



INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE

ANNUAL GENERAL MEETING (AGM)

June, 2011

Board of Director's Report

This report is an account of the activities of the Society to the Assembly for the period of time between the previous AGM, held via webinar, in October, 2010, and May, 2011. 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. Specifically, these reports are:

- 1 Treasurer's report
- 2 Auditors' report and Financial Statement from the Manager in Charge of the Secretariat
- 3 Indoor Air Journal Editor's report
- 4 Scientific and Technical Committees (STCs) Initiative
- 5 International Academy of Indoor Air Sciences
- 6 Trustees' report

The Board of Directors (BOD)

1. Composition and structure. The office bearers are:

Voting members:

- President: Richard Shaughnessy (USA)
- Vice-President, Policy: Pawel Wargocki (Denmark)
- Vice President, Research: Yuguo Li (Hong Kong)
- Vice-President, Practice: Laura Oatman (USA)
- Treasurer: Carl-Gustaf Bornehag (Sweden)
- Secretary: Anne Hyvarinen (Finland)

Non-Voting members:

- Immediate Past President: Kwok Wai Tham (Singapore)
- President of the ISIAQ Academy of Fellows: Shin-ichi Tanabe (Japan)
- Editor of the *Indoor Air* journal: William W Nazaroff (USA)
- President of *Indoor Air* 2011: Richard Corsi (USA)
- President of Healthy Buildings 2012: Lidia Morawska, (Australia)

2. The BOD re-appointed Hal Levin as Executive Director (ED) of ISIAQ with effect from 1 June 2010 to 31 May 2011.

3. Revision of the By-Laws

The BOD proposed and the Secretariat issued a ballot to revise the By-Laws in 2009 because 1.) There

were many aspects of the By-laws that were out-of – date or otherwise inconsistent with the way ISIAQ has actually operated and a careful review also found various typographical and technical errors in the existing By-laws. The Secretariat identified and recommended numerous changes that were then considered by the Board. Changes have been made to best represent the intentions and actual practices of ISIAQ. 2.) ISIAQ sought incorporation in the United States so certain minor details were changed. During the last reporting period, a proposed revision was approved by the Board for ballot of the members. The results of that ballot were 115 affirmative, 0 negative.

Further revisions are now in progress to address the change in the frequency of ISIAQ's conferences and the changes associated with the Annual General Meetings. The Board is considering expanding the number of voting members and rotation of terms of Board members, and is currently working toward a viable and reasonable approach for future ISIAQ Boards based on these premises. Once the changes have been finalized they will be submitted to the membership for voting.

4. Meetings

The BOD has held conference calls on a monthly basis (or more often, as needed), usually with a full quorum. The BOD has also had a large amount of communication via e-mail. The present BOD will meet in person on June 4, 2011, in a full-day meeting in Austin immediately prior to Indoor Air 2011.

New Board Initiatives

1. Recap of initiative engaged in 2009-2010: To better serve our members and stimulate associated growth, the Board decided to change the current timing and operation of future ISIAQ-flagship conferences. The fundamental rationale for this new format is premised on efforts to facilitate conferences tailored to the members' needs (including our goals of serving a multidisciplinary base and encouraging more health professionals to become active in ISIAQ). In addition, the new format is structured to return to the original idea behind the two congresses (Indoor Air - IA and Healthy Buildings - HB) of presenting separate forums on science (IA) and practice (HB). The intended result is to situate ISIAQ for the future by catering more to the original intent of the two distinct Conference themes, creating more regional visibility for ISIAQ, continued growth, and to serve better the practitioner members through the regional events.

The Board has voted that, subsequent to the planned Healthy Buildings 2012 Conference in Brisbane, Australia, in 2012, the following changes will come into effect:

- * To hold the flagship International Indoor Air (IA) conference in alternate years and to hold regional meetings in the interim years. This will begin with Indoor Air 2014.
- * To strive, *generally*, to hold three regional meetings in the interim years; one each in Europe, in the Americas, and in Asia-Pacific Rim.
- * The regional meetings labeled *Healthy Buildings: Europe*, *Healthy Buildings: Americas*, and *Healthy Buildings: Asia - Pacific Rim*, would be focused on issues that are timely and pertinent to the region being addressed.

2. In 2010 a "Regional" ISIAQ sponsored Conference was held and coordinated by the Swedish Chapter of ISIAQ (SweSIAQ). The SweSIAQ/ISIAQ Regional Conference on Indoor Environment was held in *Stockholm 2-3. December 2010*. Approximately 55 attendees participated in the 2 day event. Many aspects of the indoor environment were presented with a focus on regional issues of concern and geared for practitioner use. The event provided a good model for future regional events that ISIAQ may participate in. All attendees were made ISIAQ members as a function of attending the conference (based on registration fees).

In addition, ISIAQ has taken a more proactive role in cosponsoring events globally. Of recent bearing, events have, or are to include:

ASHRAE IAQ2010: Airborne Infection Control - Ventilation, IAQ & Energy, Kuala Lumpur, November 10-12, 2010. ISIAQ was a cosponsor of the event and all members received a discounted registration. The conference was very well-attended with more than 350 participants.

3. As part of a new Board initiative, all registrants attending future Indoor Air Conferences or Healthy Buildings regional events shall automatically become an ISIAQ Member for a minimum of one year. This provision is now incorporated into all ISIAQ flagship sponsored events (IA series, and HB series regionally).

4. In 2010 ISIAQ hosted its first-ever, Internet-based Annual General Meeting. By holding the meeting on the web, all Members had an opportunity to participate. This is part of the Board of Directors' effort to facilitate more Member involvement and two-way communication between the Members and the Directors. Two separate meetings were held to accommodate multiple time zones during the normal working hours in Europe, America, and Asia-Pacific regions. The response to these meetings was very positive.

5. The ISIAQ Task forces from the past have been dormant for several years now. Due to the lack of active participation in the task forces and the need for more focused input from ISIAQ Members, the Board has initiated a new directive in establishing Scientific and Technical Committees. The need for Scientific and Technical Committees (STC) has become apparent as ISIAQ has grown and as the indoor air scientific and professional activities have expanded. The intent of the STCs are to review and report new and emerging research directions and findings, to develop ISIAQ policy papers on important or emerging topics and to review and select papers for ISIAQ's future flagship Indoor Air conferences. Hence these STCs are very important to the future of ISIAQ activities. These STCs will allow ISIAQ members to contribute regularly to the ISIAQ activities. More on the STCs is included in Attachment 4.

6. The ISIAQ Newsletter has been revitalized and is now being sent to members on more frequent basis.

7. The Secretariat continues to explore possibilities of improving the web site with our web consultants and will soon move the web site to a new platform that will improve automation of the membership renewal process.

8. Increasing Student Memberships. As reported earlier, in recent years the Society has made a concerted effort to increase student membership, with the belief that today's students are tomorrow's leaders in our society and more generally the indoor air quality community. Student membership fees were reduced over three-fold, a new program was instituted by the Academy of Fellows to provide student awards for academic excellence and best papers, efforts have been made to increase student programs at ISIAQ conferences, and there is an initiative underway to form a formal student section of ISIAQ. These efforts have shown some degree of success. Over 160 students attended Healthy Buildings 2009 in Syracuse, NY, many of whom presented their research in technical sessions, delivered posters, engaged in workshops, and also helped the Society by working in the ISIAQ booth. Fifteen of those students were from the University of Texas at Austin.

These same students are leading the development of an exciting student program that will take place at Indoor Air 2011 in Austin. The student program will involve an evening social event, currently planned to take place at a Mexican-American Heritage Center with catered Mexican food and a well-known local band. The program will also include a robust student-designed and implemented symposium on indoor air quality and cook stoves in developing countries. The symposium will include several technical sessions, a panel discussion, breakout brainstorm groups, and an open forum to discuss breakout group findings.

While the symposium will be run by students it will be open (except for the break out groups) to all conference attendees. The student program committee has worked with Professor Richard Corsi to develop a proposal to the National Science Foundation to support student participation in the symposium. The student program will also include an effort to have graduate students serve as co-chairs for as many conference sessions as possible. A career roundtable is also planned. Low-cost dormitory housing has been secured for up to 200 student attendees (double occupancy room at \$35/night/student). A student video competition has been announced with monetary prizes for the top team videos. Awards will also be given for best student paper and posters.

9. Healthy Buildings 2009 Proceedings. Healthy Buildings 2009 Proceedings were made available on flash drives through a contract arranged by the Secretariat. The Proceedings are offered at a discounted rate for members. They are also offered as an incentive for non-members to become members of the Society.

The Trustees

As reported earlier, in August 2009 the *Trustees of the Society* were Lidia Morawska and Demetrios Moschandreas. With her appointment as President HB2012, Lidia Morawska ceased to be a Trustee as of 26 Aug 2009. In November, 2009, the Nominating Committee searched for new Trustees to be proposed for election. After intensive discussions, the Nominating Committee (comprising Richard Shaughnessy as Chair, and Hal Levin, Nadia Boschi, Tunga Salthammer and Aino Nevalainen as members) proposed the following to be elected as trustees with effect from the AGM at Copenhagen: Geo Clausen (Denmark). A ballot was emailed on 23 May 2010 to all voting members and approved the recommendation of the Nominating Committee with 160 ayes, 1 nay.

The Trustees' Report is appended to this report.

Secretariat Report (September 2010 – May 2011)

This report on the Secretariat activities covers the period of September 2010 – May 2011. Activities such as the refinement of ISIAQ web site, financial related activities such as the completion of federal and state taxes and the acquisition of the 2010 Financial Statement, conference services, renewals, recruitment, communications with members and support of the BOD have been conducted.

The Secretariat oversaw web site refinement, general web site upkeep and exploration of improvements.

- Investigated and worked with NetCorps on occasional web site bugs, usually related to the database.
- Further explored using third party member management software, Wild Apricot, concluding that it will suit ISIAQ needs, incorporating conference registration and automatic renewal campaigns.
- Began the conversion of the site's look and feel to the Wild Apricot platform.
- Investigated and selected a Wild Apricot consultant to perform some programming needs
- Consulted with Wiley to create a linking solution with the site and the Indoor Air journal site
- Set up email management software, Vertical Response, to send Society emails and manage mailing lists.

The Secretariat completed the following financial activities

- Set up various CDs to invest the Society's reserve funds
- Completed Federal Income tax Form 990-EZ
- Completed State Income tax Form 199
- Prepared balance sheets for the CPA
- Worked with the CPA to complete the 2010 Financial Statement
- Renegotiated the contract with Wiley

- Supported the Academy Ex Com in the review of proposals to host IA2014, preparation for the Academy meeting in Austin, Yaglou and Pettenkofer awards, and various other activities

The Secretariat completed the following conference services

- Sent emails notifying members and prospects of Indoor Air 2011 abstract, abstract extension and paper submittal deadlines
- Worked with the organizers to complete and launch the registration process
- Sent emails notifying members and prospects of Indoor Air 2011 conference registration deadlines
- Worked with the organizers of Healthy Buildings 2012 and notified members of the launch of the conference web site.
- Prepared and sent a Call for expression of interest to host Indoor Air 2014
- Sent invitation to submit a proposal to Indoor Air 2014 respondents
- Completed the selection process for the host of Indoor Air 2014
- Updated the web site with the announcement of the Nordic Indoor Air Update 2010 event organized by the Swedish Chapter.
- Received and processed 53 new members from the Nordic Indoor Air Update 2010 event.
- Co-sponsored, ISES-ISEE 2010, ASHRAE IAQ2010
- Worked with the organizers Healthy Buildings 2012 in preparing the conference's new emails to be distributed to the members
- Began to process new members from Indoor Air 2011
- Sent email to notify members of Indoor Air 2011's technical program
- Sent a February update email for Healthy Buildings 2012
- In March we sent conference update, author acceptance and registration deadline emails for Indoor Air 2011
- The Yaglou Award nominations requested were emailed to the Academy members.
- Prepared to staff the ISIAQ booth at Indoor Air 2011
- Emailed Indoor Air 2011 author registration deadline extension
- Emailed various Indoor Air 2011 conference registration reminders

The Secretariat conducted the following for recruitment, renewals and general communications with members:

- Notified and sent invitations to members regarding the Annual General Meeting.
- Conducted two Annual General Meetings via webinar on October 5 and 6, 2010
- Conducted an aggressive renewal campaign to retain Healthy Building 2009 members
- Sent a recruitment emails to all expired members November, 2010
- Began the organization of ISIAQ new Scientific and Technical including adding a new page to the web site
- Worked with the organizers of Indoor Air 2011 to process new members
- Notified new members from Indoor Air 2011 that their memberships are active
- Sent multiple emails to new members from Nordic Indoor Air Update 2010 requesting a signed Code of Ethics forms, beginning October 2009
- Sent emails to new student members from Healthy Buildings 2009 offering a upgrade to Stud-1 October, 2009
- Emailed weekly renewal letter to expiring members
- Corporate membership recruitment
- Completed the newsletter to be distributed at Indoor Air 2011
- Sent an email notifying members of the AGM meeting, June 6 at the Indoor Air conference

The Secretariat has maintained the web site:

- Updated corporate listings
- Posted newsletters
- Posted news items

- Updated Events
- Kept links current
- Updated publication lists
- Kept journal subscriber's list current with Wiley

Membership Data

At the end of 2010, member statistics were as follows:

	2010	2009
Total:	537	726
Individual:	441	481
Corporate:	16	10
Student-1:	30	41
Student-2:	35	188
Associate:	8	6

As of May 24, 2011 ISIAQ members were as follows:

Total:	902
Individual:	808
Corporate:	14
Student-1:	32
Student-2:	33
Associate:	9

From August 19, 2010 – May 24, 2011, 362 members joined ISIAQ:

Individual:	343
Corporate:	0
Student-1:	4
Student-2:	10
Associate:	5

From August 19, 2010 – May 24, 2011, 352 members renewed their membership:

Individual:	311
Corporate:	6
Student-1:	18
Student-2:	12
Associate:	5

Communications with Members

Through the Secretariat, the BOD made several communications to the membership relating to:

- Membership renewals
- Membership recruitment
- Information of conferences, seminars and relevant activities
- AGM and associated reports
- Festive greetings

Through regular updates on the ISIAQ website, the membership was kept updated on issues pertaining to:

- The said items described above
- ISIAQ chapters
- Relevant links
- Relevant events of interest
- Publications
- Newsletters have been distributed to members and posted on the web site.

ISIAQ Academy of Fellows (formally International Academy of Indoor Air Sciences)

Continual discussions with the Academy since the merger of its predecessor body (IAIAS) with ISIAQ in August 2005 has focused on the regularization of the relationship between the Academy and ISIAQ such as the constitution and bylaws, and the Indoor Air conference selection. This process is ongoing.

The Academy's funds are utilized for expenses in connection with awards including gold pins for new members, the Pettenkofer Gold Medal, the Yaglou Award, and student awards.

At the time of reporting, all of the necessary information from the Executive Committee is not yet available to enable the financial aspects of the report to be finalized.

The total membership of the Academy is now 110. A new round of member selection has been made for induction Indoor Air 2011.

Conferences (Co) Sponsored by the Society

- 1 Indoor Air 2011 (<http://www.indoorair2011.org>) The conference will convene in Austin, TX, June 5 – 10, 2011.
- 2 Healthy Buildings 2012 (<http://hb2012.com>) The conference will convene in Brisbane, Australia July 8 – 12, 2012. The web site has been launched and planning is underway.
- 3 ASHRAE IAQ2010 (<http://www.ashrae.org/events/detail/90>) The conference was convened on November 10 – 12, 2010, in Kuala Lumpur, Malaysia and is being hosted by ASHRAE
- 4 Nordic Indoor Air Update 2010 (http://www.swesiaq.se/web2/index.asp?text_subjectID=53) The conference was convened on December 2 and 3, 2010, in Stockholm, Sweden, and as a SWESIAQ/ISIAQ Regional Conference
- 5 ISIAQ has agreed to be a partner in the organization of a joint conference with ISES and ISEE in Basel, Switzerland, in 2013.
6. Preliminary discussions have begun regarding collaborating with ASHRAE in organizing ASHRAE's triennial IAQ conference in Vancouver, British Columbia, during 2013.

Summary

Although membership declined some at the end of 2010 due to the majority of students from Healthy Buildings not renewing, overall it remained steady. With the renewals by those attending Indoor Air 2011 plus the new members who have registered for the conference, the Society is about to number well over 800 members, far higher than at any time in its history..

Financially, ISIAQ is in a strong financial state of affairs.

Respectfully submitted,

Richard J. Shaughnessy, PhD
ISIAQ President
On behalf of the Board of Directors

Attachments:

- 1 Treasurer's report
- 2 Auditors' report and Financial Statement from the Manager in Charge of the Secretariat
- 3 Indoor Air Journal Editor's report
- 4 Scientific and Technical Committees (STCs) Initiative
- 5 International Academy of Indoor Air Sciences
- 6 Trustees' report

APPENDIX 1

Treasures report for 2010

The economy for the society is in good order. Our net assets at the end of 2010 is \$188,403, but the result for 2010 became a loss of \$13,546. This loss is mainly due to the fact that we didn't have income from any conference this year while in 2009 we had a revenue of \$62,243 from such events. However, it should be noticed that is not possible to compare the financial statements between 2009 and 2010 due to the fact that we have changed from an accrual method of accounting 2009 to a cash base principle 2010. This change will make the work with our economy and budgets much easier.

Major income for 2010 was \$68,179 from membership fees and \$27,501 from *Indoor Air*, contributing to a total revenue of \$99,019. Major expenses are \$66,431 for the Secretariat and the Executive Director and \$38,762 to the publisher of *Indoor Air* and total costs of \$112,565. The costs for the Secretariat and the Executive Director are from my perspective a good investment when seen in relation to the work that is done in order to serve our members, to have the booking in order and for increasing the membership. During 2009 we made an investment of \$26,784 in a new website while in 2010 the costs are back to normal, \$595 for maintenance.

For the coming year we expect a substantial surplus due to the Indoor Air 2011 conference in Austin. We are also negotiating with the publisher of *Indoor Air* in order to get reward for our expected growth in membership. I am finally convinced that an increasing membership together with an annual event will increase the possibilities for future investments and an economy in balance.

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY
AND CLIMATE, INC.
(A Nonprofit Public Benefit Corporation)

FINANCIAL STATEMENTS
December 31, 2010

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY
AND CLIMATE, INC.

TABLE OF CONTENTS

	<u>Page</u>
INDEPENDENT ACCOUNTANT'S REVIEW REPORT.....	1
FINANCIAL STATEMENTS	
Statement of Assets, Liabilities and Net Assets.....	2
Statement of Activities.....	3
Statement of Functional Expenses.....	4
NOTES TO FINANCIAL STATEMENTS.....	5-7

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 assets, liabilities and net assets – cash basis of International Society of Indoor Air Quality and Climate, Inc. (a nonprofit public benefit corporation) as of December 31, 2010 and the related statements of revenues, expenses and changes in net assets – cash basis, and functional 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 the cash basis of accounting, as described in Note 1.

A handwritten signature in blue ink that reads "Patricia Beckwith". The signature is written in a cursive, flowing style.

Aptos, CA
April 27, 2011

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
DECEMBER 31, 2010

ASSETS		
	Cash and cash equivalents	\$ 188,403
		TOTAL ASSETS <u>\$ 188,403</u>
NET ASSETS		
	Unrestricted	<u>\$ 188,403</u>
		TOTAL LIABILITIES AND NET ASSETS <u>\$ 188,403</u>

See accompanying notes and accountant's report.

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET
ASSETS - CASH BASIS
Year Ended December 31, 2010

UNRESTRICTED NET ASSETS			
Unrestricted revenues and gains			
Memberships		\$	68,179
Honarium			2,500
Publications			27,501
Investment return			824
Contributions			15
	TOTAL UNRESTRICTED REVENUE		<u>99,019</u>
	AND OTHER SUPPORT		99,019
EXPENSES			
Program Services			92,668
Management and General			<u>19,897</u>
	TOTAL EXPENSES		<u>112,565</u>
	DECREASE IN UNRESTRICTED		
	NET ASSETS		(13,546)
NET ASSETS AT BEGINNING OF YEAR			229,139
Prior period adjustment			<u>(27,190)</u>
	NET ASSETS AT END OF YEAR	\$	<u><u>188,403</u></u>

See accompanying notes and accountant's report.

INTERNATIONAL SOCIETY OF INDOOR AIR QUALITY AND CLIMATE, INC.
STATEMENT OF FUNCTIONAL EXPENSES - CASH BASIS
Year Ended December 31, 2010

	Program Services		Supporting Services		Total Year Ended December 31, 2010
	Education & Research	Management and General	Management and General	Fundraising	
Compensation and related expenses					
Executive contract services	\$ 20,625	\$ 6,875	\$ -	\$ -	\$ 27,500
Administrative services	29,198	9,733	-	-	38,931
Bank and other fees	-	417	-	-	417
Miscellaneous	500	-	-	-	500
Office expenses	-	83	-	-	83
Postage	178	-	-	-	178
Printing	565	-	-	-	565
Professional services	1,250	-	-	-	1,250
Publishing fees	38,762	-	-	-	38,762
Taxes and fees	-	2,458	-	-	2,458
Telephone & communications	994	332	-	-	1,326
Web design/maintenance	595	-	-	-	595
Total expenses, year ended December 31, 2010	\$ 92,668	\$ 19,897	\$ -	\$ -	\$ 112,565
	82.3%	17.7%	0.0%	0.0%	100.0%

See accompanying notes and accountant's 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 sales of publications.

Basis of Accounting

The Organization's policy is to prepare its financial statements on the cash basis of accounting; consequently, certain revenues are recognized when received rather than when earned, and certain expenses and purchases are recognized when cash is disbursed rather than when the obligation is incurred.

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.

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.

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.

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

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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.

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.

Income Taxes

The Organization is exempt from federal income tax under Internal Revenue Code Section 501(c)(3) and from state franchise tax under Revenue and Taxation Code Section 23701(d), but is subject to taxes on unrelated business income when earned. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(vi).

Effective July 1, 2009, the Organization implemented the new accounting requirements associated with uncertainty in income taxes. The Financial Accounting Standards Board issued guidance that clarifies the accounting for uncertainty in income taxes recognized in an Organization's financial statements. Using that guidance, tax positions initially need to be recognized in the financial statements when it is more than likely than not the positions will be sustained upon examination by the tax authorities. As of December 31, 2010, the Organization has no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. The Organization's tax years for 2007 through 2009 remain open and could be subject to the examination by the federal tax jurisdiction. For the state tax jurisdiction, the tax years 2006 through 2009 remain open and could be subject to examination.

NOTE 2. PRIOR PERIOD ADJUSTMENT

On January 1, 2010 the Organization changed its method of accounting from the accrual basis to the cash basis of accounting, resulting in a decrease in net assets.

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

NOTE 5. SUBSEQUENT EVENTS

These financial statements considered subsequent events through April 27, 2011, the date the financial statements were available to be issued.

International Society of Indoor Air Quality and Climate			
			<i>Projected Budget 2011</i>
	2009	2010	
PROFIT AND LOSS STATEMENT			
	US\$	US\$	USD
Ordinary operations			
Income			
Income			
3100	2545	671	2000
3200	21384	26830	28742
3300	39482.24	2500	27000
3301	0	0	0
Income together	63411.24	30001	57742
Expenses			
Other expenses			
4100		38761.94	35770
4120	1537.35	178	300
4130	303.67	417.49	300
	11753.66	595	750
	0	0	2500
4140	2465.62	2417.6	2600
4150	1634.87	565.42	1000
		82.84	150
	0	500	0
4200	89623.62	43430.76	54000
		30000	30000
4210		1250	1250
4250	39.93	39.93	40
4260		1327.38	2100
Other expenses together		119566.36	130760
Surplus		-89565.36	-73018
Fund raising			
Income			
6010	1648	1875	1800
6014	0	0	0
6015	54670	56060.01	72000
6035	0	0	0
6036	8915	10244	10000
Contributions	0	15	150
Fund raising together	65410	68194.01	83950
Surplus	20574.63	-21371.35	10932
Investments and financial activities			
Income			
7000	1953.7	854.4	1100
7010	0	0	0
Investments and financial activities together	1953.7	854.4	1100
Surplus	20574.63	-20516.95	12032
Extraordinary items			
Extraordinary expenses			
7300			0
Extraordinary items together	0	0	0
Result for the financial year	<u>20574.63</u>	<u>-20516.95</u>	<u>12032</u>
Surplus for the financial year	<u>20574.63</u>	<u>-20516.95</u>	<u>12032</u>

Indoor Air
Editor's Report to the ISIAQ Membership
William Nazaroff, Editor-in-Chief

This report was prepared on 15 May 2011 and covers the period January 2010 – May 2011.

Published Research

Indoor Air is published in six bimonthly issues per year with an annual budget of 530 pages. In 2010 (Volume 20), 48 research articles were published. In the first three issues of 2011 (Volume 21), 23 articles were published. An additional 17 articles have been accepted and will appear in the next 2+ issues.

A collection of special articles (six accepted so far) highlights the journal's 20th anniversary. In addition to appearing in the regular print edition, these articles will be gathered into a "virtual issue" to be highlighted on the journal's home page. This collection includes review articles, a perspective on the state of indoor air research, and two articles that recount the history of the journal and the early development of indoor air sciences in Denmark.

Geographic Distribution of Authors

For the 88 articles published in 2010 (48), thus far in 2011 (23), or accepted and awaiting publication (17), the corresponding authors are well distributed among ISIAQ's three main regions: the Americas (39 articles), Asia plus Australia and New Zealand (25 articles), and Europe (24 articles). Many articles have authors from multiple countries (23), indeed even multiple continents (17). Considering all authors of these 88 recent articles, 26 countries are represented, with 42 articles having one or more authors from USA, 15 from China, 13 from Denmark, 6 from Sweden, 5 each from Japan and Korea, and the remaining countries having authors who contributed 1-3 articles each. Published research in the indoor air sciences remains strongest in North America (mainly USA), Western Europe, and East Asia.

ISI Ranking

The Thomson Reuters ISI Web of Knowledge "Journal Citation Reports" database reports an impact factor for *Indoor Air* as 2.891 for year 2009. (The 2010 rankings are not yet available.) *Indoor Air* is ranked number 1 among 49 journals in the area "Construction and Building Technology." *Indoor Air* also ranks 7th among 42 journals in the area "Environmental Engineering."

Best Papers 2008-2010

Awards for the best papers published in the journal during 2008-2010 will be presented at *Indoor Air* 2011. These "best papers" will also be highlighted in an upcoming editorial. The editors acknowledge, with hearty "thanks," the efforts of the selection committee: Geo Clausen (Chair), Aino Nevalainen, and Yinping Zhang. As part of the selection process, best-paper nominations were invited from ISIAQ's Academy of Fellows and from the *Indoor Air* editorial board. In all, 20 people (from 9 separate countries) submitted nominations. Remarkably, among the 150 articles published in 2008-2010, 53 were deemed worthy of consideration as a "best paper" by at least one nominator; 18 articles were named 2-3 times each; and 8 articles were named in 4-8 nominations.

Manuscript Processing Statistics

For period January 2010 – April 2011, there were 288 new submissions (average = 18.0 per month) and 71 articles accepted (average 4.4 per month). The ratio of acceptance to new submissions was 25% for this period.

- Length of queue awaiting publication — At present, there are 17 papers that have been “accepted” but have not yet been published. This material is slightly more than sufficient for two issues, which means that the average delay between acceptance and publication is currently less than six months.
- Overall, an important manuscript-processing goal is to make timely, well-informed, fair, and transparent decisions. For articles that are selected for peer review, the editors’ goal is to complete the evaluation process for the large majority of cases (> 90%) within 2 months of the submission date. No reviews should take longer than 3 months, from author submission to editor’s (first) decision. These goals are mostly being met. As a snapshot illustration, on 13 May 2011, there were 22 articles in various stages of editorial review. The median length of time that these have been in the system is 16 days and the maximum is 51 days.
- 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. Thus far, through the first 4.5 months of 2011, 88 articles have been submitted, 40 were rejected based on an editor’s evaluation, one was withdrawn, and 47 were sent out for peer review. Of those undergoing peer review, 17 have been rejected, 21 are still being evaluated, 7 are awaiting revision by the authors, and 2 have been accepted for publication.
- Here are some additional editorial processing data (from ScholarOne on 15 May 2011, for the prior 12 months):
 - Average time from submission to first decision21 days
 - Average reviewer turnaround time (original)14 days
 - Average reviewer turnaround time (revision)10 days
 - Average time to assign reviewers (original)4 days
 - Average time to assign reviewers (revision)5 days
 - Average time from submission to final decision31 days
 - Acceptance ratio47:219 (21.5%)

Editors

In December 2010, Jan Sundell stepped down after completing ten years of distinguished service as editor-in-chief of the journal. Bill Nazaroff, who served as associate editor 2007-2009 and, with Jan, as co-editor in chief for 2010, became the sole editor-in-chief in January 2011. Yuguo Li and Jenny Su have served as associate editors since 2007 and continue in that capacity.

Growing the Journal

In last year’s report to the membership (August 2010), we highlighted the importance of growing the journal, potentially to double its current size: 1000 pages per volume with a monthly publication schedule. Since then, the rate at which we have accepted new articles for publication has slowed. While the editors remain interested in growing the journal, the present rate of submission of high-quality articles is a key factor limiting that ambition.

Attachment 4: STCs Initiative Report**Establishing ISIAQ Scientific and Technical Committees (STC)**

The need for Scientific and Technical Committees (STC) becomes obvious as ISIAQ grows.

ISIAQ BOD voted in 2010 to establish STCs to review, conclude and report new and emerging research directions in indoor air sciences, to establish Policy Committees to develop ISIAQ policy papers on interested and emerging indoor air topics, and to review and select papers for ISIAQ Flagship conferences – Indoor Air. As of the early 2011, ISIAQ has established 7 STCs. The STC Council appoints STC chairs and also coordinates STC activities. ISIAQ STC Council is led by ISIAQ Vice President for Research and composed of Academy president and all STC chairpersons. Currently, Professor Yuguo Li, University of Hong Kong, is appointed by BOD as the ISIAQ STC Council Chairman.

As of May 2011, the following STCs have been established.

- STC11 Source, monitoring and evaluation: Chemical pollutants
Chairperson: 2010-2011 John Little, Virginia Tech, USA
- STC12 Source, monitoring and evaluation: Aerosols
Chairperson: 2010-2011 Lidia Morawska, Queensland University of Technology, Australia
- STC21 Ventilation
Chairperson: 2010-2011 Chandra Sekhar, National University of Singapore, Singapore
- STC22 Air cleaning
Chairperson: 2010-2011 Yinping Zhang, Tsinghua University, China
- STC31 Health effects and epidemiology
Chairperson: 2010-2011 Carl-Gustaf Bornehag, Karlstad University, Sweden
- STC32 Environmental/climate impacts
Chairperson: 2010-2011 Hal Levin, BuildingEcology.com, California, USA
- STC33 Thermal comfort
Chairperson: 2010-2011 Richard de Dear, The University of Sydney, Australia

New STCs will be established in the near future. A full version of the draft ISIAQ STCs Regulations and Operation Manual can be found at <http://www.isiaq.org/stcs-1>, where you can also find the full list of membership for each STC.

The regulations governing the membership of STCs manual is produced as following.

Membership of STCs

- Each STC should have at minimum a chairperson, a secretary and 2 committee members. At most two vice-chairpersons and up to 20 committee members can be installed.
- A STC chairperson is recommended by the Academy of ISIAQ Fellows and/or ISIAQ BOD, and approved by ISIAQ BOD.
- A STC chairperson can recommend his/her own committee members, and submit the committee membership for approval by BOD.
- Chairperson, secretary and vice-chairperson(s) must be ISIAQ members. Non-ISIAQ members can serve as committee members.
- Service in STC is for a period of 1-3 years for each term.
- Chairperson, secretary, vice-chairperson and all committee members are voting members in STC committee meetings.
- Quorum at STC committee meetings is established when the number of voting members present physically equal to or exceeds half.

A STC member shall be responsible for:

- Receiving assignment from STC Chairperson.
- Initiating and organizing Indoor Air conference sessions.
- Initiating, revising and contributing to ISIAQ policy papers.

**Report of the Executive Committee of the
ISIAQ Academy of Fellows
International Society of Indoor Air Quality and Climate
(Formerly International Academy of Indoor Air Sciences)**

for the General Assembly, Austin Convention Center – 4th floor
Sunday, June 5, 2011, 14:00 – 16:00

1. Executive Committee meetings

Excom meetings have been held twice with during the last three years subsequent to the General Assembly at Indoor Air, Copengagen, 2008. E-mail convesesations have been conducted frequently.

2. New membership

A Membership Committee was established comprising the following Academy members:
Professor Charles Weschler (Chair from September 2010)
Professor Bjarne W Olesen
Professor Tham Kwok Wai
Professor Yuguo Li
Dr. William Fisk

The procedure for electing new members has been applied once.

In 2011, 6 new members were elected and will receive their diplomas and gold pins at the award ceremony during the Indoor Air 2011:

Christopher Chao, Hong Kong
Lei Fang, Denmark
Yoon Shin Kim, Korea
Glenn Morrison, USA
Yang Xu, China
Yang Xudong, China

The total membership of the Academy is now 121 (see attached list of members). A new round of member selection is planned for Indoor Air 2014.

3. Honorary and award function

3.1 Yaglou Award

The purpose of this award is to acknowledge outstanding work of young promising researchers within the indoor air sciences and to encourage 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 award consists of a certificate and a travel grant of 2500 US\$. The Yaglou Award honours Professor C.P. Yaglou's pioneer work on thermal comfort, indoor air quality and ventilation requirements in the 1920s and 1930s at Harvard School of Public Health.

The Membership Committee evaluates nominations and selects the awardee(s). The first Yaglou Award was given to Prof. Helen H. Suh, USA at the opening ceremony of Indoor Air '99. She received a diploma and \$2500.

The second Yaglou Award was given at the award ceremony during the banquet of Healthy Buildings 2000 in Finland to Dr Pawel Wargocki, Denmark, who received a diploma and 2500 Euro. Two other young researchers, Dr Roman Meininghaus and Dr Go Iwashita, each received a certificate and an Academy travel award of 2000 Euro.

The third Yaglou Award was given to Dr Christopher Chao, Hong Kong at Indoor Air 2002 with a diploma and 2500 Euro, and an Academy Travel Award to Dr Junta Nakano, Japan with a certificate and 2000 Euro.

The fourth Yaglou Award was given to Dr Jelena Srebric, USA at Indoor Air 2005 during the opening ceremony with a diploma and US\$2500 .

The fifth Yaglou Award was given to Dr Henry Cahyadi Willem, Singapore at Indoor Air 2008 during the morning session with a diploma and 2500 Euro.

The sixth Yaglou Award will be given at Indoor Air 2011 during the morning session with a diploma and US\$2500.

3.2 Best Paper Award

This function was transferred to the Editor-in-Chief, Will Nazaroff, using a jury comprised of the members of the Editorial Board.

3.3 Lifetime Achievement Award

The first lifetime achievement award was given to Prof. He at Indoor Air 2005. The second lifetime achievement award was given to Prof. Ib Andersen at Indoor Air 2008.

No nomination was made for this award at Indoor Air 2011.

3.4 Pettenkofer Medal

The Pettenkofer Medal is awarded to an individual in recognition of outstanding work in advancing the indoor air sciences. The Medal honours Prof. Max von Pettenkofer (1818-1901) as the founder of modern hygiene and his pioneer work on CO₂ and IAQ. The Medal, which is the Academy's highest award, is given at Indoor Air conferences, initially at Indoor Air '99 in Edinburgh. The Excom selects the recipient of the Pettenkofer Medal.

The first Pettenkofer Medal was given to Prof. Thomas Lindvall, Sweden, at the opening ceremony of Indoor Air '99. The second Pettenkofer Medal was given to Prof. Bernd Seifert at the opening ceremony of Indoor Air 2002. The third Pettenkofer Medal was given to Prof. Ole Fanger at the opening ceremony of Indoor Air 2005. The fourth Pettenkofer Medal was given to Prof. John Spengler during Indoor Air 2008.

The fifth Pettenkofer Medal will be given during Indoor Air 2011.

3.5 ISIAQ Student Achievement Awards and Student Paper Awards

These awards function were transferd to the ISIAQ and organizer of Indoor Air.

4. Indoor Air 2011, Austin

The Excom has monitored the scope and structure of the Indoor Air 2011 conference. Members of the Academy greatly contributed science aspects of technical programme.

The Excom wishes to acknowledge Prof. Richard L. Corsi, Prof. Glenn Morrison and organizing committee for an outstanding job in planning and preparing all details of the programme. It looks as if Indoor Air 2011 will be a great success.

5. Indoor Air 2014

ISIAQ BOD contionues to discuss the selection process of Indoor Air. The role of the Academy has been modified by action of the ISIAQ BOD. An Academy Proposal Review Panel reviewed the proposals for Indoor Air 2014 and made a recommendation to the ISIAQ Board of Directors. The process may be incorporated in the next revisions of the By-law of ISIAQ. For selection of Indoor Air 2014, Academy Proposal Review Panelists evaluated the proposals and made a report for ISIAQ BOD. The final decision will be made announced at the Closing Ceremony of IA2011.

6. Scientific and Technical Committees (STCs) Initiative

ISIAQ BOD voted in 2010 to establish STCs to review, conclude and report new and emerging research directions in indoor air sciences, to establish Policy Committees to develop ISIAQ policy papers on interested and emerging indoor air topics, and to review and select papers for ISIAQ Flagship conferences – Indoor Air. ISIAQ STC Council is led by ISIAQ Vice President for Research and composed of Academy president and all STC chairpersons. Currently, Professor Yuguo Li, University of Hong Kong, is appointed by BOD as the ISIAQ STC Council Chairman. Members of the Academy are greatly expected to contribute STCs.

7. Economy

Excom members cover all the Academy's ordinary expenses such as postage, fax, e-mail, telephone meetings and secretarial assistance.

Donations from previous Indoor Air conferences including Monterey, Japan, China and Denmark, have been used to establish an Academy Award Fund. The expenses in connection with awards cover gold pins for new members, the Pettenkofer Medal, and the Yaglou Award.

Final balance will be calculated and deliverd as soon as possible after Indoor Air 2011

8. ISIAQ

During August 2005 the Academy was merged with the International Society of Indoor Air and Climate (ISIAQ) and became ISIAQ Academy of Fellows.

Trustee Report

Since our last report the trustees have been kept informed on all activities of the board of directors.

It is clear to us, that the current BOD have great visions about an en expanding and more global ISIAQ in the future. This requires numerous strategic discussions and a substantial workload for the directors– maybe more than can be expected. Until now ISIAQ has been able to find highly qualified officers who are willing to invest the required time for this work, but this may not necessarily be the situation in the future. In anticipation of this development, the secretariat was recently upgraded with an Executive Director, who should be responsible for implementing the decisions made by the BOD. It appears to us, that the BOD is not taken full advantage of this resource, but rather is using the Executive Director in a traditional secretarial role. We recommend that the BOD develops a strategic plan to reduce the workload of the BOB members and direct the Executive Director to implement BOD decisions

Hosting ISIAQ conferences has engaged the ISIAQ BOD for considerable time because it is important for the society to assure that hosts of future conferences are selected on the quality of their proposal and their ability to secure what they propose. It is very important for ISIAQ that there are good candidates for hosting future conferences. This may not be the case if there is a feeling that board members are favored by inside information. We have some concern about board members being allowed to submit an application to host ISIAQ conferences as long as they are serving on the BOD. On the other hand we acknowledge that board members typically are very active and well respected members of our field, and as such would often be fine candidates for hosting ISIAQ conferences. The BOD has discussed criteria for selecting future conference hosts, and has decided on a transparent procedure with clearly stated selection criteria. We welcome this development, and further recommend that originality and innovative ideas are ranked highly among the criteria so that the concept behind the conferences can be challenged and further developed.

Another discussion has been whether or not to reimburse accommodation and travel for BOD members for meeting in a conference. This may at first appear to be a question of little importance, but it may have an impact on who will be able to serve in the BOD in the future due to economical reasons. This is unfortunate, and it is our hope that this is solved in a reasonable way taken the finance of our society into account. The BOD has reached several decisions of the subject, but today's decisions may not be applicable in the future and not for all members. This is an issue that the BOD should revisit periodically as the financial inputs of the society change. Presently, the financial status of the society is sound, whether it will remain so critically depends on the membership and the society costs. With the membership structure, where participants at the major

conferences automatically become member of ISIAQ, it is difficult to evaluate the trend in number of members and thus to make projections about the future economy of our society.

The Indoor Air Journal continues to be a well respected journal with a high impact factor, and is celebrating its 20 year anniversary in 2011.

Finally, we still encourage a better integration (and use of) the Academy into ISIAQ. We raised this concern in our last report, but have seen very few, if any, steps toward that goal