



## **Annual General Meeting (AGM)**

July 4, 2017

### **Board of Directors Report**

This report is an account of the activities of the Society to the Assembly for calendar year 2016. This report also summarizes key developments during this period. Some activities are only briefly outlined in this report, as they are the subjects of independent reports appended to this report and presented to this AGM.

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## 1 The Board of Directors (BOD)

### **January-June 2016: The Directors are as follows:**

#### Voting members:

President: Glenn Morrison (USA)  
Vice-President, Policy: Chris Chao (Hong Kong)  
Vice-President, Research: David Cheong (Singapore)  
Vice-President, Practice: Carl Grimes (USA)  
Treasurer: Tiina Reponen (USA)  
Secretary: Corinne Mandin (France)  
Member At-Large: Andrea Ferro (USA)  
Member At-Large: Harald Meyer (Denmark)  
President of the ISIAQ Academy of Fellows: Tunga Salthammer (Germany)

#### Non - Voting members:

Immediate Past President: Pawel Wargocki (Denmark)  
Editor of the Indoor Air journal: William W Nazaroff (USA)  
President of Healthy Buildings 2015 America: Shelly Miller (USA)  
President of Healthy Buildings 2015 Europe: Marcel Loomans (Netherlands)  
President of Healthy Buildings 2017 Europe: Marzenna Dudzinska (Poland)  
Representative of Healthy Buildings 2017 Asia: Jung-Wei Chang (Taiwan)  
President of Indoor Air 2016: Jelle Laverge (Belgium)  
Coordinator of Scientific and Technical Committees (STCs): Richard Shaughnessy (USA)  
Student representative: Dusan Licina (Denmark)

#### Trustees

Kwok-Wai Tham (Singapore)  
Pertti Pasanen (Finland)

### **July-December 2016: The Directors are as follows:**

#### Voting members:

President: Marcel Loomans (The Netherlands)  
Vice-President, Policy: Chungyoon Chun (South Korea)  
Vice-President, Research: Corinne Mandin (France)  
Vice-President, Practice: Harald Meyer (Denmark)  
Treasurer: Tiina Reponen (USA)  
Secretary: Brent Stephens (USA)  
Member At-Large: Jelle Laverge (Belgium)  
Member At-Large: Ulla Haverinen-Shaughnessy (Finland)  
President of the ISIAQ Academy of Fellows: Yuguo Li (Hong Kong)

#### Non - Voting members:

Immediate Past President: Glenn Morrison (USA)

Editor of the Indoor Air journal: William W Nazaroff (USA)

President of Healthy Buildings 2017 Asia: Jung-Wei Chang (Taiwan)

President of Healthy Buildings 2017 Europe: Marzenna Dudzinska (Poland)

President of Indoor Air 2018: Michael Waring (USA)

Coordinator of Scientific and Technical Committees (STCs): Richard Shaughnessy (USA)

Chapter representative: Linda Hägerhed (Sweden)

Student representative: Elisa Van Kenhove (Belgium)

#### Trustees

Kerry Kinney (USA)

Pertti Pasanen (Finland)

## **2 Secretariat**

ISIAQ Secretariat during 2016 was located first in Santa Cruz, California, USA. From June 2016, Infinity Conference Group was chosen to be the new ISIAQ Secretariat.

Doreen Albertson as Executive Director of Infinity Conference Group, coordinated the tasks of the Secretariat.

A comprehensive Board Orientation Manual was drafted by Infinity and should be completed in 2017.

## **3 Meetings**

The BOD has held conference calls using the WebEx and StartMeeting platforms on a **monthly basis**, first call being held in January of 2016, usually with a full quorum. A physical BOD meeting was held during the Indoor Air Conference in Ghent, Belgium. The BOD has also had a large amount of communication via email. If needed, the Directors communicated on the individual level via phone, email, or SKYPE.

## **4 ISIAQ finances**

The ISIAQ treasurer, Tiina Reponen, has provided a report of ISIAQ finances in [Appendix 1](#). She reports that ISIAQ continues to be financially stable. Revenues in 2016 were \$192,506 with major income categories of publications (profit share from Indoor Air journal), membership fees and conference registration shares. The expenses were \$179,978 with major expense categories of secretariat and other professional services and publications (Indoor Air journal).

## 5 Major activities of the Board from January to December 2016

### 5.1 Transition to new secretariat

Since 2008, administrative, fiscal, and web support for ISIAQ has been provided under contract with the Building Ecology Research Group in Santa Cruz, California. Hal Levin, from BERG, announced his intention to retire in 2014. Therefore, the board formed an ad-hoc committee (Andrea Ferro, Richard Shaughnessy, Pawel Wargocki, Tiina Reponen, Christopher Chao, and Hal Levin) to review the needs of ISIAQ and specifically to recommend a mechanism for making this transition. The ISIAQ board was also seconded by a consultant to help with this transition: William Pawlucy of Association Options, LLC. The ad-hoc committee and the BOD worked with Association Options to develop a Request for Proposals and a tool for evaluating these proposals. Proposals were received from 11 companies and reviewed. Three were chosen for interviews to take place in January of 2016. Infinity Conference Group was eventually chosen as the new secretariat and an agreement was executed on April 11, 2016. Transition activities between the outgoing and incoming secretariat took place between April and May 2016. Infinity Conference Group assumed the role as the official secretariat effective June 6, 2016.

### 5.2 Indoor Air Journal

The full report from the editor-in-chief, William Nazaroff, is provided in Appendix 3. Major items are summarized here. In 2016 (Volume 26), 77 articles were published reporting new research. Authors represent around 40 countries with the strongest contributions from North America, Europe and Asia plus Australia. Approximately 26% of articles submitted to the journal are accepted for publication. The median time between submission and the editor's decision is 51 days. The Thompson Reuter's impact factor for 2015 is 4.33, the third consecutive year that the impact factor has been above 4.0. Indoor Air currently ranks 2<sup>nd</sup> among 61 journals in the area "Construction and Building Technology;" 8<sup>th</sup> among 50 journals in the area "Environmental Engineering;" and 15<sup>th</sup> among 172 journals in "Public, Environmental & Occupational Health."

### 5.3 Scientific and Technical Committees (STCs)

The ISIAQ Board of Directors (BOD) voted in 2010 to establish Scientific and Technical Committees (STCs) and an ISIAQ STC Council, a joint effort by ISIAQ and ISIAQ Academy of Fellows.

STCs have three major functions:

- To review, conclude and report new and emerging research directions in indoor air sciences. STCs will prepare and publish short articles on emerging research directions on ISIAQ Website and Newsletters, and some such articles will be submitted to Indoor Air journal.

- To establish Policy Committees to develop ISIAQ policy papers on interested and emerging indoor air topics.
- To review and select papers for ISIAQ Flagship conferences – Indoor Air.

ISIAQ **STC Council** is led by ISIAQ Vice President for Research. In calendar year 2016, the STC council met during the Indoor Air Conference in Belgium.

In 2016, the BOD voted to support a request for funds from STC13 to prepare a **position paper** entitled “The role of microbial sampling in building investigations for moisture damage and indoor mold”. The funds are used to cover costs of a student to collect and review scientific literature and existing standards/recommendations internationally. The report will be finalized in 2017.

Lastly, the ISIAQ BOD noticed that STCs have rather heterogeneous levels of activities and their plans for the future are not clear. In this context, the BOD decided to clarify the STC work plans and to identify the difficulties they may encounter. So the major activity relative to STCs in 2016 was **the preparation and the launch of a survey** sent to the 8 STC chairs to identify potential needs of the STCs for evolution, for BOD support or/and for increased activity level. The replies will be analyzed in 2017 and an action plan will be proposed by the BOD.

The STC survey questionnaire is in the [Appendix 4](#).

#### 5.4 Conferences and co-sponsored conferences

ISIAQ maintains a regular schedule of two flagship conferences: Indoor Air and Healthy Buildings.

**Indoor Air** is an international conference that is intended to encompass all areas of indoor air sciences and practice. Recent conference locations include Copenhagen (2008), Austin Texas (2011) and Hong Kong (2014). Beginning in 1978, the conference took place once every three years and was overseen by the Academy of Fellows. With the merger of the Academy and ISIAQ in 2005, ISIAQ acquired responsibility for the selection of conference organizers. In 2012, the Board of Directors voted to accelerate this conference schedule to once every 2 years, with the first instance taking place in 2016 in Ghent, Belgium. The conference was organized by Jelle Laverge, Marianne Stranger and Tunga Salthammer. The board has received monthly updates on conference preparation and organization from Jelle Laverge.

Michael Waring of Drexel University will lead the organization of Indoor Air 2018 to take place in Philadelphia, Pennsylvania, USA. The board has received monthly updates on conference preparation and organization from Michael Waring.

**Healthy Buildings** is a scientific conference intended to focus on the practice of maintaining and improving indoor air quality based on available science. Until recently, it was considered a global conference and took place once every 3 years, the

year following the Indoor Air conference. Recent conference locations include Syracuse, USA (2009) and Brisbane, Australia (2012). In 2012, the Board of Directors voted to change the conference to a regional (i.e. Europe, Asia, Americas) and accelerate this conference schedule to once every 2 years, with the first instance taking place in 2015. The intent was to, eventually, have three regional conferences take place in the years between the Indoor Air conferences.

Healthy Buildings 2015 Europe took place on May 18-20 in Eindhoven, Netherlands at the Eindhoven University of Technology and was organized by Marcel Loomans, and Healthy Buildings 2015-America took place on July 19-22 in Boulder, CO. The technical organization of the meeting was led by Shelly Miller and John Zhai of the University of Colorado.

Two organizers were identified for Healthy Buildings 2017 conferences:

- Healthy Buildings 2017 Asia will take place in Tainan, Taiwan, led by conference president Huey-Jen Su of National Cheng Kung University
- Healthy Buildings 2017 Europe will take place in Lublin, Poland and will be led by Marzenna Dudzinska of the Lublin University of Technology.

Both presented monthly updates on conference preparation during the BOD meeting.

**Future of Conferences.** A joint conference with the ISES (International Society for Exposure Sciences) to be held in 2019 has been discussed during the ISES 2016 Conference held in Utrecht, The Netherlands. The final decision was made early 2017 in both boards, ISIAQ and ISES. A MOU has been prepared and local organizers will be looked for.

**Co-Sponsored Conferences.** As described in more detail in the report from the Vice-President of Policy (Appendix 5), the BOD has agreed to co-sponsor 9<sup>th</sup> International Conference on Indoor Air Quality Ventilation and Energy Conservation in Buildings to be held in Seoul, Korea on October 23-26, 2016.

**Proceedings' Availability:** a discussion was initiated among the BOD to make available on the ISIAQ website the ISIAQ conference proceedings for download as a member benefit at no cost, while making it freely available to the public two years after each applicable event. A final decision will be made and practical issues will be discussed in 2017.

**Student Travel Awards:** To enable students to attend the Healthy Buildings 2017 conferences (and future Indoor Air and Healthy Buildings conferences), ISIAQ BOD decided to offer students with accepted full papers/short abstracts the opportunity to apply for Student Awards, which will cover the registration fee and accommodation in a dormitory. A list of eligibility criteria was set by the BOD.

## 5.5 Academy of Indoor Air Sciences

The full report from the President of the Academy of Indoor Air Sciences (ISIAQ Fellows) is provided in [Appendix 6](#).

## 5.6 Student engagement

Current students are the future leaders and innovators in the indoor air sciences. ISIAQ seeks to encourage and broaden student engagement through activities at conferences, the mentorship program and in other areas. Several activities took place at Indoor Air Conference 2016.

During 2016, Elisa Van Kenhove, the ISIAQ student representative on the Board of Directors has been active in promoting and developing activities to benefit students. Dusan Licina, the previous student representative, and Jelle Laverge have organized an “**ISIAQ summer school**” at the Indoor Air 2016 conference in Ghent, Belgium and was extremely successful.

More details of the numerous student engagement activities, particularly about the revitalization of the mentorship program and the social medias, i.e. Facebook and Twitter, as well as perspectives are presented in [Appendix 7](#).

## 5.7 Communication and dissemination

A **monthly issue of the ISIAQ newsletter** was released from June 2016 (excluding summer months). Updates on ISIAQ conferences are presented; publication of new reports or PhD thesis are announced; and some researchers are invited to present their work, databases, new project, etc. The Editorial Committee is composed of Marcel Loomans, Corinne Mandin, Glenn Morrison, Harald Meyer, and Doreen Albertson. Past issues can be read on the ISIAQ website.

A **website *ad hoc* committee** has started to work on the website recast to make it more attractive. This activity is connected with the management of ISIAQ presence on social networks.

## 5.8 ISIAQ chapters

There are five national chapters of ISIAQ; FISIAQ (Finland), ISIAQ.nl (Netherlands), SWESIAQ (Sweden), ISIAQ.is in Iceland and NIO in Norway. A survey was conducted in autumn 2016, addressed (e-mail) to contact persons for each chapter. The purpose of the survey has been to gather information on activities of the national chapters, but also their views on ISIAQ and interest in further cooperation with ISIAQ and with the other chapters. The result has been compiled in an internal report that will be completed in 2017.

## 6 Areas for future consideration

Some of pending areas are listed here to acknowledge them and recommend them for future consideration.

- **Diversity committee:** a first discussion was made during Indoor Air 2016 Conference. Harald Meyer and Chungyoon Chun are the BOD members connected with ISIAQ members interested in further promoting diversity;
- **Membership survey:** this survey will be performed in 2017;
- **E-learning:** During the ISIAQ AGM at Indoor Air 2016 Conference, a proposal from Dr Ineke Thierauf, The Netherlands, for an international e-learning course on IAQ and Climate organized by ISIAQ members from different countries was presented and discussed. Several members supported the project. In the September 2016 ISIAQ Newsletter, a call was made to test the members' willingness to give lectures or contribute with course material. Proposal for further steps will be discussed in 2017.



## 7 Appendices

### 7.1 Appendix 1: Treasurer's report

June 10, 2017

Year 2016

The total revenues and gains were \$192,506 with the main income coming from Wiley (33%), membership fees (30%), and conference registration fee shares (30%). The total expenses were \$179,978 with the main expense categories of Secretariat and other professional services (60%) and publication fee to Wiley (32%).

Effective June 2016, bookkeeping entries were input to reflect accounting transactions on an accrual basis. Due to this change from cash basis bookkeeping, there were two large items related to the Indoor Air journal that appear in the accounts twice in 2016: both the income and expenses from Wiley for years 2015 and 2016. The net income from Wiley (Indoor Air journal) was \$7,567. The switch to accrual accounting did not affect other budget categories.

ISIAQ made a surplus of \$12,528. The net assets at the end of 2016 were \$376,467, which includes Fidelity mutual fund of \$200,607. After adjusting for accounts payable and accounts receivable, ISIAQ had \$157,399 in cash and cash equivalents in the bank account at the end of the year 2016. After deducting the Academy funds of \$28,944.78, ISIAQ had \$128,455 in cash. For comparisons, the operating budget for the current year (2017) is \$135,000.

In summary, ISIAQ continues to be financially stable. Membership fees, conference registration shares, and profit share for Wiley continue to be the primary sources of income. Therefore, fostering these activities is essential for maintaining the financial stability in the future.

**7.2 Appendix 2: Independent Accountant's Review Report' and  
Financial Statements**

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY  
AND CLIMATE, INC.  
(A Nonprofit Public Benefit Corporation)  
  
FINANCIAL STATEMENTS  
December 31, 2016

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY  
AND CLIMATE, INC.

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PATRICIA A. BECKWITH

CERTIFIED PUBLIC ACCOUNTANT



INDEPENDENT ACCOUNTANT'S REVIEW REPORT

To the Board of Directors of  
International Society of Indoor Air  
Quality and Climate, Inc.

I have reviewed the accompanying statement of financial position International Society of Indoor Air Quality and Climate, Inc. (a nonprofit public benefit corporation) as of December 31, 2016 and the related statements of activities, functional expenses and cash flows expenses for the year then ended. A review includes primarily applying analytical procedures to management's financial data and making inquiries of the Organization's management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, I do not express such an opinion.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for developing, implementing and maintaining internal controls relevant to preparation and fair presentation of the financial statements.

My responsibility is to conduct the review in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. Those standards require me to perform certain procedures to obtain limited assurance that there are no material modifications that should be made to the financial statements. I believe that the result of my procedures provide a reasonable basis to my report.

Based on my review, I am not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with accounting principles generally accepted in the United States of America.



Aptos, CA  
June 6, 2017

- 1 -

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INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.  
STATEMENT OF FINANCIAL POSITION  
DECEMBER 31, 2016

ASSETS	
Cash and cash equivalents	\$ 157,399
Accounts receivable	21,597
Investments	<u>200,607</u>
TOTAL ASSETS	<u>\$ 379,603</u>
LIABILITIES	
Accounts payable	<u>3,136</u>
TOTAL LIABILITIES	\$ 3,136
NET ASSETS	
Unrestricted	<u>376,467</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 379,603</u>

See accompanying notes and independent accountant's review report.

**INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.**  
**STATEMENT OF ACTIVITIES**  
**Year Ended December 31, 2016**

	<u>Unrestricted</u>
<b>REVENUE AND OTHER SUPPORT</b>	
Revenues and gains	
Memberships	\$ 115,208
Conference registration fees	
Contributions/other	1,235
Publications	2,540
Royalties	7,567
Interest/dividend income	2,007
Unrealized gain in investment	534
Realized gain in investment	3,118
	<b>TOTAL REVENUE AND OTHER SUPPORT</b>
	132,209
<b>EXPENSES</b>	
Program Services	116,107
Management and General	3,574
Fundraising	-
	<b>TOTAL EXPENSES</b>
	119,681
	<b>INCREASE IN UNRESTRICTED NET ASSETS</b>
	12,528
<b>NET ASSETS AT BEGINNING OF YEAR</b>	<b>363,939</b>
<b>NET ASSETS AT END OF YEAR</b>	<b>\$ 376,467</b>

See accompanying notes and independent accountant's review report.

**INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
Year Ended December 31, 2016

	Program Services			Supporting Services		Total
	Education & Research	Management and General	Fundraising			
Compensation and related expenses						
Executive contract services	\$ 101,778		\$ -			\$ 101,778
Bank and other fees	-	2,410	-			2,410
Gifts	-	686	-			686
Office	-	201	-			201
Postage	384	43	-			427
Printing	76	-	-			76
Professional services	9,384	-	-			9,384
Telephone & communications	2,107	234	-			2,341
Travel	2,268	-	-			2,268
Web design/maintenance	110	-	-			110
<b>Total expenses, year ended</b>						
December 31, 2016	<u>\$ 116,107</u>	<u>\$ 3,574</u>	<u>\$ -</u>			<u>\$ 119,681</u>
	<u>97.0%</u>	<u>3.0%</u>	<u>0.0%</u>			<u>100.0%</u>

See accompanying notes and independent accountant's report.

**INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.**  
**STATEMENT OF CASH FLOWS**  
**Year Ended December 31, 2016**

<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>	
Increase (decrease) in net assets	\$ 12,528
Adjustments to reconcile changes in net assets to to net cash used in operating activities:	
Unrealized gain in investments	(534)
(Increase) Decrease in: Accounts receivable	(21,597)
Increase (Decrease) in: Accounts payable	3,136
<b>Net Cash Provided by Operating Activities</b>	<b>(6,467)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>	
Purchase of investments	(200,607)
<b>Net Cash Used by Investing Activities</b>	<b>(200,607)</b>
<b>NET (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>(206,540)</b>
<b>CASH AND CASH EQUIVALENTS, beginning of year</b>	<b>363,939</b>
<b>CASH AND CASH EQUIVALENTS, end of year</b>	<b>\$ 157,399</b>

See accompanying notes and independent accountant's review report.



INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.  
STATEMENT OF CASH FLOWS  
Year Ended December 31, 2016

CASH FLOWS FROM OPERATING ACTIVITIES	
Increase (decrease) in net assets	\$ 12,528
Adjustments to reconcile changes in net assets to to net cash used in operating activities:	
Unrealized gain in investments	(534)
(Increase) Decrease in: Accounts receivable	(21,597)
Increase (Decrease) in: Accounts payable	3,136
Net Cash Provided by Operating Activities	<u>(6,467)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Purchase of investments	<u>(200,607)</u>
Net Cash Used by Investing Activities	<u>(200,607)</u>
NET (DECREASE) IN CASH AND CASH EQUIVALENTS	(206,540)
CASH AND CASH EQUIVALENTS, beginning of year	<u>363,939</u>
CASH AND CASH EQUIVALENTS, end of year	<u>\$ 157,399</u>

See accompanying notes and independent accountant's review report.

INTERNATIONAL SOCIETY OF AIR QUALITY  
AND CLIMATE, INC.  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Nature of Activities

International Society of Indoor Air Quality and Climate, Inc (ISIAQ) is an international, independent, multidisciplinary, scientific, non-profit organization whose purpose is to support the creation of healthy, comfortable and productive indoor environments. Originally established in Canada in 1994, ISIAQ opened their office in the United States in 2009. To date, ISIAQ's primary source of revenue is derived from memberships, conference fees and the publication of the *Indoor Air* journal.

ISIAQ holds International Indoor Air (IA) conference on a bi-annual basis and the Healthy Buildings Conference (regional meetings) in the interim year. This creates more regional visibility and growth for ISIAQ.

Basis of Accounting

The accompanying financial statements of ISIAQ have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Basis of Presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. For fiscal 2016 ISIAQ had no temporarily or permanently restricted net assets.

Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Investments

ISIAQ carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair value in the Statement of Financial Position. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

INTERNATIONAL SOCIETY OF AIR QUALITY  
AND CLIMATE, INC.  
NOTES TO FINANCIAL STATEMENTS

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Restricted and Unrestricted Revenue

Contributions received are recorded as increases in unrestricted, temporarily restricted, or permanently restricted net assets, depending on the existence and/or nature of any donor restrictions.

Functional Allocation of Expenses

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the Organization.

Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reports' amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could differ from those estimates.

Income Taxes

ISIAQ is exempt from taxation under Internal Revenue Code Section 501(c)(3) and California Revenue and Taxation Code Section 23701d.

Generally accepted accounting principles provide accounting and disclosure guidance about positions taken by an organization on its tax returns that might be uncertain. Management has considered its tax positions and believes that all of the positions taken by the Organization in its federal and state exempt organization tax returns are more likely than not to be sustained upon examination. The Organization's returns are subject to examination by federal and state taxing authorities, generally for three and four years respectively, after they are filed.

Subsequent Events

These financial statements considered subsequent events through June 6, 2017, the date the financial statements were available to be issued.

INTERNATIONAL SOCIETY OF AIR QUALITY  
AND CLIMATE, INC.  
NOTES TO FINANCIAL STATEMENTS

NOTE 2. FAIR VALUE:

The Fair Value Measurements Topic of the FASB Accounting Standards Codification establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements).

The three levels of the fair value hierarchy are briefly described below:

Level 1: Unadjusted quoted market prices in active markets that are accessible at the measurement date for identical, unrestricted assets or liabilities;

Level 2: Quoted prices in markets that are not considered to be active or financial instruments for which all significant inputs are observable, either directly or indirectly.

Level 3: Prices or valuations that require inputs that are both significant to the fair value measurement are unobservable.

The asset's or liability's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurements. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs.

The following table presents information about assets measured at fair value on a recurring basis as of December 31, 2016:

	<u>At December 31, 2016</u>			
	Level 1	Level 2	Level 3	Total
Investments				
Mutual funds	\$ 200,607	--	--	\$200,607

NOTE 3. INVESTMENTS

ISIAQ classifies investments in securities as available for sale. Securities are carried at their fair market value in the statement of financial position. Unrealized gains and losses are included in the accompanying statement of activities.

Cost	\$ 200,000
Dividends	73
Unrealized gain	<u>534</u>
Fair market value	<u>\$ 200,607</u>

## 7.3 Appendix 3: Indoor Air Journal Editor's report

### Editor's Report to ISIAQ Members

Prepared by William Nazaroff, Editor-in-Chief

This report was prepared on 4 May 2017 and covers the period January 2016 – April 2017.

#### ***Published Research***

Indoor Air is published in six issues per year. In 2016 (Volume 26), we published 77 research articles, including two reviews. This volume also included a special issue (published in February 2016) featuring ten articles developed from keynote lectures presented at the Indoor Air 2014 conference. Nine of the published articles were funded by author fees and are permanently available as open access. We also published six editorials (two by Associate Editors and four by the editor-in-chief).

The first three issues of Volume 27 have been published. These three issues contain 63 research articles (including three reviews) and three editorials. Author fees have funded the publication of nine of these articles. We anticipate publishing 40-45 additional articles in the remaining three issues of Volume 27. This year will be the first time that the journal will have published more than 100 regularly submitted articles in a year.

#### ***Geographic Distribution of Authors***

The following summary considers all articles (original research plus review articles plus keynote lecture articles) that were published in 2016 (77) or thus far in 2017 (63) plus those that have been accepted and are awaiting publication (35). Editorials are excluded. For these 175 articles, ISIAQ's three main regions are well represented among the corresponding authors: the Americas (79 articles, 45%), Asia plus Australia (34 articles, 19%), and Europe (62 articles, 35%). Many articles have authors from multiple countries (59, 34%), indeed even multiple continents (35, 20%). Considering all authors of these 175 articles, 40 separate countries are represented, with 83 articles having one or more authors from USA, 26 from China (including 7 from Hong Kong), 17 from Denmark, 14 from Canada, 12 each from Finland and France, 11 each from Germany and the Netherlands, 9 from Sweden, 8 from Spain, 7 each from Australia and the UK, 5 each from Italy and Singapore, 3 each from Belgium, Korea, Norway, Poland, Portugal, and Switzerland, and the remaining 20 countries being represented by having authors who contributed to 1 or 2 articles. Published research in the indoor air sciences remains strongest in North America, Western Europe, and East Asia.

### ***ISI Ranking***

The Thomson Reuters “Journal Citation Reports” database reports journal Impact Factors, an indicator of journal quality. *Indoor Air*’s impact factor for 2015 is 4.33, the third consecutive year that the impact factor has been above 4.0. *Indoor Air* currently ranks 2nd among 61 journals in the area “Construction and Building Technology;” 8th among 50 journals in the area “Environmental Engineering;” and 15<sup>th</sup> among 172 journals in “Public, Environmental & Occupational Health.”

### ***Manuscript Processing Statistics***

- Considering research articles only (original research plus review articles), for period January 2016 – April 2017, there were 382 new submissions (average = 24 per month). Among the 289 newly submitted articles from year 2016, we have accepted for publication 67, with nine manuscripts still being considered. The acceptance rate for year 2016 will be in the range 23-26%.

- Regarding editorial processing of manuscripts, the editors strive to make timely, well-informed, fair, and transparent decisions. For articles selected for peer review, the editors’ goal is to complete the evaluation process for the large majority of cases within 2 months of the submission date. Reviews should seldom take longer than 3 months, from author submission to editor’s (first) decision. We are doing well against these goals. In 2016, 121 newly submitted articles underwent peer review. For the first peer review, the median time from submission to return of the editor’s decision was 51 days. Eighty-six (71%) of the first reviews were completed with two months. Only six reviews (5%) took longer than three months.

- Each submitted article is first evaluated by an editor. Only articles that are topically appropriate and deemed to be of sufficient strength are selected for peer review. For the 16-month period January 2016 through April 2017, 382 new research articles were submitted and 165 of these (43%) were selected for peer review. Among those undergoing peer review, 69 have been accepted for publication, 29 are currently under review, 15 are awaiting revision and resubmission by the authors, 1 lapsed (the authors did not resubmit in a timely manner following peer review), and 51 were rejected based on peer review assessments.

- Here are some additional editorial processing data (from ScholarOne as reported on 4 May 2017, for the prior 12 months):

- Average time from submission to first decision 23 days
- Average reviewer turnaround time (original) 20 days
- Average reviewer turnaround time (revision) 13 days
- Average time to assign reviewers (original) 7 days
- Average time to assign reviewers (revision) 6 days
- Average time from submission to final decision 37 days
- Acceptance ratio 77:267 (29%)

- Post-acceptance processing: Accepted articles move quickly to appear on-line in advance of publication. At the time of first appearance, each article receives a unique DOI number, which allows it to be cited in a permanently traceable manner. As of 4 May 2017, there are 35 articles that have been accepted and are awaiting publication. It is an important recent development that the delay between article acceptance and article publication has been reduced to less than six months.

### ***Editors and Editorial Board***

We benefit from the service of 30 distinguished scholars who serve on the editorial board; there have been no recent changes in membership. Regarding the Associate Editors, we thank Richard de Dear for his three years of service as (2014-2016). The journal now operates with eleven Associate Editors:

- Bert Brunekreef, Netherlands
- Geo Clausen, Denmark
- Richard Corsi, USA
- William Fisk, USA
- Yuguo Li, Hong Kong, China
- Glenn Morrison, USA
- Jordan Peccia, USA
- Tiina Reponen, USA
- Tunga Salthammer, Germany
- Huey-Jen (Jenny) Su, Taiwan
- Junfeng (Jim) Zhang, USA

William Nazaroff continues as Editor-in-Chief, a position he has held since 2010.

## 7.4 Appendix 4: Vice-President Research report

Currently, there are **8 ISIAQ Scientific and Technical Committees (STCs)**. Each STC is coded as STC##. The first # indicates the general areas with 1 (sources, monitoring and evaluation), 2 (control methods) and 3 (others). The second # is the sequence of the STC being established.

1. STC11 Source, monitoring and evaluation: chemical pollutants (55 members)  
Chairperson: Dr Ying Xu, University of Texas at Austin, USA
2. STC12 Source, monitoring and evaluation: aerosols (16 members)  
Chairperson: Assoc Prof Alvin C.K. Lai, City University of Hong Kong, HKSAR
3. STC13 Microbes in indoor environments (15 members)  
Chairperson: Dr Martin Taubel, National Institute for Health and Welfare, Finland
4. STC21 Ventilation (33 members)  
Chairperson: Dr Brent Stephens, Illinois Institute of Technology, USA
5. STC22 Air cleaning (36 members)  
Chairperson: Professor Alireza Afshari, Aalborg University, Denmark
6. STC31 Health effects and epidemiology (31 members)  
Chairperson: Assoc Prof Yuexia Sun, Tianjin University, China
7. STC32 Environmental/climate impacts (18 members)  
Chairperson: Dr Kazukiyo Kumagai, Lawrence Berkeley National Laboratory, USA
8. STC33 Thermal comfort (25 members)  
Chairperson Professor Yingxin Zhu, Tsinghua University, China

Currently STCs have rather heterogeneous levels of activities and their plans for the future are not clear. In this context, the BOD decided to clarify the STC work plan for both a short and long term horizon and to identify the difficulties they may encounter. So the major activity relative to STCs in 2016 was the preparation and the launch of a survey sent to the 8 STC chairs to identify potential needs of the STCs for evolution, for BOD support or/and for increased activity level. The replies will be analyzed in 2017 and an action plan will be proposed by the BOD.

The questionnaire sent to the STC chairs is the following:

### **Your STC status and its work plan for both a short and long term horizon**

1. What are the current activities within your STC?
2. What are your projects in the coming year?
3. Are there any specific long-term goals and activities envisioned?



4. How active is your STC in upcoming participation in ISIAQ Conferences and planning? Has the STC submitted workshop proposals for these or other conferences?

**STC activities: difficulties and ways to move forward**

5. How many members are part of your STC, and of them, how many are really active?
6. Some of the STCs have been less active in the past few years. Do you think this is due to: *(several answers are possible; reply with yes or no and, if yes, give any suggestion to improve the situation; add other reasons as appropriate)*
- As the STC leader, you are lacking the time to manage the work:
  - There is not clear direction from the Board as to what the expectations are for the STC:
  - The topic is too vague and not well formulated:
  - The topic is not relevant and should be reoriented:
  - The members are not interested, not active:
  - The group is too large and nothing can be organized due to this large size:
  - The group is too small and nothing can be planned due to this critical size:
  - Due to different time-zones worldwide, it is difficult to communicate effectively with the members:
  - You may need funds allocated for a targeted deliverable output. If yes, what amount would you need and for what? What deliverables would you envision pertaining to your STC? (e.g., position document, white paper, journal publication, course development on your subject matter of the STC, etc.)?
  - The deadlines linked to the STC are not enforceable:
  - You need more supplemental assistance and direction from the ISIAQ Board Of Directors (BOD):
  - You would like more communication from ISIAQ, e.g., more visibility on the webpage, the newsletter, etc.:
  - Other:
7. Do you think the STCs should evolve and, if yes, how? What would be the key(s) to success? What is your vision of goals and outcomes?
8. Do you have any other suggestions for the ISIAQ BOD?

**THANK YOU VERY MUCH FOR YOUR PARTICIPATION TO THIS SURVEY**

## 7.5 Appendix 5: Vice-President of Policy report

### Co-organized conferences

Indoor Air 2016, Ghent, Belgium, July 3~8, 2016.

### Co-sponsored conferences

9<sup>th</sup> International Conference on Indoor Air Quality Ventilation and Energy Conservation in Buildings, Seoul, Korea, October 23 ~ 26, 2016.

### Up-coming conferences

Healthy Buildings Europe 2017, Lublin, Poland, July 2~5, 2017.

Healthy Buildings Asia and Pacific Rim, Tainan, Taiwan, September 2 ~ 5, 2017.

### HB2019

ISIAQ invited Letters of Interest to host the ISIAQ International Healthy Buildings 2019 Regional Conference: Asia/Pacific Rim and the Americas.

### Joint conference with ISES

ISIAQ signed MOU with ISES for the joint conference 2019.

## **7.6 Appendix 6: President of the Academy of Indoor Air Sciences (ISIAQ Fellows) report**

### **Report of the Executive Committee of the ISIAQ Academy of Fellows**

Academy of Fellows

#### **Report to ISIAQ Members (1 Jan – 31 Dec 2016)**

This report covers the Academy AGM that was held in association with Indoor Air 2016, academy activities in 2016, planned activities in association with Indoor Air 2018 and economy.

#### **Academy AGM 2016**

The 2016 AGM of the Academy took place in Gent, Belgium, Hotel De Flandres (Meeting Room), 2:00 pm – 3:20 pm. 45 Academy members including President (Salthammer), Vice-President (Li) and Secretary (Corsi) attended the meeting.

The Executive Committee report from May 2016 was approved by the AGM.

The Executive Committee reported that the 2016 Selection Juries

- for the Yaglou Award: Pawel Wargocki (Denmark, Chair); Gunilla Wieslander (Sweden); Huey-Jen Su (Taiwan); Qingyan Yan Chen (USA, China) and Shin-ichi Tanabe (Japan)
- for New Fellows: Kwok Wai Tham (Singapore, Chair); Richard Corsi (USA); Donald Milton (USA); Aino Nevalainen (Finland) and Yiping Zhang (China)
- The Executive Committee chose the winners for Pettenkofer Award and Lifetime Achievement Award.

The Lifetime Achievement Award is bestowed on occasion to scholars who have made seminal contributions to the indoor air sciences through their career's work. There was only one past recipient, who was Ib Andersen (Indoor Air 2008), prior to Indoor Air 2016. The Executive Committee made a unanimous decision that Dr Nevalainen Aino became the second individual to have this honor in our history.

The AGM also elected the new Executive Committee with Yuguo Li as President, Richard Corsi as Vice President and Pawel Wargocki as Secretary for the new term 2016-2018.

Topics of the open discussion (in keywords) included

- The Academy should be more active in mentoring new researchers in the field (post note: The Academy has worked with ISIAQ BOD to develop a new mentorship programme in ISIAQ, and the document has been discussed by BOD).
- The Academy should be more active in promoting the science of indoor air to a wider community, and attract young talents into this community.
- The Academy should be more proactive in addressing the gender balance in all aspects related to the Academy.

### **Academy Activities 2016**

The Academy's main functions coincide with the Indoor Air 'xx conferences. The past year after Indoor Air 2016 was relatively quiet for the Academy per se, in anticipation of Indoor Air 2018. However, individual members of the Academy and the Academy's Executive Committee have remained vigorously engaged in advancing the indoor air sciences. These include service to the ISIAQ BoD, as associate editors of *Indoor Air*, the scientific committee for Healthy Buildings 2016 Asia and Europe and preparation for Indoor Air 2018 etc.

### **Academy Activities prior to Indoor Air 2018**

The following activities are now being planned for the Indoor Air 2018 conference.

**New Academy Fellows:** A call for nominations for a new round of elections will be issued soon. The Academy is open by invitation to persons who by invention, research or other activities have contributed significantly to the indoor air sciences. Nominations for new membership can only be made by current members and require two recommendations by Academy members from different countries. A membership committee reviews the nominations and recommends new fellows. To be elected, each recommended candidate must be approved by the Executive Committee and by a majority of Academy Members. The 2016 new fellows are: Gwi-Nam Bae, Korea, William Bahnfleth, USA, Hugo Destailats, USA, Ching-Chang Lee, Taiwan, Xianting Li, China, Chao-Hsin Lin, USA, Jeff Siegel, USA, Brett Singer, USA, Erik Uhde, Germany, and Bin Zhao, China.

**Pettenkofer Award:** The Executive Committee will debate and choose a winner for the Pettenkofer award, which is presented to an individual in recognition of outstanding work in advancing the indoor air sciences. Previous recipients of the award are Prof. Thomas Lindvall, Sweden (1999), Prof. Bernd Seifert, Germany (2002), Prof. Ole Fanger, Denmark (2005), Prof. John Spengler, United States (2008), Prof. Jan Sundell, Sweden/Denmark/China (2011), Prof. Charles Wesler/USA (2014) and Prof. Shinichi Tanabe/Japan (2016).

**Yaglou Award:** The Executive Committee will establish a jury committee for this award. The Yaglou award acknowledges outstanding work of young promising researchers within the indoor air sciences and encourages them to continue their career in this field. The awardee must be under 37 years of age at the time the award is made. The Yaglou award honors Professor C.P. Yaglou's pioneering work on thermal comfort, indoor air quality and ventilation requirements in the 1920s and 1930s. Previous recipients of the award are Helen H Suh, USA (1999), Pawel Wargocki, Denmark (2000), Christopher Chao, Hong Kong (2002), Jelena Srebric, USA (2005), Henry Cahyadi Willem, Singapore (2008), Ying Xu, USA (2011), Dr Gabriel Bekö, Denmark (2014) and Dr Mo Jinhan, China (2016). Nominations will be solicited from the Academy membership later 2017.

### **Economy**

The Executive Committee members cover by themselves all the Academy's ordinary expenses such as postage fax, email, telephone meetings and secretarial assistance. The Academy account cover gold pins for new members, the Pettenkofer Award and the Yaglou Award.

The financial balance of the academy is as follows (On December 31, 2016): \$28,944.78.

Yuguo Li, President,  
Richard Corsi, Vice President and  
Pawel Wargocki, Secretary

## 7.7 Appendix 7: Student Representative's report

### I Past activities

#### I a "The 1<sup>st</sup> ISIAQ Summer School", July 2-3, Ghent, Belgium

The first ISIAQ Summer School took place just before Indoor Air 2016 in Ghent, Belgium. The purpose of the activity was to educate and network. It was set up as a "pilot" course and it was a success with 34 student participants (+3 organizers and 7 speakers). It aims to establish a regular ISIAQ Summer School to be organized around every Indoor Air conference.

The main objectives of the ISIAQ summer school in Ghent were the following:

1. **Networking:** Bring ISIAQ student members together, establish long-term connections, learn about people from other countries and cultures.
2. **Learning:** Engage some of the world's best researchers that shared the newest findings and challenges in the most important ISIAQ related topics. Participants were actively engaged in discussion through interactive sessions. In addition, participants were given opportunity to learn how to communicate clearly in writing and orally through two general tutorials.
3. **Field visits:** An organized visit to one of sustainable buildings in the area which was facilitated by the building project coordinator and three speakers. Topic: Planning and performing building and IAQ audit.

The program time table was as follows:

Date	Time	Activity	Facilitators
<b>July 2, Saturday</b>	08:00 - 09:00	Introductory session - Participants getting to know each other and their work	
	09:00 - 10:30	Tutorial: "How to write a scientific paper"	William Nazaroff, Andrea Ferro
	11:00 - 12:30	Lecture: "IAQ and Exposure"	William Nazaroff, Andrea Ferro
	12:30 - 13:30	Lunch break	
	13:30 - 15:00	Lecture: "Ventilation"	Andrew Persily, Ken Parsons, (Pawel Wargocki)
	15:00 - 18:00	Guided field visit: "Building and IAQ audit (planning, deploying instruments, executing measurements, discussion)"	Building engineer, Andrew Persily, Brent Stephens, Pawel Wargocki

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Facilitators</b>
	18:00 - 21:00	Sightseeing followed by dinner	
<b>July 3, Sunday</b>	09:00 - 10:30	Tutorial: "How to give an effective presentation"	Brent Stephens, Andrew Persily
	11:00 - 12:30	Lecture: "Thermal comfort and Human perception"	Ken Parsons, Martin Täubel
	12:30 - 13:30	Lunch break	
	13:30 - 15:00	Lecture: "Microbiology of the Built Environment"	Martin Täubel, Brent Stephens
	15:00 - 18:00	Sightseeing around Ghent	
	18:00	Indoor Air 2016 conference opening ceremony	

#### Financial model:

The registration fee was 130 EUR (workshops + food) and student accommodation was optional for 60 EUR. The total revenue was 7,515 EUR and the total expenses were 6,502 EUR.

#### **I b Website and social media**

Student engagement beyond conferences is very important as well. It would be great to get students active on the ISIAQ website or social media. In response to the first ISIAQ Summer School in Ghent we made a Facebook page where students can exchange ideas. We have expanded this idea and made a general ISIAQ Facebook page and updated the Twitter page, where not only students who attended the ISIAQ Summer School, but all ISIAQ students and members can access and communicate.

#### **I c ISIAQ Student Awards**

ISIAQ is deeply committed to involving students in conferences. To enable students to attend the Healthy Buildings 2017 conference, we are offering students with accepted short abstracts the opportunity to apply for Student Awards, which will cover the registration fee and accommodation in a dormitory.

## **II Ongoing activities**

### **II a Mentorship program**

ISIAQ is excited to announce the reinitializing of the mentorship program. Mentorship Program Guidelines are made. The mentorship program will allow students and early-career ISIAQ members to align with senior ISIAQ members, forming a mentor-mentee relationship that can strengthen the society, advance the profession, and build lifelong collaborations and friendships.

The program will provide mentees with mentorship and guidance from ISIAQ researchers outside of their home institutions, providing them with early career advice, research and publication advice, discussions about current and emerging topics in the indoor environmental science field, and an opportunity for the mentee to network with senior members.

ISIAQ mentors and students can enroll through registration on the website. ISIAQ will pair up mentor-mentee couples after registration through the website based on the answers in the questionnaire. Meeting opportunities will be organized during Healthy Building and Indoor Air Conferences. Besides the face-to-face contact, the mentors and their mentees will interact through e-mail and Skype correspondence. ISIAQ will work to align mentors and mentees and will pose suggestions for monthly discussion topics by e-mail to help initiating conversations among program participants. We are currently seeking ISIAQ members who would like to volunteer as mentors for the program.

### **II b “Student activities program” - Healthy Buildings 2017, July 2-5, Lublin, Poland**

The overall goal of the student activities program is to enhance the communication among students. A student event will be organized during the Healthy Buildings 2017 conference.

### **II c “The 2<sup>nd</sup> ISIAQ Summer School,” Indoor Air 2018**

The second ISIAQ Summer School will take place before Indoor Air 2018. Organization has started.



## III Future directions

### III a Summer school continuation

The ultimate goal is to establish a regular ISIAQ summer schools that will be organized together with every Indoor Air conference. An important thing to consider is adding ECTS points.

### III b Student section on ISIAQ website

Student engagement beyond conferences is very important as well. It would be great to get students active on the ISIAQ website. The website can benefit from a student section which can consist of four categories:

1. **Student work:** Important work of students (or related to what students are doing) can be featured on the ISIAQ website.
2. **Student activities:** ISIAQ can assist with establishing the necessary website where people can announce student activities (e.g. lectures, field visits, regional conferences, competitions, awards, etc.) by continent (Europe, USA and Asia).
3. **ISIAQ Job Search:** Employers can send their job listing and ISIAQ can showcase it on the website. In this way students get a quick overview.
4. **Student exchange program:** Student exchange opportunities can be listed on the student section of the website.

### III c Young contributor conference award

In future we could honor a student for outstanding student paper and outstanding student performance. This award can be giving at the conference (for example “young contributor award”).

### III d Student workshops at conferences

We should continue to propose to the conference organizers to organize one or two student workshops during conference. Workshops can including short lectures followed by a discussion on a given topic. The overall goal of the student workshop program is to enhance the communication among students, especially those from similar research field, and to provide students with state-of-the-air knowledge.

### **III e Conference app**

In future we can explore the possibility to introduce a conference app to encounter interesting people. Everyone can have a profile on the app, by looking at the profiles you can decide which students are doing similar research and ask them to meet during the conference at the meeting point (we provide a meeting point and they can meet for example during the coffee break).

### **III f Mid-year online workshops or symposia**

Online lectures on specific topics can be organized, this would be on the interest of a lot of students. General tutorials can be interesting too, for example learning how to communicate clearly in writing and orally.

## 7.8 Appendix 8: Secretariat report

### Membership Update

As of December 31<sup>st</sup> 2016, there were 810 members total: 694 individual; 74 students; 14 corporate; 9 associate; 19 senior.

At the beginning of 2016 and 2015 (end of 2014 and 2013 respectively), membership statistics were as follows:

	<u>2016</u>	<u>2015*</u>	<u>2014</u>
Total:	810	612	712
Individual:	694	532	
Corporate:	14	9	
Student:	74	57	
Associate:	9	2	
Senior:	19	12	

*\*The large drop in membership in 2015 was due to the very low renewal rate of members who joined via Indoor Air 2014.*

### Historical Membership data by year:

<b>Date</b>	<b># of members</b>	<b>Comments</b>
Early 2007	375	From RFP for Secretariat
17 September 2008	444	Prior to Indoor Air 2008 in Copenhagen
17 February 2009	574	Includes new members from IA2008
23 December 2009	776	<b>HB2009</b> , September 2009 in Syracuse BoD decision to offer membership to all non-member conference registrants who opted for it by sending in the signed code of ethics.
15 January 2010	734	2010 – No conference that year
23 December 2010	738	2010 – No conference that year
7 January 2011	543	Many 2008 members did not renew
23 December 2011	917	<b>Indoor Air 2011</b> with >1000 attendees. High fraction of non-members elected membership.
6 January 2012	905	<b>HB2012</b> took place in Queensland, Australia
28 December 2012	850	
18 January 2013	850	
27 December 2013	511	2013 – No conference that year Very few HB12 attendees opted for membership and/or renewed memberships
10 January 2014	523	
19 December 2014	719	<b>Indoor Air 2014</b> Hong Kong. Low fraction of non-member participants elected membership.
30 January 2015	701	
15 December 2015	584	<b>HB2015 Europe</b> and <b>HB 2015 America</b>
8 January 2016	594	Some <b>HB2015</b> conference attendees still sending in signed code of ethics as of late as January 2016
31 December 2016	810	Non-member IA2016 conference attendees are still responding to emails regarding joining the society

## ISIAQ Web Site

The following updates were made to the society web site:

- Add the HB Asia and HB Europe information and links
- Update the Board page with bios and photos
- Post an ad for Berkeley
- Add the updated Academy membership list
- Post information about the student award
- Post the IA2016 videos
- Post and archive the newsletters throughout the year
- Posted the updated bylaws, which was approved by member ballot in May 2016

## Conferences

### Indoor Air 2014 –

The proceedings have been reproduced and are available on memory sticks and are for sale through our web site with a deep discount to members.

To date, we've received the following orders:

Members	21	
Non-members	5	
Special with renewal	12	(this was offered to former members with lapsed membership)

### Healthy Buildings 2015 Regional Conferences –

Proceedings from both HB2015E and HB2015A are for sale through our web site with a deep discount to members.

#### HB2015E

Members	13	
Non-members	2	

#### HB2015A

Members	15	
Non-members	1	

Emails regarding IA2016 were sent prior to the conference as requested by the organizers. Following the conference, the Secretariat received the list of attendees. Non-member attendees was cross checked against the membership database. Membership records of any members who registered as non-members were updated to include their payment. Non-members were sent, via email, an invitational letter with a request to submit their Code of Ethics form. The Secretariat continues to track and receive these forms and plans a third mailing to non-respondents during the first quarter of 2017.

## **Healthy Buildings 2017 Regional Conferences**

### **HB2017-Europe**

The Board authorized organization of the conference in Lublin and the Secretariat has been active in assisting the conference president with the following activities:

- Obtaining a domain name for the conference.
- Updating the society web site with HB2017–Europe information, deadlines, and registration links
- Communicating with the membership regarding information and deadlines.

### **HB2017-Asia**

A late letter of interest and proposal were received from Taiwan and the Secretariat encouraged acceptance of the proposal. The Secretariat obtained a domain name for the conference and provided feedback on the web site to the organizers.

### **Indoor Air 2018**

After board approval in January, the Secretariat drafted and sent an acceptance letter to Michael Waring, to organize the conference.

### **HB2019**

The Secretariat recommended that an RFP be prepared and released.

### **2019 Joint Conference with ISES**

The BoD committed to a jointly organized conference with ISES in 2019. A general agreement was developed by Hal Levin, Tiina Reponen, Glenn Morrison and Lisa Melnyk, the chair of ISES' General Scientific Meetings committee. The Secretariat reviewed the agreement and provided input to the BoD.

### **ISES 2016 Annual Meeting**

An email was sent on 2/1/16 notifying members of the opening of abstract submission for the ISES 2016 Annual Meeting. Hal submitted an accepted symposium proposal which highlighted the importance of indoor exposures, the original focus of ISEA (now ISES) when it was first organized in the early 1990s.

### **ISIAQ Academy of Fellows**

The following activities were undertaken for or on behalf of the Academy:

- A reminder email requesting nominations for the Academy of Fellows and the Yaglou award was emailed to Academy Members.
- Tunga Salthammer and Yuguo Li were provided with award templates and samples as guides for the 2016 awards.
- The Academy ballot and a reminder were emailed to Academy members.
- The updated Academy membership list was posted on the web site.

## STCs

On February 29, 2016, a check for \$5,552.00 was issued to Martin Täubel for support of a student to work on the microbiology STC report. An agreement was previously reached with Martin for this project with a budget not to exceed \$10,000.

## Indoor Air Journal

The print member lists were sent to Wiley for the issues noted:

Vol. 26 No. 1	January
Vol. 26 No. 2	March
Vol. 26 No. 3	May
Vol. 26 No 4	July
Vol. 26 No 5	September
Vol. 26 No. 6	November

Vol. 26 No. 1 contained papers from the keynote lecturers at IA2014. This issue of the journal, as the first issue each year, is open access. This is a particularly important issue for ISIAQ as it represents outstanding indoor air science at the conference and in the journal.

The 2015 payment of \$28,703.49 was made in March and the profit share payment of \$33,054.00 was received in May. A discrepancy in the amount billed for students and seniors was resolved and the invoice was adjusted appropriately.

Negotiations for the written agreement with Wiley were successfully concluded and an agreement was signed in December.

## Newsletter

The newsletter was sent to all members. Archived copies are available on the website.

Month	Date Sent
December	12/16/2016
November	11/30/2016
October	10/31/2016
September	9/30/2016
June	6/27/2016
May	5/26/2016
March	3/6/2016
January	1/16/2016

The January issue of the newsletter, containing 10 keynote lectures from IA2014 and news of IA2016, was also emailed to non-members as an incentive to join the society.

Prior to sending the June issue the Secretariat contacted all the corporate members inviting them advertise in the issue. The Secretariat has developed a tracking sheet for corporate member advertising and will continue to encourage these members to take advantage of their advertising member benefit.

## **Secretariat Replacement**

A webinar and conference call were scheduled between the ad hoc search committee and the top two candidates in January. Infinity was selected as the new Secretariat and held a transition call with BERG in April.

Transition activities included initiating the addition of signatories with Bank of America, Web site familiarization, and membership issues. Proceedings, electronic and paper files were provided to Infinity.

## **BoD Orientation Manual**

As part of the transition, the Secretariat initiated the process of developing an orientation document for new members of the board, which is expected to be finalized in July 2017.

## **Finances**

The USAA investment fund was cashed out and transferred to the checking account as part of the Secretariat transition and a new mutual fund with Fidelity Investments was established in December 2016. The starting investment was \$200,000.00

Summary of cash and investment situation:

Bank Accounts:	\$154,884.68
Fidelity Mutual Fund:	\$200,607.26

Less:

\$28,944.78 Academy funds – Reduced by Yaglou award payment \$2,500.00 and certificate supplies \$148.62 for IA2014, \$195.99 paid for Pettenkoffer award plaque in 2016, and \$432.50 for 2016 IA meeting expense.

Total committed funds: \$28,944.78 (corrected since fourth quarter report).

Total uncommitted funds (\$355,491.94 - 28,944.78):	\$326,547.16
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