

Minutes for KBS Coordinating Committee Warsaw Meeting 2022

Sunday, 29 May 2022

Warsaw Time 15.30-17.00

Location: Lilia Room, Novotel Centrum, Warsaw

Chair: Petra Meier (President)

Minutes: Anne-Marie Laslett (Acting Secretary)

1. Welcome (15:30-15:35)

- Invited: Petra Meier (President); Justyna Klingemann (President Elect); Neo Morojele (Vice President), Florian Labhart (continuing and Webmaster), Sandra Kuntsche (Secretary); Anne-Marie Laslett (Acting Secretary), Elin Bye (Treasurer), Kate Karriker-Jaffe (continuing), Robin Room (life member), Taisia Huckle (continuing), Colin Angus (continuing), Nazarius Mbona Tumwesigye (continuing), Surasak Chaiyasong (continuing); Pia Makela (continuing), Catherine Paradis (continuing), Gillian Shorter (continuing).
- Apologies: Sandra Kuntsche (Secretary); Taisia Huckle; Catherine Paradis, Surasak Chaiyasong
- Present/Introductions:
- Guests: Warsaw team member nominated by Justyna (TBC)

2. Approval of Co-Com meeting minutes 2021 (15:35)

3. Approved (Florian), Seconded (Elin)

4. Warsaw 2022 Report (15:35-15:45)

Hooray for Justyna – organized KBS 2022!! Co-com very grateful and enthusiastic and impressed.

- Submission of abstracts, program pressure, poster sessions
- 154 abstracts to begin with: 4 rejected (3 non-alcohol, 1 COI), 99 abstracts in the program
- Attendance, payments, financial penalties
- 241 registered originally.
- Final numbers: 150 attending from 27 countries, 64% women
- 114: Poland 40, UK 37, Norway 8; Americas 10; Africa 14; Australia 12 (See budget attached)
- Other issues?
- 5 days before only 65% of papers on-line Europe
- Reasons for lower attendance: COVID-19; war, others: COI? Focus on alcohol only?
- Problems: v difficult to plan conference, including opening reception; dinner venue capacity; budget; no of excursions, with delayed confirmations and withdrawals
- Scholarship funds: 43 requested, 27 allocated/given incl 22 full but only 18 accepted (16 full); problem taking away from other participants. Issues: flights accommodation done before visa then visas delayed
- Late payments/late submissions – deadlines not respected
- Not informing organisers about cancellation, withdrawals of abstract, ceasing communication regarding using not using scholarships
- Insecurity up until last minute (2 weeks ago)

- Justyna: Thanks to Florian for being indispensable.
- Budget (see attachment): No KBS funds required, healthy surplus 40,000 zloty

Petra: Well done on getting so many people here and for organizing the conference several times and so well – thank you Justyna!

5. Future Symposia Johannesburg week commencing 5th June 2023: (Neo) *(15:45-15:50)

- Venue, Fees, welcome reception, social tours, budget, accommodation
 - Thanks to Neo for jumping in to host at late notice
 - Venue: The Capital on Park 57, Sandton: 411 EURO includes lunches and am/pm teas - based on 200 people; four parallel sessions
 - €94 per night
 - Safe area/ compound space, green lung area of Johannesburg, Mushroom farm park like compound associated with venue
 - Cheaper Hotels nearby
 - Constitution Hill Welcome reception (€10,000)
 - Convention Centre an option for Dinner, investigating other venues
 - Budget: €300 early-bird reg; €360 for non-members (see attached): Income: €82,588; Costs: €105,744, Total balance: €23,156 balance
 - Justyna - scholarships and local participants should be sponsored for dinner; (Thai registration process separate for locals could be used as a model)
 - Other income requested and should be able to be covered shortfall
 - Question about seeking funding from Exhibitors and for booths from Neo: Co-com considered support for booths, e.g., would likely approve selected Wylie, and IAS Alcohol charity like booths. Approved in principle, subject to brief discussion by Col committee.
 - RR: FORUT precedent exists for support for other participants and the KBS conference - approved in principle by Co-com but will refer this to the COI committee for discussion
 - Excursion itineraries: Jo'burg, safari and other options developing
 - Petra and Co-com: thank very much Neo and Kim - fully approve and all looking forward to Johannesburg
 - Pia suggestion: safer to make budget on basis of 150 people
 - Query RE need for Insurance for cancellation? Justyna suggests keeping plans as flexible as possible

6. Future Symposia 2023-24 (15:50-16:00)

- Strategy to identify potential other hosts (identified people to follow up and try to get information for preferred 2024 option by Business meeting if possible, and definitely by August 2022)

- Germany: Kim, Justyna
 - Stirling: John, Colin
 - Norway: Ingeborg, Elin
 - Australia: Anne-Marie
 - Uganda: Naz
 - US: Kate, Ziming Xuan
- Kate described organizational coordination challenges
 - Guideline/handbook for conferences by Pia and Amanda recommended as excellent and detailed reference (President to distribute to organisers)
 - Brief discussion of movement to two-yearly KBS meetings but idea set aside for now

7. Thematic meetings completed or planned (16:00-16:05)

- Thematic on declining drinking: Stockholm, October 2022 Jonas Raninen and Michael Livingston and John Holmes

8. Workshops at KBS (16:05-16:10): Two sessions on Tuesday and Thursday

- Alcohol availability, licensing, and public health: ExILEnS Study Findings, Implications & Future Research
- Implementation of international guidelines to prevent prenatal alcohol exposure (PAE) in the context of local communities, Experience of the FAR SEAS European Project
- GENACIS-IGSAHO-GENAHTO workshop
- Substance Use Prevention in Europe: how to bridge the gap?
- Implementation of international guidelines to prevent prenatal alcohol exposure (PAE) in the context of local communities. Experiences of the FAR SEAS European project
- Risk and Alcohol Policy
- Substance use prevention in Europe - how to bridge the gap?
- Pre-booking pre-meetings was problematic – declining numbers and collaboration post pandemic difficult – organisers had booked rooms and then cancelled. Saturday workshop sessions were not needed. Cancelled and rebooked both workshops on Sunday were underattended.

9. Treasurer's report (Elin Bye) (See attached) (16:10-16:15)

- KBS very rich, virtually no money spent
- Funding surplus from conferences
- Almost €40,000 in bank

10. Approval of new KBS members (See attached – check for COIs) (16:15-16:18)

- Usual process Co-com reviews and approves
- This year all seem fine at face value but ...
- Elin to send list to Col committee
- COI will peruse their statements
- President will this year after discussion with Col, approve on behalf of the Co-com, before Business meeting

11. O-J Skog award committee report for 2022 (16:18-16:23)

- 2021 members Jonas Raninen (Chair), Amy Pennay (continuing), and 2022 members: Gillian Shorter, Surasak Chaiyasong, Giovanni Aresi
- Two strong candidates: Gabe Caluzzi awardee
- Gillian approved as new chair
- OJS com to suggest new members?
- Gillian created new creative Certificate
- President to approve new members put forward by committee on behalf of the Co-com

12. KBS Award (Neo) (16:23-16:28)

- Maristela and Anne-Marie jointly awarded because have different yet accomplished paths
- Suggested and agreed that nomination date should be earlier - to October
- Discussion about whether nominators should be members of the KBS - change was not accepted
- Kim suggested last year that a slight change to the wording of the by-law be made to add weight to candidate's previous roles mentoring and building support
- Support from the Co-com to add mentoring component and propose widening of criteria by minor change to the by-law
- Wording suggested by Gillian approved to be put to an emailed vote "In considering the candidates, weight should also be given to the candidate's accomplishments and in mentoring and helping to build the careers of collaborating researchers."
- New members approved to be invited suggested were Ilana Pinsky (reserve Maristela)

13. KBS-IJADR report (Anne-Marie) (16:30-16:35)

- Report received – see attached
- Business plan on track
- Applauded for two journal issues per year since revitalisation
- Still needs to increase submissions
- Allocation for 2022 – €2250 approved by Co-com
- Approval from Co-Com to invite proposed new IJADR Board Members – approved

14. Alcohol Industry Conflict of Interest Working Group Report (16:35-16:45)

- Niamh and committee have been working hard and developed COI Report (see attached), including: 3 papers + proposed working documents
- Reviewed Col declarations in all abstracts
- Checked COI declaration form on conference website and noted it should be tied to creation of account, abstract submission, and registration stages to work
- Noted some inconsistencies in by-laws 8 and 9, e.g., 3 years vs 5 years vs ever
- Col Committee is charged with/seeking only to make minimal changes to by-laws (developed in spirit of changes KBS made last year)
- Noted changes made in 2021 were
- mainly implemented to exclude alcohol industry employees e.g., Drink Aware like employees and not e.g., casual summer employees selling alcohol on premises
- Some consensuses from Co-com state that three years was a better timeframe for review of Col
- Niamh discussed making consistent the timeframe of last three years, with a caveat something like “apart from funding that may be considered so significant that if it came to light it would be embarrassing”
- Discussed including a process for review, which Co-Com also seemed to be indicating some support for.
- Discussed phrases like “Receipt of research funding only is not cause for exclusion.”
- Acknowledged that we do all bring bias and do not want to exclude KBS members who may have received industry funding to undertake research in the past. Indicated that the current by-laws did not exclude members who had done so.

Decision made that Petra and Niamh will discuss and maybe come up with one or two amendments to Col statements. These would be discussed at the 2022 Business Meeting and voted on afterwards by email by the Membership if changes are to be put to the membership regarding the by-laws.

15. Webmaster report (Florian Labhart) (16:40-16:45)

- Nothing to report
- But discussed need to ensure access to papers and abstracts on the Conference website is secure. Confirmed that participants must pay and complete registration to get access but there is a small loophole that will be closed
- Organizer to approve each paper
- Florian to block access until participant pays and COI is completed if required

16. Website and Social Media (WSM) Working Group: (still needs volunteer/s) (16:45-16:48)

- Twitter hashtag; association with conference convenor(?)
- Facebook group
- Where to find Volunteers?

17. Co-Com Scholarship Subcommittee report (Naz) (16:48-16:50)

18. Appoint Nominations Committee (Florian, Colin) (16:50-16:55)

- Appointed Florian and Colin
- Need to approach 4 potential Presidents and 8 potential Co-com members

19. Other business (16.55-17.00)

- Digitization (Robin), Digitisation of KBS materials: Robin, Trisha, Paul Lemmens, and Kim Bloomfield
- Robin: Digitization has not done any for years - a lot of KBS history around but not digitized and Petra suggested approaching others with a lot of organisational memory to develop plan for digitization
- KBS list-serve - Petra to investigate who is managing this.
- Before each KBS meeting make sure member, list is updated (Elin to send to co-com and President) and invitations for KBS to be sent to this list and last three years of registrants
- Recommendation that KBS registration fees be requested earlier to assist conference managers

20. Thank you and farewell from Petra

21. Business Meeting overran scheduled time and closed at 6:10pm