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The World Society for Stereotactic and Functional Neurosurgery

Founded in 1961 as International Society for Research in Stereoecephalotomy

WSSFN Board Meeting Minutes September 28, 2012 Cascais, Portugal

Present: Christopher Honey, Joachim Krauss, Andres Lozano. Bart Nuttin, Jean Regis, Hiroki Toda, Francisco Velasco, Melody Dian and via conference call link Michael Schulder

The WSSFN Board meeting was held on September 28, 2012 in Cascais Portugal. Dr. Krauss was chairman of the meeting in Dr. Taira's absence due to work obligations.

- 1. WSSFN Leadership changes:** Dr. Lozano initiated the discussions by suggesting a roster of changes to the Officers and Board of Directors be prepared then discussed during the Board meeting in Tokyo. Dr. Schulder indicated that there were roster suggestions made during a recent planning conference call meeting. He said he would send the suggestions to Dr. Lozano. It was determined that a Board of Directors meeting be scheduled prior to the WSSFN Business meeting to finalize the roster changes and present it at the WSSFN Business meeting. The business meeting is scheduled Thursday, May 30th from 11:40-to noon. It was also suggested that the Board meeting be held Tuesday, May 28 after the scientific sessions to finalize items for voting and discuss any society business. Melody will check with Mayumi at our planning company, Japanese Convention Services, to schedule a meeting room space.
- 2. Update on the WSSFN meeting:** Dr. Schulder led the discussion on the scientific program planned for the Tokyo meeting. The program has been organized in order to provide a varied and interesting combination of topics and speakers with workshops, debates, plenary sessions and abstract presentations. There are only a limited number of invited speakers who have yet to respond. These include several who were recently invited to serve as replacements for those who could not attend. It was recommended that Melody send one final request to those who have not responded and give a set date for that response. Dr. Schulder would then be able to finalize the program.
 - a. Fund raising to date:** Dr. Toda provided information on fund raising efforts. He had submitted a summary of the status of efforts to date. The funding commitment at this time is between \$357,000 and \$365,000. Dr. Neimat had set a goal of \$350,000 with also the possibility of increasing our efforts for a higher level due to the meeting costs. Dr. Taira has been meeting periodically with various

groups and companies. Dr. Toda said he planned to contact the companies in Japan to request their sponsorship for the breakfast or lunch seminars. Melody will contact several companies that were at ESSFN and indicated a preliminary interest in the Tokyo meeting. It was also recommended that smaller companies be contacted. Dr. Neimat had planned to send out an appeal to those companies on our preliminary contact list who have not responded. The group suggested that once these efforts were completed a company list be sent to the Board so that they can either provide contacts or send an invitation to the person they might know

- b. Marketing Assistance:** The Board members indicated it was very important to aggressively market the meeting in the months ahead. Suggestions were made including: calendar postings in appropriate journals; continued e-blast notifications; save the date slide sent to all leadership to use as meeting announcement if presenting at a meeting. It was also suggested that a save the date book mark be developed printed and a quantity sent to each Board member for distribution. (After the meeting Dr. Krauss mentioned to Melody that the current save the date flyer could be updated and used instead of making a new bookmark). We also should connect with our meeting management group, Japan Convention Services, for their suggestions.
- c. Disseminating information on the Two New Awards:** Dr. Krauss has already received two applications for the awards. He felt confident that with the postings on the home and meeting web site and the distribution of the award flyers that there would be any problem receiving additional applications.
- 3. Report on the Profits of the 2012 Interim meeting in Cape Town:** A summary of the profit was provided by Dr. Krauss. The Cape Town planning group had made a comfortable profit (approximately \$80,000 USD) and had requested that aside from the \$30,000 seed money provided as start-up funding by WSSFN, the remainder of the profit should stay in Cape Town to be used for educational purposes. There was some negotiation with the final decision by leadership that the profit over the \$30,000 USD (approximately \$50,000 USD profit) would be used towards five \$2000 (total \$10,000 USD) travel grants for African attendees to the Tokyo meeting and the remainder for use as a grant from WSSFN for educational purposes for African neurosurgeons. Dr. Lozano commented that it is important for those involved with developing and implementing meetings under WSSFN auspices understand that the profits really are for WSSFN to determine how best to utilize. The need for further future discussion about an addition to the by-laws was indicated.
- 4. Suggestions for the 2015 Interim meeting:** There have been two individuals who have shown a potential interest in hosting the 2015 interim meeting; Dr. Doshi in India and Dr. Espinoza in Columbia, South America. The group discussed the selected area should be one where there is a greater need for further education and where such a meeting would be of a greater benefit to those who have less opportunity for medical educational resources. The group also felt that it was important for those interested in hosting the meeting provide a proposal outlining the chairman, planning committee, venue, budget and other pertinent details. These should be prepared and information be presented at the Board meeting in Tokyo. The Board then can vote on the selection. Melody was asked to send out a request for proposals to the leadership.

Dr. Nuttin mentioned that ESSFN had hired a permanent meeting planning company which would save the efforts of researching and hiring different companies for various meetings. Dr. Lozano stated that WSSFN meetings are scheduled only once every four years so this may not work as well. Melody planned to speak to the contact from the hired company to gather more information.

- 5. WSSFN and ESSFN relations:** The two society's relationships are mutually supportive as noted in the discussion points below.
- 6. 2013 membership fee adjustments and Karger contract:** Negotiations with Karger have been ongoing for a number of years. There has been a more supportive environment at the publishing house which has assisted in the development of contracts more beneficial to members of the

societies. Dr. Krauss has been leading this effort. Approximately two years ago, a new arrangement had been developed with ESSFN. The society pays a lump sum to Karger on a yearly basis based on the number of members. The membership fee for ESSFN was 100 Euros per active member and 30 Euros for resident members. Since the meeting in Cascais this will be changed to 120 Euros and 50 Euros which includes online access to the journal. If an individual prefers a hard copy of the journal, they must contact Karger independently and pay for the journal fee on their own. ESSFN provides 20 Euros per member to the WSSFN for their inclusion in the society.

After the WSSFN Interim meeting, an addition was added to the WSSFN by-laws noting that now ESSFN members would also be members of WSSFN. This would give ESSFN members the same benefits of WSSFN members. ASSFN has also been working on a similar arrangement with Karger.

There was discussion about having SLANFE members as well as AASSFN members come under the umbrella of WSSFN. Dr. Velasco indicated that he was very interested in this arrangement and would do follow-up with SLANFE to initiate the process. For the 2013 year, WSSFN members would continue to pay the regular fee which is \$325 and still continue to receive all the benefits including online access and hard copy of the journal. It was noted in time that individuals would no longer be "independent" WSSFN members because they would be channeled into their own regional society with each society under the WSSFN umbrella. The WSSFN finances would depend on the funds allocated from each individual society as well as the profits from WSSFN meetings. Although this will take some time, Melody suggested that a Board be elected with leaders from each of the societies meeting periodically to discuss related projects, ideas and challenges once all the negotiations are finalized.

The group felt that all these steps were mutually beneficial and will allow for additional collaboration on important issues and projects.

There was no further discussion so the meeting was adjourned at approximately 2 pm.