

## Minutes of the 393 Meeting of Council

**Friday 4 March 9:00-14:30 GMT**

**Venue: Hybrid meeting held at 14-16 Meredith Street, London and via Zoom**

**Present:**

Gurdyal Besra (President, in the Chair)

Robin May (Treasurer)

Mark Harris (General Secretary)

Paul Hoskisson (co-Chair of Building Communities Committee)

Gill Elliot (co-Chair of Building Communities Committee)

Chloe James (co-Chair of Impact and Influence Committee)

Tina Joshi (co-Chair of Impact and Influence Committee)

Jose Bengoechea (co-Chair of Sustainability Committee)

Sarah Maddocks (co-Chair of Sustainability Committee)

Colman O’Cathail (Chair of Early Career Microbiologists’ Forum Executive Committee).

Laura Bowater (Elected Member)

Sharon Brookes (Elected Member)

Nigel Brown (Elected Member)

Kim Hardie (Elected Member)

David Clarke (Elected Member)

Andrew Edwards (Elected Member)

**In attendance:**

Peter Cotgreave (Chief Executive)

Joanne Manning (Chief Operations Officer)

Sarah Buckman (Chief Programmes Officer and Director of Strategy)

Charlotte Mitchell (Associate Director of Communications, Brand and Marketing)

Curtis Asante (Associate Director of Members’ Programmes)

Alexander Mulhern (Head of Journal Development)

Helen Jones (Head of Strategy and Transformation)

Rosie Waterton (Executive Secretary)

### **1.1 Apologies for absence and welcome to new attendees**

No apologies were received. The President welcomed additional staff members Alexander Mulhern (Head of Journal Development) and Helen Jones (Head of Strategy and Transformation) to the meeting.

## **1.2 Declaration of any new conflicts of interest**

Laura Bowater reported that she had recently been appointed as a non-executive Director of the James Paget University Hospital and undertook to add this to her register of interests for publication.

**Action 01:** The Executive Secretary to send LB her register of interests form to update.

## **1.3 Minutes of the 391 and 392 meetings of Council**

Council received paper 393-01. The minutes of the 391 and 392 meetings of Council were accepted as true and accurate records of the meetings.

## **1.4 Matters arising from the minutes and action points**

The President noted that all actions on the Action Log were completed or in progress and the Chief Executive reported on the following items:

Under action 9 of item 3.11 of the 391 meeting of Council, he reported that a review of the Committee minutes had been undertaken to consider publication on the Society's website. However, given the length, complexity and sometimes sensitive nature of the content, he proposed instead that a summary page report be created for each meeting to be made available to members. The benefit of this would be that it would be more accessible for the membership and support the Society's value of transparency whilst also protecting and GDPR related issues.

Arising from agenda item 1.3 of the 392 meeting of Council, Professor Wendy Barclay had accepted the 2023 Prize Medal award and would deliver the Prize Medal Lecture at the 2023 Annual Conference.

Council acknowledged all further relevant updates as provided on the Actions Log.

# **2. Finance Committee**

## **2.1 Finance Committee key points**

Council received paper 393-02, report from the 175 meeting of Finance Committee, which had been circulated the previous evening and the Treasurer gave the following oral report:

### **2.1.1 Investments update**

The Treasurer invited Council to note the reports from ARC and Tilney providing an update on investment performance to the end January 2022.

The portfolio had suffered from negative returns over the year to date but the market was quietly optimistic about the future economic environment due to the easing of supply chain blockages and COVID-19 related restrictions. However, the growth in the portfolio that had been seen over the last 3-5 years was unlikely to be continued in the coming years. Over the longer term, performance from Tilney had still exceeded the target return of CPI+4%, with the annualised rate of return at 8%. It had over that time outperformed the peer group and benchmark, and therefore the ARC traffic light rating remained green, although ARC had awarded the portfolio a two-diamond rating (out of a maximum of four), which was 'broadly in line with expectation' due to the recent underperformance. The portfolio was worth £11.31M at the end of February 2022.

### **2.1.2 Management Accounts – January 2021- December 2021**

Council noted the Management Accounts to the end of December 2021. These showed an overall above the line surplus of £773k and the statutory accounts, which combined the usual operating budget from the management accounts with the budget for investing in the future (the spenddown of reserves) were expected to show a small surplus of around £102k.

### **2.1.3 Annual staff salary award 2022**

Staff of the Society left the room.

Council considered a number of external factors, including the wider economy, and the pay awards that other organisations had awarded their staff. They also considered internal factors, in particular (a) the very significant achievements of the Society over the last year, in the face of exceptionally difficult circumstances (b) the continued financial discipline shown, and (c) the likely financial consequences of changes to the publishing business model.

In view of these considerations, Council agreed that all staff would get an increase on their basic salary of 4 per cent, with effect from 1 April 2022. In addition, Council was concerned that forthcoming pressures on personal budgets - including an increase in National Insurance contributions from April 2022 - which would fall disproportionately on those staff whose salaries were in the lower part of the range. With this in mind, Council approved a one-off payment of £1,000 to anyone whose annual salary was below a threshold of £36,000 per annum.

### **2.1.4 Journal business update and journal pricing recommendation 2023**

Council acknowledged there had not been a price increase in subscriptions for two years owing to the pandemic and that when calculating the recommended price increase it was important to make sure it was high enough to ensure Publish and Read was a more attractive alternative, but not too high to trigger library budget reviews.

Council approved the Finance Committee recommendations to:

- Increase the subscription pricing for the *Journal of General Virology* (JGV) and the *Journal of Medical Microbiology* (JMM) by 2.5% and for the *International Journal of Systematic and Evolutionary Microbiology* (IJSEM) by 4%.
- Keep Publish and Read pricing at 2022 levels to incentivise conversion.
- Increase Article Processing Charges (APCs) pricing by 2.4%.

### **2.1.5 Annual review of trustees expenses**

Council noted the report of trustees' expenses during 2021, as reviewed by the Finance Committee annually. This additional layer of scrutiny had been introduced following a recommendation from the Society's auditors, Sayer Vincent, in 2021 as part of its post-audit report.

### **2.1.6 Fundraising update**

Council noted the update on the progress of the Society's philanthropic fundraising campaign, Unlocking Potential, and the launch date of the grant as 28 March 2022. Work was being undertaken to finalise the grant application and review process and communication of the scheme to capitalise on the audience at Annual Conference 2022. Stories from future grant recipients would then be utilised to encourage further donations.

### **2.1.7 Update on significant operational matters**

Council noted the update on significant operational matters.

**Action 03:** The Chief Executive to email all staff to notify them of the annual staff salary award pay award outcome.

**Action 04:** The Associate Director of Members' Programmes to implement the approved the Journals pricing for 2023.

## **2.2 Collated finance papers**

These were taken as read.

## **2.3 Charles Darwin House Ltd liquidation update**

The Chief Executive reported that HMRC had provided the final written tax clearance needed to close down CDH Ltd. The liquidators would now produce a final report to be agreed by the Directors and Members of CHD Ltd (which comprised the six owner Societies) within an 8-week deadline.

Following this, the liquidators would formally instruct Companies House to remove CDH Ltd from the statutory register which would be undertaken following the usual 6 month "grace period".

## **2.4 Critical Risk Register**

The Chief Operating Officer reminded Council that the critical risk register was submitted for review every six months, typically to its March and September meetings but the Audit, Risk and Evaluation (ARE) Committee reviewed risks at its meetings throughout the year. Key updates to specific risks were provided on the risk register and Council acknowledged the mitigations in place and the progress against each.

Two workshops had been held to explore risk in more detail with Committee members and members of the Society's management team. The first workshop had looked at the identification of risks and how these might affect the ability of the Society to achieve its strategic objectives. The second workshop had examined the differences between 'embedded risk' and 'risk events' and started to consider the development of a risk appetite statement. The Chair of the ARE Committee would attend Council in July to present an update on the Committee's work. Council noted that the Chair of the ARE Committee's term of office would end in December 2022 and that she was currently assisting the office in reviewing the role description for advertisement as an external position.

# **3. President/Chief Executive Business**

## **3.1 Introduction by the President**

The President professed his enthusiasm for the work of the Society to date, briefly described his career and scientific interests, and outlined some areas of focus for his presidency. He acknowledged the work in equality, inclusion and diversity (EDI) across the Society and noted: (i) our inclusion now as a member of EDIS, a coalition of organisations working to improve equality, diversity and inclusion within the science and health research sector, and (ii) the introduction of the new Members Panel, a group of microbiologists from underrepresented communities who convene to bring their perspectives to the Society's efforts to ensure it is welcoming across all its activities, as examples of efforts to date. To further celebrate excellence within the diversity of the membership, the President

reported that he was commissioning a collection of articles and reviews from authors from minority ethnic communities and had persuaded 20 prominent colleagues to be involved in this new initiative. He sought input from Council to further increase diversity and range of the collection's authors and undertook to circulate the list of agreed participants to date over the next few weeks. He also commented that the collection also created an opportunity to motivate editors to commission more in the future. He acknowledged the importance of the Members Roadshows as a great mechanism to reach out and engage the membership and as an opportunity to engage with more communities within microbiology and confirmed his intentions to continue with these throughout his Presidency. He cited the existing work of the Building Communities Committee in identifying key communities for further engagement, such as those within clinical microbiology and industry, highlighting these as a good avenue for both new members and new revenue.

**Action 05:** The President to circulate the list of commissioned authors to Council and staff.

## **3.2 General business/report back from the CEO**

### **3.2.1 Unilever**

The Chief Executive updated Council following a change in Unilever's policy which distanced it from anything to do with animal testing. He explained the impact this may have on recipient selection for the Unilever Colworth Prize Lecture for translational microbiology, which involve could (and in some cases had done so) medical microbiology and thus potentially involve legally required animal testing.

Council agreed that the Society's relationship with Unilever was valuable, especially for engaging with translational microbiologists and supporting Early Career Microbiologists seeking industry-based job opportunities. However, it was agreed that it would not be appropriate to allow intervention that prohibited animal testing research in the recipient selection criteria for the Colworth Prize Lecture. In the light of recent discussions concerning environmental investments and the funds that the Society currently had with Unilever as part of its portfolio, Council considered if an alternative sponsorship agreement could be proposed to Unilever to support or celebrate work in the sustainability field as an alternative.

Council agreed this cause of action and acknowledged the opportunity for further discussion with the current Unilever contact, Dr Aline Metris, at Annual Conference.

**Action 06:** The Chief Executive to contact Aline Metris at Unilever to suggest an alternative sponsorship arrangement and to suggest the conversation is resumed in person at Conference.

### **3.2.2 The Society Showcase and Annual General Meeting**

The Chief Executive reminded Council that prior to the pandemic, the Society's Annual General Meeting (AGM) had been held the day preceding September's Council meeting as part of a wider Society Showcase event featuring the Young Microbiology of the Year (YMOY) finalist presentations. During lockdown the whole event had moved online. If this practice was adopted in 2022, it would result in the event being scheduled for 1 September which was problematic for attendees due to summer holidays and term start dates.

Council felt it would increase accessibility of the AGM to the wider membership to continue to hold this as an online event on 01 September, but felt it was important that the YMOY finals were held as an in-person event as the finalists benefitted from the in-person presentation experience as well as the opportunity for exposure and networking with more senior microbiologists. Council agreed to

seek Division members availability for the current Committees Day date of 6 October and hold the YMOY finals in tandem with this. The Chair of the Early Career Microbiologists Forum Executive Committee undertook to seek the input of the ECM Forum in considering the other elements of the Showcase event and how these could best be offered.

**Action 07:** The Chief Programmes Officer and Director of Strategy to liaise with the membership team to plan the YMOY finals in conjunction with Committees Day.

### **3.2.3 Covid-19 mitigation for Annual Conference 2022**

The Chief Executive reminded Council of the extensive Covid mitigations for Annual Conference 2022 (AC22) agreed by the working group in December following the outbreak of the Omicron variant. The Society would require all delegates to be fully vaccinated against Covid-19 and requested any unvaccinated attendee submit their reasons for not being vaccinated to the General Secretary to review for scientific validity. For example, members may be participating in a vaccine trial which was not yet complete, have a medical exemption, or be vaccinated with a vaccine that happened not yet to be approved in the UK.

Council considered the mitigations in place for AC22 in the light of the easing landscape and lack of government enforced restrictions. It considered how best to balance caution with delegates' expectations. Council was mindful that a number of delegates may have registered on the basis of stricter measures being communicated and was therefore reticent to loosen these but acknowledged that the level of enforcement would need to be proportionate to the expectations of delegates. Therefore, it was agreed that for AC22 the following procedures would remain in place:

- Delegates were required to be vaccinated in order to attend, except whether the General Secretary approved a legitimate exemption
- The Society would provide lateral flow tests for every delegate for every day and encourage they be taken every morning prior to attendance at the venue. Any delegate testing positive would be asked to refrain from attending. If isolation restrictions remained in Northern Ireland the Society would support any member requiring accommodation for this period
- The Society would provide masks for every delegate for every day and encourage they be worn at all times when moving around within the venue, including signage asking people to wear a mask
- Posters would be spread out to prevent over-crowding in main areas
- Ventilation of the venue would be set to 400 ppm of Carbon Dioxide

For future Focused Meetings Council delegated authority to the General Secretary to consider any appropriate changes to mitigations in place as circumstances altered and to consult the Working Group where he judged it necessary.

### **3.2.4 Bank security checks**

The Chief Operating Officer reported that owing to increasing regulations within the financial sector against money laundering, trustees would experience more demands for information such as certified copies of their passports, driving licences and recent utility bills to enable the bank and investment managers to comply with identification and security check requirements.

**Action 08:** The Chief Operations Officer to send out request for trustees to submit certified proof of identification.

### **3.3 Outcomes of the Thursday session**

The Chief Executive summarised the valuable discussion on the environmental impact of the Society undertaken the previous afternoon. Council had not been deterred by the legal complexities and wanted to explore ways of taking the issue seriously but wanted to avoid virtue signalling. It intended to make valuable change which it acknowledged would take time to implement.

Council noted that following discussions with ARC regarding how best to advance the environmental agenda from an investment management perspective, ARC would be drafting a statement which would be agreed as a basis for discussions with the investment managers.

Although no final decision had been taken on how best to further this work, Council was clear it would need to hold itself accountable so any delegation to the governance structure would need to report directly back to Council and the Society would implement voluntary reporting via its Annual Report. One possibility was a panel, like the members' panel, which would report to the General Secretary.

Council was also keen to adopt mechanisms to celebrate success of members in this area and offering support to members who want to adopt environmental principles in, for example, research practices. Discussion around sponsored support from Unilever in this area had been discussed under agenda item 3.2.1.

**Action 09:** The Head of Strategy and Transformation to discuss with Council members as appropriate and develop an action plan for environmental impact.

### **3.4 Composition of Council and Committees**

This paper was taken as read.

Council noted that as of April 2022, the co-Chairs of the Members Panel would become member of the General Secretary's Group.

### **3.5 Membership Report**

Council received paper 393-05 and the Chief Programmes Officer and Director of Strategy drew attention to ongoing work to identify and engage industrial microbiology communities. She reported a series of planned focus groups to be held in early March 2022, to gather more in-depth information on specific issues from different sectors, career stage and how the Society could help and the establishment of a working group to review the results gathered from the survey and future focus groups.

Council acknowledged that the Society had reached 7021 members and considered the age profile in terms of sustainability for the Society. It noted that a decline in undergraduate and post graduate student members may be due to the lack of in person events in recent years as Society meetings were typically a draw for those membership categories.

Council approved the new members list and noted the geographical spread of new members as an opportunity to be harnessed for commissioning further articles for the President's EDI collection celebration diverse authors.

Council discussed the desirability of editors being or becoming members of the Society, recognising that a majority of those in leadership positions for the Society Journals were members but the editorial boards were mostly international in composition and individuals were typically members of the microbiological society local to their resident country. The Head of Journal Development confirmed that membership of the Society was raised throughout editorial board meetings and that this was an area for further emphasis as the Society worked to improve links between its journals and other activities.

### **3.6 Council Appointed Positions**

The General Secretary reported that 10 nominations by eight candidates had been received following the call for expressions of interest for the two Officer positions of General Secretary and Treasurer-elect, and the co-Chair-elect positions for Sustainability and Impact and Influence Committee. The General Secretary would convene a first stage panel, avoiding conflicts of interest, to consider the applicants for the two co-Chair positions. However, for the Officer positions, further diversity was required, and he requested that Council consider suitable individuals and submit their names within two weeks for the panel to convene at Annual Conference to review.

**Action 10:** The Executive Secretary to send Council information on all Council Appointed Positions.

**Action 11:** The General Secretary to set up a preliminary panel to review the co-Chair and FEMS Delegate expressions of interest.

### **3.7 FEMS Director Nominations**

The Chief Executive reminded Council that at its 386 Meeting in December 2020, Council approved in principle an approach from Professor Chris Thomas, former Treasurer of the Microbiology Society, for consideration as FEMS Finance Director, with the proviso that it would need to ask the membership as a whole to see if anyone else was interested. The position, along with the FEMS Grants Director, was advertised in the January email membership newsletter. Council understood that no other member had expressed interest in standing for either post and nobody other than Chris Thomas had expressed interest in standing as FEMS Finance Director. Council agreed the Society's support for his nomination and instructed the Chief Executive submit a letter on its behalf to the Chief Executive of FEMS, outlining why Prof Thomas would be a suitable candidate.

**Action 12:** The Chief Executive to issue a letter on behalf of Council to the FEMS Chief Executive in support of Chris Thomas' nomination as the FEMS Finance Director.

### **3.8 Election timetable**

Due to unforeseen changes to terms of office of previous Council members, there was no elected member standing down in 2022. Council had agreed at its 391 meeting that there should always be an election to Council each year and so approved the proposal to seek one elected member to Council in 2022 (to take office in January 2023) to sit as an additional representative on the Audit, Risk and Evaluation Committee. This position, along with a number of elected vacancies across Council, Committees and Divisions would be advertised for nominations to the membership in



March and remain open for six weeks allowing ample opportunity, including during Annual Conference, to encourage numerous and diverse nominations.

### **3.9 Flipping Journals to open access update**

The Chief Executive reported that following Council's decision at its December 2021 meeting to flip *Microbiology* to an Open Access (OA) publication from January 2023, messaging had gone out to agents and all subscribers of *Microbiology*. Subscribers had been informed that their primary renewal option for 2023 was for Publish and Read (P&R) at the appropriate tier. Response to the initial email demonstrated that the message had landed correctly and several conversions to P&R had already taken place. He noted that, as expected, some questions had arisen regarding pricing and follow up campaigns were planned for following Council's approval of the 2023 pricing.

The conversion of article processing charge (APC) business into P&R was likely to be more challenging but plans were in place to target the highest publishing institutions, some of whom did not currently hold subscriptions with the Society. Due to the geographical base of many of these institutions being in Korea, China, India and Thailand, many would be targeted via agents as Asia's journey to OA was at a different stage. In parallel, European institutions still operating on an APC agreement would be targeted directly to convert to P&R. A process was in place to handle requests for funding assistance from authors who could not cover APCs themselves and the first stage of the process would be to contact their institution to offer P&R. It was highlighted that, following the confirmation of pricing updates, an institution needed in general only to publish two articles in a year to cover the costs of Publish and Read (at Tier 1) and requested that this should form part of the messaging going forward when marketing the deal.

He reported that activity at consortia level was key and that one P&R proposal had been submitted to a very large group which, if successful, would make a significant difference to the programme this year. Overall, the Society was seeing continued growth in US and UK uptake of P&R, and a cautious uptake in Japan, China and Latin America where there were governance, budget and legal issues that created additional complexities.

He updated that cOAlition S now required publishers to provide OA prices and licensing information publicly on their website so that authors could easily find them and to additionally provide expenditure, overhead and surplus/profit detail. A project team had been formed to undertake this.

The CRM was being further developed to be able to record subscription conversions, P&R tiering offers and multi-year deals in preparation for the 2023 flip of *Microbiology* and reviewing the institutional data held across all Society activities consistent to enable more systematic and targeted journals communications and to be able to provide synthesized reporting on article output, article submissions, institutional spend and institutional usage.

The operations team would compile a timeline of changes to the peer review and production systems for reporting to June Publishing Panel.

### **3.10 Interim 2023-2027 strategy report**

The Chief Programmes Officer and Director of Strategy updated Council following strategy sessions held with all staff and each of the major Committees of Council. She reported areas of commonality and a shared vision of the future demonstrating alignment in strategic thinking across the structure.

Council was invited to submit any further thoughts and ideas for review by the Officers and Senior staff at the Officers Away Day in June.

### **3.11 Light Touch Prizes Review**

The General Secretary reminded Council of the changes made to the prize giving processes in 2020/2021 including opening up the panel composition and increased support for nominations. Following a year of implementation a light touch review had been carried out.

The review group had discussed ways to improve nomination numbers by considering i) the length of nomination forms, ii) if nomination forms required development and iii) if the remit and award criteria of Prize Lectures required further changes. While the group felt that no changes were required to the remit and award criteria of Prize Lectures, several recommendations were made concerning the nomination forms and communication of the Prize Lectures.

- The word limits per question should be reduced and standardised across all Prize Lecture nomination forms and that nominators should be encouraged to submit relevant supplementary information and links where appropriate to make the most of the space.
- Incomplete Prize Lecture nomination forms should be refused by the Society and that this should be appropriately communicated on the website.
- Promotion of all Prize Lectures to continue and specifically additional promotion of the Prize Medal and Unilever Colworth Prize.
- Emphasis placed on the option for members to work in groups to submit nominations.
- Continue to communicate the importance of nominating microbiologists from underrepresented groups to increase the diversity of those considered for the Prize Lectures each year.
- Incorporate an expression of interest stage in the Prize Lecture nomination process to reduce the burden on nominators and nominees in the first instance.

The Chair of the Early Career Microbiologist Forum Executive Committee confirmed that the ECM Forum was minded to advise that Council drop the word “young” from the Sir Howard Dalton Young Microbiologist of the Year competition title and would bring a proposal and recommendation to Council in time for implementation as part of the Annual Conference 2023 abstract submissions.

### **3.12 Committee business not to be covered by the General Secretary’s Group**

The co-Chair of the Building Communities Committee reported that the objective to strengthen links between the editorial boards and Divisions was working well with a number of Editors going to Division meetings and reporting natural cross overs in areas of work.

The co-Chair of Sustainability Committee commented that internationalisation had been a topic of focus at the recent Sustainability Committee meeting which linked directly to the Society EDI ambitions as two important strategic elements.

### 3.13 Protistology Memorandum of Understanding

The Chief Executive reminded Council of the existing agreement between the Society and Protistology-UK (P-UK) which had run for three years from 2019 to 2021 under which;

- P-UK's Annual Meeting ran as a session at the Society's Annual Conference organised by the Eukaryotic Division (with a guaranteed seat on the Division for P-UK to ensure this was integrated into the programme)
- P-UK stopped collecting subscriptions and its membership became an opt-in tick box for members of the Microbiology Society to identify themselves as wishing to be part of P-UK
- To compensate for the loss of income to P-UK, the Society made a grant of £1,500 each year so that P-UK could continue to support its student community
- The Society agreed to use its infrastructure to facilitate things that P-UK was finding increasingly difficult, such as booking rooms for scientific meetings, but with the costs borne by P-UK

The collaboration was considered mutually beneficial and demonstrated a successful relationship through which the Society was able to build and engage with a community of microbiologists who contributed to the Society's events programme and were looking to drive more content for *Microbiology* whilst simultaneously ensuring they retained their identity.

Council approved the updated Memorandum of Understanding with P-UK under the same terms as the previous, to cover the five years 2022 to 2026.

Council considered if there were any other groups or organisations of this nature that the Society could collaborate in with this way and would welcome any future proposals if opportunities arose.

## 4. Summary of progress

### 4.1 Summary of Progress – Strategy 2018–2022

Council received paper 393-10 and noted the progress across Society activities against the 2018-2022 strategy.

Highlights included the Scientific Seminar Series across the journal portfolio with *Microbial Genomics* events held in January and February attracting 950 online participants. February's *Journal of Medical Microbiology* seminar focussing on improving authors' manuscript writing skills, was the most well attended of the journal's series so far, with over 220 participants from all over the world.

23 case studies showing how Society members had been involved in the response to the pandemic had featured on the website as part of the SARS-CoV-2 hub to raise the profile of microbiology, our members and the contribution they make to addressing global challenges.

## 5. Committee Business

### 5.1 Early Career Microbiologists' Forum Executive Committee minutes, October 2021

These were taken as read.

## 5.2 Building Communities Committee minutes, October 2021

These were taken as read.

## 5.3 Impact and Influence Committee minutes, October 2021

These were taken as read.

## 5.4 Sustainability Committee Minutes, October 2021

These were taken as read.

## 6. AOB

Council discussed the conflict in Ukraine, noting that the Society had nine members with addresses in Russia and two in Ukraine.

The Chief Executive reported that in a meeting with the President of FEMS, the Society had requested FEMS convey solidarity and offer of practical support to the Society of Microbiologists of Ukraine on its behalf. He reminded Council that the Society was supporter of CARA, the Council for At-Risk Academics and undertook to write to CARA to re-emphasise the Society support and to offer any further assistance to any microbiologists academics affected by the conflict.

Council instructed the Chief Executive to send an email to all members with a statement of community and pledging support to any members affected by the conflict and to notify them of the support available via CARA. Additionally, the Society would write to the Ukrainian members to offer further solidarity and support.

**Action 13:** The Chief Executive to write to CARA to re-emphasise the Society support.

**Action 14:** The Society to issue an all-member email restating our community values and support to all members affected by the conflict.

There being no further business, the meeting closed at 12:08.

## Actions log

Actions from the 393 meeting of Council				
No.	Agenda item	Action	Owner	Status
1	1.2	To send LB her register of interests form to update	Executive Secretary	Completed.
2	1.5	To complete the agreed redactions to the 391 and 392 minutes of Council and have them published on the Society's website.	Executive Secretary	Completed.
3	2.1.7	To email all staff to notify them of the annual staff salary award pay award outcome.	Chief Executive	Completed.

<b>4</b>	<b>2.1.7</b>	To implement the approved the Journals pricing for 2023.	Associate Director of Members' Programmes	Completed.
<b>5</b>	<b>3.1</b>	To circulate the list of commissioned authors to Council and staff.	The President	Completed.
<b>6</b>	<b>3.2.1</b>	To contact Aline Metris at Unilever to suggest an alternative sponsorship arrangement and to suggest the conversation is resumed in person at Conference.	Chief Executive	Completed.
<b>7</b>	<b>3.2.2</b>	To liaise with the membership team to plan the YMOY finals in conjunction with Committees Day.	The Chief Programmes Officer and Director of Strategy	Agenda item 3.9.
<b>8</b>	<b>3.2.4</b>	To send out request for trustees to submit certified proof of identification.	The Chief Operations Officer	Completed.
<b>9</b>	<b>3.3</b>	To discuss with Council members as appropriate and develop an action plan for environmental impact.	The Head of Strategy and Transformation	Agenda item 3.15.
<b>10</b>	<b>3.6</b>	To send Council information on all Council Appointed Positions.	Executive Secretary	Completed.
<b>11</b>	<b>3.6</b>	To set up a preliminary panel to review the co-Chair and FEMS Delegate expressions of interest.	General Secretary	Completed.
<b>12</b>	<b>3.7</b>	To issue a letter on behalf of Council to the FEMs Chief Executive in support of Chris Thomas' nomination as the FEMS Finance Director.	Chief Executive	Completed.
<b>13</b>	<b>6</b>	To write to CARA to re-emphasise the Society support.	Chief Executive	Completed.
<b>14</b>	<b>6</b>	To issue an all-member email restating our community values and support to all members affected by the conflict.	Chief Executive	Completed.