



International Society of Endoscopic Spine Surgery (ISESS)

Second ISESS Executive Committee (EC) Meeting Minutes

EC Meeting Time					
November 29 th , 2017, 16:30 – 18:00					
EC Meeting Location					
Langham Place, Guangzhou, China					
EC Meeting Moderator					
Professor Zhenzhou Li					
EC Meeting Attendees (Names are arranged in alphabetical order)					
Jayaswal Arvind	India		Limin Rong	China	✓
Eduardo Barreto	Brazil	✓	Kuansongtham Verapan	Thailand	✓
Cheinmin Chen	Taiwan China	✓	Shao Keh Hsu	Taiwan China	
Gun Choi	Korea	✓	Masatsune Yamagata	Japan	✓
Ismail Gokyar	Turkey	✓	Yue zhou	China	✓
Dirk Gothel	Germany	✓	Observers		
Stefan Hellinger	Germany	✓	Bambang Darwono	Indonesia	✓
Shuxun Hou	China	✓	Zhongliang Deng	China	✓
Fujio Ito	Japan	✓	Luthfi Gatam	Indonesia	✓
Jin-Sung Kim	Korea	✓	Hyeun Sung Kim	Korea	
Chiheon Kim	Korea	✓	Elmer Jose Arevalo Meceda	Philippines	✓
Zhenzhou Li	China	✓	S.M.Rohidas	India	✓
Kaixuan Liu	America	✓	Sumito Shimizu	Japan	✓
Karaeminogullari Oguz	Turkey	✓	Pornpavit Sriphirom	Thailand	✓
Said Osman	America		Petr Zelenkov	Russia	✓
Secretaries					
Yin Liang, Xiaosong Yang, Huiwen Li, Xiaoyan He					



International Society of Endoscopic Spine Surgery (ISESS)

Agenda		Discussion and Action
1	Vote on the new observers	Nine new Observer candidates have presented their professional Bio in the meeting. Seventeen Executive Committee members who attended this meeting have voted their decision. All the nine candidates have obtained more than 50% votes of “YES” and thus have been accepted as the Observer of Executive Committee.
2	Issue the President Badge and Certificate	Kaixuan Liu, the founder of ISESS, issued the Executive Committee President Badge and Certificate to Professor Shuxun Hou.
3	President’s address	Professor Shuxun Hou, President of the Executive Committee, summarized the EC work since the first meeting of the ISESS EC hold in July, 2016. He also highlighted important issues that need to be further promoted by the current EC (details please see the attachment.)
4	Approve and sign By-Laws	Through repeated solicitation of opinions and suggestions from members of the Executive Committee, all the members agreed to the final version of the By-laws without further amendments. Seventeen Executive Committee members and eight observers who attend this meeting have signed this document.
5	Review the preparation of 1st ISESS Annual Meeting	Prof. Limin Rong, Executive chairman of the ISESS First Annual Meeting, reported the preparation work for the ISESS 2017 first Annual Meeting: (1) organize meeting agenda and sessions; (2) design and publish website; (3) call for abstracts; (4) review all the submitted abstracts and select for oral and poster presentations; (5) logistic arrangements. All the EC members highly praised their dedicated efforts and excellent work.
6	Preparation of 2nd ISESS Annual Meeting	Dr. Fujio Ito, chairman of the ISESS EC Academic Committee (2017-2018), presented the preparation work for the ISESS 2018 Second Annual Meeting, which will be hosted in Aichi Spine Institute, Inuyama, Japan, from August 31 st to September 1 st , 2018. He warmly welcomes all the ISESS members come to Japan and attend the meeting.



International Society of Endoscopic Spine Surgery (ISESS)

Agenda		Discussion and Action
7	Establish Board of Education (BOE)	All the EC members have discussed the notion to establish the Education Committee. ISESS EC core members recommended Dr. Gun Choi to be the chairman of the Education Committee. All the EC members attending this meeting unanimously agreed this recommendation. Dr. Gun Choi accepted this position and made a brief speech about his working plan on building up a good team, standardizing academic discussion and best practice procedures. He specifically emphasized the importance of education and training for surgeons.
8	New member development plan	Prof. Zhenzhou Li has reported that China has developed 30 members since the first ISESS EC meeting. ISESS EC suggests that all EC members should strength their effort to develop new members in their countries (5 new members per EC member). It is suggested that, at current ISESS development stage, membership fees will be waived. Member fees may be levied on members when ISESS becomes mature, and establish significant influence and service to members.
9	Decide the country host the 3rd ISESS Annual Meeting	The EC has invited Gun Choi (South Korea), Bambang (Indonesia) and Verapan (Thailand) to submit the bidding report separately and made a presentation in the meeting. After hearing their presentations, the EC members have voted and decided that Thailand will host the 3 rd ISESS Annual Meeting in 2019. Dr. Verapan will present their preparation work of ISESS 2019 third Annual Meeting in the third ISESS EC Meeting in 2018.
10	About ISESS's pronunciation	EC members and observers discussed about the pronunciations of ISESS and decided to use /'aiseis/ as the correct pronunciation.



International Society of Endoscopic Spine Surgery (ISESS)

ATTACHMENT:

Speech from Executive Committee President Professor Shuxun Hou, MD

Dear ISESS Executive Committee members,

Last year, we held the first Executive Committee Meeting in Beijing and made four decisions.

1. Establish Executive Committee as the supreme authority.
2. Each country has equal rights in the Executive Committee. All decisions from the Executive Committee should be authorized by a majority vote from the participating members' agreement before execution.
3. It is a great honor for me to be elected as the President of the Executive Committee. In my role as President, I am responsible to organize ISESS 2017 first Annual Meeting in Guangzhou, China.
4. As the President, I have been authorized to lead the preparation of By-laws. We have prepared the By-Laws draft version, sent to all members to review and collect their input. Seven members proposed constructive suggestions. Based on their feedback, we revised the by-laws four times and formulated the fifth draft (final version). All the Executive Committee members now accepted this final version.

Now, one year has passed by and we have completed all the works mentioned above as scheduled.

The ISESS 2017 First Annual Meeting Chairman Prof. Yue Zhou, Executive Chairman, Prof. Limin Rong and Prof. Kaixuan Liu, have made herculean efforts for the preparations for this meeting, and all the organization related works have been completed at present. Today, Prof. Rong will present a report on the preparatory work for the ISESS 2017 First Annual meeting.

Next, Prof. Ito will share with us the preparation work of the next ISESS 2018 Annual Meeting. Date and location of the Second Annual Meeting will be determined.

At this Executive Committee Meeting, we will also decide on the location of the Third Annual



International Society of Endoscopic Spine Surgery (ISESS)

Meeting in 2019. Now, three countries would like to bid for its hosting: Korea, Indonesia, and Thailand. We will vote on their biddings.

Since all the Executive Committee members have agreed on the final version of the By-laws, it is eventually approved. Now, I declare the final version of By-laws is approved by all the members.

During 2016-2017, China has developed 32 new members for ISESS. In the coming year, the Executive Committee members could start to develop new members in their own countries. Every Executive Committee member should develop at least five new members for ISESS. We can have a discussion about this proposal. In view of the fact that ISESS is now in its infancy and need to expand its influence, we will not charge new members membership fee at present time. When we become well established, and be able to provide members with academic research materials and relevant benefits, we will consider the payment of membership fee.

According to the By-laws, two committees should be established. One is Academic Committee, the other is Education Committee. Due to time constraints, we did not set up the Education Committee in this year. After the discussion with Prof. Kaixuan Liu (founder of ISESS), and Prof. Ito (chairman of the second Annual Meeting), we propose to set up an Education Committee at the Second Annual Meeting and recommend Dr. Gun Choi to be the chairman of the Education Committee. This recommendation needs to be approved by the majority vote of the Executive Committee.

In the past year, all the ISESS members dedicated their efforts to support our Society. You actively submitted abstracts and come to participate in this meeting, which ensures ISESS 2017 First Annual Meeting smooth convening. I would like to take this opportunity to express my heart-felt thanks to all the ISESS members.

President of ISESS Executive Committee

Prof. Shuxun Hou, MD



International Society of Endoscopic Spine Surgery (ISESS)



Group photo for all the members and observers who attended this meeting.



**President of the Executive Committee
Shuxun Hou (China)**



**Chairman of the First ISESS Annual
Meeting-Yue Zhou (China)**



International Society of Endoscopic Spine Surgery (ISESS)



Executive Chairman of the First ISESS Annual Meeting-Rong Limin(China) reported the preparation work for the ISESS 2017 first Annual Meeting



EC Meeting Moderator-Zhenzhou Li (China)



Kaixuan Liu(America), the founder of ISESS, issued the Executive Committee President Badge and Certificate to Professor Shuxun Hou(China).



International Society of Endoscopic Spine Surgery (ISESS)



Fujio Ito(Japan) presented the preparation work for the ISESS 2018 Second Annual Meeting



Gun Choi(Korea) made a brief speech about his working plan on building up the Education Committee and submit the bidding report to host the 3rd ISESS Annual Meeting in 2019



Kuansongtham Verapan (Thailand) submit the bidding report to host the 3rd ISESS Annual Meeting in 2019



Observer- Bambang Darwono (Indonesia) submit the bidding report to host the 3rd ISESS Annual Meeting in 2019



International Society of Endoscopic Spine Surgery (ISESS)



EC members and observers who attended this meeting



International Society of Endoscopic Spine Surgery (ISESS)



**Observer candidate - Luthfi Gatam
(Indonesia)**



**Observer candidate - Petr Zelenkov
(Russia)**



**Observer candidate -Elmer Jose Meceda
(Philippines)**



**Observer candidate -S.M.Rohidas
(India)**



**Observer candidate -Pornpavit Sriphirom
(Thailand)**



**Observer candidate -Sumito Shimizu
(Japan)**



International Society of Endoscopic Spine Surgery (ISESS)



Observer candidate -Zhongliang Deng