



## EACH EXECUTIVE COMMITTEE / HANDOVER MEETING

### M I N U T E S

**Thursday 3<sup>rd</sup> April 2014**

Held at  
23 Green Lane  
Linton  
Cambridgeshire  
CB21 4JZ  
At 10.00 am

**Present:**

Jonathan Silverman	EACH
Myriam Deveugele	EACH
Peter Salmon	EACH
Sandra van Dulmen	EACH and Nivel

**Administration:**

Lisa Dalton	CJAM (Secretariat)
Sarah Wilde	CJAM (Accounts)

	SUBJECT	Action
1	<b>Introduction of participants</b> Sandra (Treas/Sec until the Amsterdam conference in September) Myriam (President until the Amsterdam conference in September, and then Past President) Sarah Wilde (Accounts – CJAM) Lisa Dalton (Secretariat – CJAM) Jonathan Silverman (President Elect until the Amsterdam conference in September, and then President) Peter Salmon (Past President until the Amsterdam conference in September)	
2	<b>Situation about the transfer:</b> Currently there are 33 countries represented by the EACH membership National representatives are in post for two years after election. They can be re-elected two times, making three terms in all, but must step down and stand again each time. Conference calls to be set up for JS/SvD/MD/MR/GH/PS: 1 x month for Executive Committee	LD
	22 <sup>nd</sup> April – 11:00 BST	
	20 <sup>th</sup> May – 18:00 BST	
	17 <sup>th</sup> June – 14:00 BST	
	The Steering Committee meets twice a year, once in spring and once in full after the Conference	

	<b>SUBJECT</b>	<b>Action</b>
	<p>R-EACH and T-EACH are standing committees. They have their own committee board and have to report to EACH annually. Every new initiative of the committees has to be approved by the executive committee. Moreover if there are financial consequences, a detailed proposal and balance sheet need to be provided.</p>	
	<p>EACH has acknowledged Patient Education and Counselling (PEC), published by Elsevier, as the journal connected to EACH. EACH has the possibility to use the so called 'PEC pages for EACH' to publish short articles and messages. E.g. after the research summer-school of 2013, the participants wrote a report of their experiences. Until now every EACH member gets access to PEC, either online or in hard copy. In order to get this service EACH has to pay +/- 73 euro per member annually, amount depends on the request to receive PEC online (cheaper) or in hard copy. This amount is taken from the membership-fee. As a result of this connection, EACH receives 15 000 euro each year.</p> <p>In the past most members were very satisfied with the fact that they got PEC as a part of the membership of EACH. At present most members have access by their university. As a result we need to have a discussion with Elsevier about this topic. Can we disconnect the membership fee from the subscription of Elsevier? Would it be possible to have members who receive PEC as part of their membership and others not? We will have this discussion once we have a stable membership of more than 250 members every year.</p>	
	<p>It was noted that Elsevier invoicing is 'always' inaccurate and requires careful checking against membership subscriptions</p>	LD/SW
	<p>2.1 New website All website detail is covered in point 4.1</p>	
	<p>2.2 Bank Account</p>	SW
	<p>The bank account will be set up pending the return of signed documentation from PS to finalise.</p>	PS/SW
	<p>It was agreed that one (1) only debit/credit card would be needed for the account for the President (currently MD, JS after the conference in September).</p>	SW
	<p>For the online Bank account, SW will have full access to pay bills electronically, the President and the Treasurer will have 'view only' access to see the transactions.</p>	SW
	<p>A question was raised as to the situation with the bank account if there were to be a situation where there were no UK member on the Steering Committee. SW to request feedback from the Bank.</p>	SW

SUBJECT		Action
	REACH and TEACH accounts are part of the main accounts, but with separate accounting. The EC and SC need to have an overview of the financial transactions of REACH and TEACH. But in reality the money of REACH and TEACH will be on the main account.	SW
	REACH and tEACH should be breakeven committees with their income and expenditure accounted for separately.	SW
	Payment of expenses needs to be more formalized.	
	All expenses must be approved by the Executive Committee PRIOR to expenditure. All submitted expenses to be reviewed by the Executive Committee before payment if the value exceeds the agreed limit (TBC).	JS/MD/SvD SW
	Sub committees currently have €2k per year for meeting expenses. The EC needs to reassess this and move away from a fixed budget to a request/bid for funds.	JS/MD/SvD
	The EC requested that a savings account be set up for reserve funds.	SW
	Funds transfer from Nivel to CJAM: €34k in 'savings' €57k in the current account. There are some outstanding expenses SvD is expecting (including some tEACH bills) which will leave +/-€60k €34k transferred on the day during the meeting.	SVD/SW
2.3	Constitution	LD/CJ
	Some additional changes had been requested by the EC. To be	
2.4	Contract	
	The contact was signed and will be kept on file.	LD/CJ/JS/M
3	Membership subscriptions	JS/MD/SvD
	Subscriptions	
	Is it possible to introduce a lower level of membership for members to gain access to the tEACH/rEACH resources but not PEC subscription, to create another income channel? To be considered and discussed with Elsevier in the future.	MD/JS/SvD
	The committee will look at the possibility of Institutional membership which provides a single online subscription with access to +/- 15 members	MD/JS/SvD
	Access to PEC is available to members ONLY via the EACH website so that subscriber details are not shared directly with Elsevier.	LD/CT
	Membership runs for the calendar year January – December. Members who subscribe AFTER 1 <sup>st</sup> October receive the remainder of the current year plus the following calendar year.	LD/CT/SW

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	Ensure that outstanding membership subscriptions are chased as individuals can be slow in paying. Payment at the conference will be for NEXT YEAR subscription year (2015) Members do become confused about which year they have subscribed to.	MD/JS/SvD/ LD
	If individuals have not paid and contact details are not up to date, national representatives should be able to track them down.	LD/SW/CT
	For members who request Student level, they must supply proof of status, such as certification of student status signed by their academic affiliation, which has to be enclosed together with the application form and with each successive annual subscription.	LD/CT/SW
	Need to investigate if it will be possible to introduce Direct Debit payments for subscriptions for membership – annually, quarterly or possibly two yearly. Possible with website but need to manage via bank	LD/SW
	CJAM to send email to all current and previous members to remind them to pay their subscriptions; include instructions on required evidence for Student level membership (by email or fax) and payment details. Include BIC and IBAN codes for members abroad, which are most of the members.	LD/CT
<b>4</b>	<b>Current website:</b>	
	<b>4.1 Current facilities</b>	SvD
	There are currently two URLs, EACH.nl and EACH.eu. The .eu extension is the one that will be used for the new website.	LD/CJ
	SvD to send admin passwords for existing website to allow migration from Nivel servers to CJAM.	SvD
	Current website has single password login. Will move to individual logins with the new site.	LD/CJ
	Recommend setting up all tEACH and rEACH resources as HTML documents to allow for more effective search and filtering and then provide PDF versions for download. For this to work effectively tags and categories will need to be added to all the documents and all documents in the future.	LD/CJ /Authors
	Develop a template to be used for all document submissions to ensure consistency and accuracy for website upload. Template should match web fields and requirements.	LD
	Forums will be wanted in the future but are not an essential element at the outset. Investigate how easily they can be developed and switched on after site launch.	LD
	Other than just having a 'chat' forum, investigate possibility of having forums with facility to attach documents for sharing (avoids additional emails and allows for 'conversations' and comments).	LD
	Ensure single daily/weekly email notification of new or updated conversation/chat/document upload to members joined to the forum.	LD

SUBJECT		Action
	Is live chat within the forum(s) a possibility?	LD
	Review materials from Marcy to determine requirements for ability to add materials. Better to have a single point of administration (CJAM).	LD
	Twitter accounts to be set up for each organization –EACH, tEACH and rEACH. To be administered by CJAM with Tweets submitted and scheduled for publishing by committee chairs or approved submitters.	All/LD
	Copyright issues exist on current resources so unable to allow them to be publically available at the present time (only approved for access behind the membership ‘wall’. Permission will need to be obtained for all materials before moving them in front of the ‘wall’.	JS/MD/SvD
	New material to be made available to all. - This will impact on the ability to offer an associate level of membership to potential members who only wish to gain access to the resources and not PEC.	JS/MD/SvD
	This will leave only the link to PEC and minutes of EACH meetings and minutes of REACH and TEACH behind the membership wall.	
	Elections are coming up for National Representatives and President Elect.	
	Is it possible to create an election facility/site within the member area? It was decided that this may be useful in the future, but not for this current round of elections	LD
	A simple design but possibly a complicated back end to manage National Representative elections – only able to view and vote for candidates in their own county.	LD
	Candidates would need to be able to submit their application form and CV and a brief description online.	
	If more than one nomination is received a vote would be necessary (online if possible?) or by email. Only a single vote per member (members must have paid their subscription to be allowed to vote); online election would be hidden behind the membership ‘wall’.	LD/CT/SW
	Brand new members could be offered a temporary log in to pay their first year’s subscription fee if paying the full membership fee.	
	Members wishing to pay the reduced, Student level of membership would need to submit the required documentation via email, be approved and then given access to the pay page.	LD/CT

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	Map facility on website to show members of each committee, with hyperlink to contact details. Hyperlink to contact details for the members of the EC, SC, REACH and TEACH Ensure map is editable at election times. Committee to supply approved contact names.	LD JS/MD/SvD
	Contact forms: Create a general EACH contact form, directs all messages to CJAM for filtering to appropriate person/committee. Separate contact forms for tEACH and rEACH with fixed menu options to identify the type of enquiry.	LD
4.2	Conference website	SvD
	Will be handed to CJAM after the Amsterdam conference.	JS/MD/SvD
	2014 Conference is in Amsterdam and is administered by Nivel/Amsterdam Academic Medical Centre.	
	2016 conference will be in Heidelberg and will be administered by a new organisation, probably the University conference organisation.	
5	Relationship with Elsevier	SvD
6	Financial issues: situation in Nivel Covered in Banking.	SvD
7		JS/MD
		All
9	Ending the contract with Nivel: Outstanding points SvD to finalise expenses and then transfer the final balance of € to CJAM.	SvD
	SvD to supply details of all members who have paid their subscriptions prior to the handover.	SvD
10	AOB	
	Jozien Bensing Award to be awarded at the conference to a young researcher. €2k paid to EACH and then passed to the recipient.	
	A letter is sent to all names in the database; if they want to apply or if they know someone who may qualify/want to apply who is not currently on the database.	MD/JS/LD
	Nominations share with the EC for consideration.	