

Secretary_Report_Fall_2011

There were two electronic ballots conducted between the time of the Spring Board Meeting in May and the present date.

1. "That each foreign registrant pay a fee of USD\$15.00 (or its equivalent in the country currency) per iris registration or iris name reservation to the country Associate Registrar. That the country Associate Registrar keep USD\$5.00 (or its equivalent in the country currency) per iris registration or iris name reservation and pay the AIS USD\$10.00 per iris registration or iris name reservation, such payments to the AIS to be made via a PayPal system or such other arrangements as may be enumerated by the AIS Registrar-Recorder for his convenience. All payments to the AIS registrar to be made in USD. The AIS respectfully requests, but does not require, the country Associate Registrars to accept the USD\$5.00 stipend as full payment for their services as Associate Register in managing iris registrations and iris name reservations. That the services of the country Associate Registrar include, but may not be limited to, iris name checking against the irisregister.com database, translation (as appropriate), transliteration (as appropriate), and description review ad editing."

The motion passed with 15 YES votes and zero NO votes

2. That the Committee's recommendations listed below regarding the guidelines for the submission of digital images accompanying iris registrations and the creation of a Registration Image Coordinator be adopted by the AIS"

GUIDELINES FOR THE SUBMISSION OF DIGITAL IMAGES ACCOMPANYING IRIS REGISTRATIONS

***Mission Statement*:**

To create a reference library of images associated with fully completed registrations received from the AIS Registrar-Recorder.

The images should function primarily as augmentation of cultivar descriptions and secondarily as a resource for AIS promotion.

***Guidelines for Image Submission*:**

*Registrants are requested to submit images with registration. Highest quality digital images in jpeg format (4x6-300 dpi or medium setting on the camera-Higher Resolution is preferred and not to exceed 600 or 1200 dpi).

*Once the registrant receives approval for their name requested, images

should be labeled as follows:

YYreg.number, iris name_hybridizer_registration year_type_photographer.
(i.e. 11-6789_Golden Panther_Tasco05_TB_JSmith)

*If possible, images of the flower (close up), stalk and clump are desired. It is to the advantage of the hybridizer to submit the best photos possible so they may promote the cultivar in AIS projects. The photographer retains copyright ownership for their own uses but agrees with submission to any AIS uses.

*The photograph of the flower should be taken in the garden with no digital manipulation permitted. Color and form should be true to cultivar in all respects and in sharp focus.

*It is preferred that the images are stored for reference in the AIS library.

Detailed Copyright Disclaimer:

The undersigned hereby acknowledges that by submitting a photograph of an iris cultivar being registered with the Registrar-Recorder of the American Iris Society the undersigned hereby grants the AIS and its agencies (Affiliates, Regions, Sections) the right to reprint or republish such photograph in the Iris Encyclopedia maintained by the AIS; in any of the newsletters or journals published by the AIS or its agencies; to publish such photograph on any website maintained by or on behalf of the AIS or any of its agencies; and to publish such photograph in any other publication published by the AIS or its agencies in the ordinary course of its educational and scientific activities.

The undersigned represents and warrants that he is the owner of all copyright rights with respect to the photograph submitted to the AIS other than those rights otherwise granted to the AIS herein or by law. The undersigned shall retain ownership of all individual copyright rights in the photograph covered by this agreement except for those rights granted to the AIS herein or by law.

Flow Chart:

*Image(s) is (are) accompanied with the Registration Form; received by the AIS Registrar-Recorder, assigned a registration number related to its registration folder and then transferred to Registration Image Coordinator once the registrant receives approval for their name requested.

*Registration Image Coordinator enters a cross-reference list of registration (image) numbers and names to be maintained on a spreadsheet.

*Discs are prepared and copies are sent to the AIS slide chair, AIS library, and Iris Encyclopedia Manager and Web Master.

*Iris Encyclopedia enters reduced images into wiki with accession number and file name so as to be able to act as a card catalog for higher definition images stored in library.

This process should be an ongoing process with batches sent as received by the AIS Registrar-Recorder.

Job description of Registration Image Coordinator:

*The Registration Image Coordinator is appointed by the President of AIS and is responsible to him/her.

*To coordinate all activities of the registration image collection, the archiving and disposition of said received from the AIS Registrar-Recorder.

*To safeguard and store all of the digitized photos by use of the AIS disaster plan.

Guidelines for Archiving Images in Library:

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**Storage: *Images may be stored on disc, thumb drive or external hard drive.

**Retrieval: *By searching the Registration Image Coordinator's spreadsheet, or the Iris Encyclopedia, one can obtain the file number for a unique image.

REGISTRATION IMAGE COORDINATOR DUTIES

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***POSITION TITLE*:** Registration Image Coordinator

BASIC FUNCTION:

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To coordinate all activities of the registration image collection, the archiving and disposition of said received from the AIS Registrar-Recorder. The photograph of the flower should be taken in the garden with no digital manipulation permitted. Color and form should be true to cultivar in all respects and in sharp focus. (JPEG format preferred (4x6-300 dpi or medium setting on the camera - Higher Resolution is preferred not to exceed 600 or 1200 dpi).

The undersigned hereby acknowledges that by submitting a photograph of

an iris cultivar being registered with the Registrar-Recorder of the American Iris Society the undersigned hereby grants the AIS and its agencies (Affiliates, Regions, Sections) the right to reprint or republish such photograph in the Iris Encyclopedia maintained by the AIS; in any of the newsletters or journals published by the AIS or its agencies; to publish such photograph on any website maintained by or on behalf of the AIS or any of its agencies; and to publish such photograph in any other publication published by the AIS or its agencies in the ordinary course of its educational and scientific activities.

The undersigned represents and warrants that he is the owner of all copyright rights with respect to the photograph submitted to the AIS other than those rights otherwise granted to the AIS herein or by law. The undersigned shall retain ownership of all individual copyright rights in the photograph covered by this agreement except for those rights granted to the AIS herein or by law.

REPORTING RELATIONSHIPS:

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He/she is appointed by the AIS President and responsible to him/her.

MAJOR FUNCTIONS:

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1. To receive from the AIS Registrar-Recorder any digital images the Registrar receives that are associated with a registration.

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2. To maintain a spreadsheet with information such that its retrieval could be facilitated by each image having a distinct accession number based on the registration number.

YY-nnnn where YY is a two-digit year indicator (e.g., 11 meaning 2011) followed by a (1 to 4 digit) registration sequence number.

3. To distribute copies of the digitized photos to the AIS Library, Iris Encyclopedia, AIS Web Master upon request.

4. To safeguard and store all of the digitized photos by use of the AIS disaster plan.

SPECIFIC RESPONSIBILITY AND AUTHORITY:

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Registration Image Coordinator enters a cross-reference list of registration (image) number and name to be maintained on a spreadsheet. It should also contain a distinct accession number based on the registration number, for the library. That number would appear on the encyclopedia under the comments for the picture and/or as part of the file name as designated above.

The motion passed with 14 YES votes and zero NO votes.

Respectfully submitted,

Michelle Snyder
AIS Secretary