin to send checkbook.4-Kerry will put funds from CD that is expiring in checking. If not needed in next couple months for webinars, then look for a CD.5- Pay 50$ to Terry for fuel due to the 3-hour travel to the bank | 1-**Agreed** that Fulton would second signature.2- **Agreed** by all board3- **Agreed** by all board4- **Agreed** by all board5- **Agreed** by all board |  |
| **4** | **Lessons learned from the Virtual ICPA on June 30** |  |  |
|  | There was some email exchange after the June 30 event (see emails in annex). Some key lessons and suggestions:* The rehearsals were very important in a smooth implementation of the event – Thank you Quentin for your patience with those.
* Publicity is key – I think we would have had more participants if we had announced sooner and reminded participants more. With 62 participants at the max (including 4 PAQ staff and the organizers) out of some 400 members we could have had more.
* An hour and a half was about the right duration – We kept most (58/62 = 94% ) participants to the end.
* Need for virtual clapping during the award ceremonies? Some comments in favor.

**Additional observations linked to the ICPA Virtual meeting :*** 10 members renewed in anticipation of the Virtual ICPA June 30
* Current membership down to 208, from 400 voting members just before Virtual ICPA.
* Virtual ICPA recording on the website available to active members.
* Discussion of making combining registration with renewing membership.

**Additional Observations on the poll of Virtual ICPA participants:**a. 88% of respondents want to present their papers in a virtual webinarb. Also substantial interest in a virtual poster session (~60%)c. Strong interest in webinars organized by communities, but also strong interest from those whose papers don’t fit into a community in webinars organized by the Board.  | **Agree by all board** that keep membership/registration at $60/year. |  |
| **5** | **Plans for ICPA webinars including:** |  |  |
|  | Feedback from community leaders – * **Nicolas** – Email indicates interest from the On-farm experimentation, Nitrogen management and Economics. Latin America group may need more encouragement. – Positive response from On-farm experimentation group. **Raj** said nitrogen group already exchanging emails. **JLD** said economics group would be ok. Just need to encourage the Latin America group.

**Data from ICPA accepted authors – Email just out yesterday** – * 18 responses so far, including one poster.

**Ideas for virtual poster sessions** * Ken and Ian will look at it. Nicolas is happy to help.

**Posting papers on the ISPA website in lieu of proceedings –*** This point had been previously discussed in a previous meeting

**Delegation of responsibility for contacting authors and organizing specific poster and oral paper sessions – Suggested process*** Get a list of those authors interested in presenting. Wait until next Monday (July 13).
* Identify those that fit in a community session and communicate to the community leaders with a suggested date of their webinar
* Presentation could be done live or pre-recorder (regular session 15 min)
* Categorize the remainder into groups of 4 or 5 by theme, identify potential dates and confirm that the presenters are available at that time, recruit moderators who would then go on to organize the sessions.
* As soon as a webinar schedule is available to send an email, put on our website and try to get social media attention.
* Robert Awards session - will be a separate session; The first session in September.
* Publicizing the sessions

**Discussion about tentative schedule:**Some what to start in August and avoid busy fall schedule. All the professional societies trying do on-line meetings in autumn. In August Europeans will be taking annual leave and will not participate even if they are doing a “staycation.” | **Agreed by Ken, Ian, and Nicolas****Board agreed** a reminder on July 13 and deadline later that week.**Board agreed** that JLD and Quentin would group the authors who want to present and communicate the plan to the board.**Agreed****Board agreed; JLB will host that session****Board agreed somewhere between mid-August to the end of September** | July 20 |
|  | **Varia** |  |  |
|  | Next newsletter: add information for renew membership | **Board agreed, Quentin will do** |  |
| **6** | **Next ISPA call** |  |  |
|  | First Wednesday of each month at 1:30 pm Central timeNew meeting planned for August 5th  | **Agreed by all board** |  |

**ANNEX-1** ISPA Officers' Responsibilities

Responsibilities of the ISPA President:

1. Schedules all meetings of the Board of Directors that may be required for transaction of Society business. This meeting will normally be held during the International Conference on Precision Agriculture (ICPA)) meeting in the USA in even numbered years and during the European Conference on Precision Agriculture (ECPA) meeting in Europe in odd numbered years. As the society grows in its influence and in number of members across the world, such meetings may also be held with other precision agricultural conferences, such as Asian conference on precision agriculture (ACPA), etc.
2. Responsible for organization, program development and conducting the bi-annual ICPA and/or ECPA meetings, with appropriate support from a professional events organizing company. On president’s recommendation, the Board of Directors may appoint someone (an individual or a committee) to be the local conference liaison that would be responsible for program organization and logistics if the Board and the President feel it would expedite, enhance and facilitate the responsibilities associated with organizing the ICPA, ECPA or other international conference as mandated by ISPA.
3. Draws up the agenda and preside at all Board of Director meetings.
4. Implements actions approved by the Board of Directors.
5. Reports all actions taken by the Board of Directors to the Society membership.
6. Move automatically to the office of Past-President at the end of the two-year term.

Responsibilities of the ISPA President-Elect

1. Moves automatically to the positions of President the end of the two-year term
2. With the assistance of the Board publishes a regular ISPA e-newsletter for members and other subscribers.
3. Responsible for periodic updates to the ISPA web-portal to keep it current.
4. Assist the President of ISPA as requested by the President.

Responsibilities of the ISPA Secretary

1. Take minutes of all meeting conducted by the Board of Directors
2. Communicate with society members as needed and directed by the President
3. Term of office, two years.

Responsibilities of the ISPA Treasurer

1. Develop annual budget for ISPA and report detailed budget report at each annual meeting.
2. Manage budget (cash flow) and work with Executive Director in handling financial affairs of ISPA.
3. Share joint responsibility for receipt and disbursement of all Society funds with the Executive Director.
4. Be a co-signature on all disbursements of Society funds.
5. Be bonded for an amount to be determined by the Board of Directors, The bonding fee to be paid by the society.
6. Term of office, four years.

Responsibilities of the ISPA Past-President

1. Assist President as requested
2. Serve as Chair of nominating committee for elections of officers and Board Members

**ANNEX 2**

**From:** Quentin Rund <qrund@paqinteractive.com>
**Sent:** Tuesday, July 7, 2020 10:52 PM
**To:** James Lowenberg-DeBoer <JLowenberg-DeBoer@harper-adams.ac.uk>
**Subject:** Undone Minutes for ISPA

Jess,

Going back through my records for the Yule administration and I find a number of meetings. Some of these have approved minutes and are posted. There are varying status in the other meetings. All are listed here with their status.

KEY:

W - approved minutes posted to the website

M - minutes from Victor not yet posted

R - recording of GoToMeeting posted to Dropbox

Q - I have typed notes of the meeting

N - my handwritten notes (as a pdf) of the meeting

X - a typed agenda with notes in the bullets

20180913 - W

20181129 - W

20190103 - W

20190207 - W

20190321 - W, R, Q

20190617 - Q, R

20190911 - Q

20190927 - Q

20191127 - W

20191219 - Q, R, N

20200302 - M

20200312 - M

20200326 - M, R

20200404 - M, R

20200411 - M, R

20200418 - M,

20200429 - M, R

20200506 - M, N

20200520 - N, X, R

20200609 - X, R

20200627 - X, N

I have asked Victor if he has any additional notes from the meetings.

What would you suggest as a means of incorporating all this data into a record of the Board?

Quentin

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**ANNEX 3**

**Lessons Learned from first Virtual ICPA on June 30, 2020**

**From:** Nicolas Tremblay <tremblaynic@yahoo.com>
**Sent:** Wednesday, July 1, 2020 7:39 PM
**To:** Khosla,R. <raj.khosla@colostate.edu>; James Lowenberg-DeBoer <JLowenberg-DeBoer@harper-adams.ac.uk>; Quentin Rund <qrund@biostl.org>; Quentin Rund <qrund@paqinteractive.com>; Ian Yule <ian@pri.co.nz>; David Lamb <dave.lamb@foodagility.com>; Victor Alchanati <victor@volcani.agri.gov.il>
**Cc:** Luis Rund <luis@paqinteractive.com>; Mershon Tobin <mtobin@paqinteractive.com>; Kenneth A. Sudduth <sudduthk@missouri.edu>; John Stafford <john.stafford@silsoe-solutions.co.uk>; Terry Griffin <twgriffin@ksu.edu>
**Subject:** Re: slide deck for webinar

Dear Colleagues,

I am pleased with the outcome of the virtual session yesterday. Clearly, if we play our cards right, there is an opportunity there to generate engagement, expansion and impact for our Society. The next step is to clarify our virtual posters setup, organize the sessions, learning for that matter by the experiences of the others who have gone the same way. We also need to extend the consultation of those with abstracts accepted to figure how many papers we will be dealing with.

Congratulations David of the excellent keynote... and the reflexion on how you see virtual events from your side of the world! Thanks James, Ian, Raj et al for the kind words.

Thanks a lot Victor and Terry for your contribution over the last few years. Our paths will surely cross again.

Happy Canada Day everyone 

Nicolas

Le mercredi 1 juillet 2020 00 h 21 min 32 s HAE, Victor Alchanati <victor@volcani.agri.gov.il> a écrit :

Dear ISPA board members,

Yesterday’s webinar was no doubt a milestone. We are witnessing the revolution of cyberspace taking over conventional physical meetings. It’s similar to the time when the first phones appeared, in a world where paper letters was the only means of communication. Looking at the evolution of the phone till today, and the way that the first phone is perceived today, this is how our webinar looks like, in the perspective of future webinars in 1-2 years! But it was great, excellent content, great organization.

I would like to thank you for the last two years that I served as the Society’s secretary. I have learned a lot from the interaction with all the members of the board.

Thank you,

Victor

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**From:** Khosla,R. <Raj.Khosla@colostate.edu>
**Sent:** Wednesday, July 1, 2020 2:29 AM
**To:** James Lowenberg-DeBoer <JLowenberg-DeBoer@harper-adams.ac.uk>; Quentin Rund <qrund@biostl.org>; Quentin Rund <qrund@paqinteractive.com>; Nicolas Tremblay <tremblaynic@yahoo.com>; Victor Alchanati <victor@volcani.agri.gov.il>; Ian Yule <ian@pri.co.nz>; David Lamb <dave.lamb@foodagility.com>
**Cc:** Luis Rund <luis@paqinteractive.com>; Mershon Tobin <mtobin@paqinteractive.com>; Kenneth A. Sudduth <sudduthk@missouri.edu>; John Stafford <john.stafford@silsoe-solutions.co.uk>; Terry Griffin <twgriffin@ksu.edu>
**Subject:** RE: slide deck for webinar

Dear Jess and the entire team:

This was well done with perhaps some room for improvements as Jess points out (with those who couldn’t connect). This is a new beginning, an evolution and I am sure we will get good at it like with any other evolutionary process. Sincere thanks to all who were intimately involved, Quentin, Ian, Jess, Nicolas, and others (And of course David who pulled off a Keynote at 4:00am in the morning, Thanks!).  Timing of PRAG’s IF was also perfect. Overall, I am pleased with the output.

I think folks online have provided some clarity with respect to the direction needed for ISPA activities in near future, including poster sessions. Our University successfully conducted Undergraduate Research Symposium Online with virtual poster presentations. It was quite good and engaging. I can share my thoughts and experiences with that. In fact, they added the audio-track “Clapping sound” during virtual awards, we could do that in future as well.

Big thanks to Ian and Nicolas, who are transitioning into different roles. And a big warm welcome to Jess! Welcome to the ISPA’s presidency Jess.

Cheers,
Raj

**From:** James Lowenberg-DeBoer <JLowenberg-DeBoer@harper-adams.ac.uk>
**Sent:** Tuesday, June 30, 2020 2:09 PM
**To:** Quentin Rund <qrund@biostl.org>; Quentin Rund <qrund@paqinteractive.com>; Nicolas Tremblay <tremblaynic@yahoo.com>; Victor Alchanatis <victor@volcani.agri.gov.il>; Ian Yule <ian@pri.co.nz>; David Lamb <dave.lamb@foodagility.com>
**Cc:** Luis Rund <luis@paqinteractive.com>; Mershon Tobin <mtobin@paqinteractive.com>; Khosla,R. <Raj.Khosla@colostate.edu>; Kenneth A. Sudduth <sudduthk@missouri.edu>; John Stafford <john.stafford@silsoe-solutions.co.uk>; Terry Griffin <twgriffin@ksu.edu>
**Subject:** Re: slide deck for webinar

Colleagues:

Thank you all for participating today. Thank you Ian for being the pioneer and presiding over the first Virtual ICPA. Thank you to David for a thought provoking presentation. Thank you to Quentin and the PAQ Interactive team for the work behind the scenes. Thank you to Nicolas for presenting the election results.

I wish we would have had more participants (62 at the max including 4 PAQ staff and the organizers), but for a first time I think it was successful. I had an email from at least one person who tried to participate, but couldn't log in. If I had one email, there were probably others who had problems connecting. We need to figure out what the problem was.

I like to watch how participation changes as an on-line event proceeds. In our case we had about 40 participants when the event started. This built to 62 by the middle of David Lamb's talk and did not decline much. There were still 58 during the poll at the end. I have spoken on GoToWebinar events in which people dropped off quickly after key presentations, so that by the end of the event participation was down to half the peak.

I was surprised that 88% of those responding to the poll want to present their paper virtually; I expected more virtual presentation fatigue, but maybe those who participated today are among the hard core. It is understandable that the percentage was less for posters because it is unclear what a virtual poster presentation is. The results of the third question are hard to interpret because respondents could select more than one option, but I think it shows substantial interest among the On-Farm Experimentation Community and Precision Nitrogen Communities in virtual presentation. The 12% for the Economics Community is probably a reflection of the proportion of economists and social scientists in the ISPA. And the 53% in the ISPA Board organized sessions tell us that it will be important to organize those "unaffiliated" sessions.

Please share your observations and suggestions on how we can make events like this more effective.

Cheers

Jess

**From:** Quentin Rund <qrund@biostl.org>
**Sent:** Tuesday, June 30, 2020 5:29 PM
**To:** Quentin Rund <qrund@paqinteractive.com>; Nicolas Tremblay <tremblaynic@yahoo.com>; James Lowenberg-DeBoer <JLowenberg-DeBoer@harper-adams.ac.uk>; Victor Alchanatis <victor@volcani.agri.gov.il>; Ian Yule <ian@pri.co.nz>; David Lamb <dave.lamb@foodagility.com>
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**Subject:** slide deck for webinar

I made some tweaks to slide deck. Mostly adjusting fonts to match and adding a tinge of flare.

please let me know if you see any typos or anything in need of correction.

This is a lo res version for easy emailing. The actual deck has better resolution images.

As a reminder, we will be doing a rehearsal in about one hour: 12:30 pm CDT

Quentin

Quentin Rund
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