

**EACH: Executive Committee Conference Call**

**MINUTES**

**13<sup>th</sup> July 2015**

**(1600 CET)**

**Present:**

Jonathan Silverman	EACH President
Evelyn van Weel-Baumgarten	EACH President Elect
Gerry Humphris	r-EACH Chair
Marcy Rosenbaum	t-EACH Chair
Fiona Grant	SAS Event Management

**Administration:**

Stephne Graham	SAS Event Management
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	<b>Subject</b>	<b>Action</b>
<b>1</b>	<b>Apologies</b> Myriam Deveugele, EACH Past President, Karolien Albrecht, Treasurer and Sara Rubinelli, p-EACH Chair.	
<b>2</b>	<b>Minutes of the last meeting</b> Approved.	
<b>3</b>	<p><b>Matters arising</b> All matters are covered by the Agenda.</p> <p><b>Brief report on progress of rEACH restructuring</b> rEACH had an electronic meeting two weeks ago to discuss the Summer School and SIGs and the incoming applications. The group is looking at putting together a Research database and may come back to the Executive Committee for advice on this. There will be a face to face meeting of the newly expanded rEACH committee in Ghent in October 2015. As the group expands GH is looking at ways to manage a larger group and trying to get members to engage.</p> <p><b>Continuing negotiations with Elsevier</b> EvWB is continuing negotiations with Terry Materese regarding “access to special supplementary content online available only to EACH members”. SG is speaking to Terry with regard to providing a template to send to members each month, showcasing articles of particular interest to EACH. The first notice is being prepared to go out in September 2015 and will have an introduction by Arnstein Finset. MR requested content for PEC from tEACH</p>	GH

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	<p>members for the next issue and has received a long document from Cadja Bachman. This will be discussed post meeting with JS and EvWB.</p> <p><b>Simulated Patients SIG</b> It was agreed that the SPs would be asked to pay half the full membership fee - 45 Euros. MR asked what the SPs would be offered for their membership fee and what the requirements would be for joining? The group requires presence on the website and a blog. FG reported that the website and blog could be set up for a fee of £150 and an admin fee of £5 would be payable for each member. JS calculated that registering 20 SPs would still leave a profit of approximately 500 Euros which would allow EACH to offer full voting rights and discounted conference fees. MR asked if a time period of perhaps 6 months would be reasonable to allow at least 20 SP members to join? It was agreed that an initial network of 20 SP members would allow us to set up a webpage and blog. FG will check that we have a spare EACH address for this group. This group will not receive copies of PEC. JS was optimistic that a considerable number of SPs would want to join. MR will report back to Cadja Bachman that the Executive Committee is very keen to welcome an SP SIG into EACH.</p>	<p>EvWB/JS/MR/SG</p> <p>FG/MR</p>
<p><b>3</b></p>	<p><b>AACH</b> EACH had requested to contact AACH members to ask them to become members of EACH. AACH however, although keen for a closer relationship, is concerned that this may reduce their membership and profitability. However, AACH is very keen to open a dialogue with EACH to explore other ways of strengthening the relationship which are mutually beneficial. For instance, currently MD is a voting member of AACH but Som Saha is ex officio and not able to vote on EACH matters. AACH has suggested a teleconference and then a further meeting during the New Orleans conference and JS will respond positively to this.</p>	<p>JS</p>
<p><b>4</b></p>	<p><b>AGM</b> As a charity EACH must hold an AGM within 18 months of acquiring its charitable status. The latest date for the first AGM would be April 2016. Audited accounts are required to be presented annually at the AGM. A quorum of 5% of the membership is required to attend. It was suggested to hold the AGM as part of the Steering Committee meeting, where there is always likely to be a quorum. All other members will be invited to attend either in person or electronically. SAS will look into holding a webinar to enable members to dial into the meeting remotely so that they have the ability to ask questions and vote if necessary. A further AGM will be held at the Heidelberg conference in September 2016 when the audited accounts for 2015 can be presented. Thereafter, AGMs can be held annually.</p>	<p>FG</p>
<p><b>5</b></p>	<p><b>Audit progress</b></p>	

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	<p>EACH accounts are still with the independent auditor. EACH is preparing additional information, which will arrive with the accountant on Friday 17 July. SAS will ask Lorraine Wood to contact the auditor to get an idea of when the audit will be completed.</p> <p><b>Itemised sub-accounts</b> GH, MR and SR have requested regular reports on their individual subcommittee funds and the amount remaining in the Vasella fund. Lorraine Wood at SAS will be able to run off monthly reports detailing transactions in these accounts. For this to occur, considerable work is required to itemise each expense as either related to the €2000 committee budget, a specific course, or a charitable fund such as the Vasella fund.</p>	<p>SG</p> <p>FG</p>
<b>6</b>	<p><b>Election process</b> SAS will set up an electronic election process using e-touches to collate nominations and votes. Nominations will be made online from each country. Once nominations have been collated they will be sent out to the membership for voting. Election template letters are on file and they will be updated by JS.</p>	FG/SG/JS
<b>7</b>	<p><b>Expenses claim form</b> SG will add a line to the new expenses form to allow for more detail on expenditure e.g. which fund the money is being taken from. There will also be extra text to say claims can be in any currency. The forms will be forwarded to the relevant committee head for approval before being sent on to KA for final approval. The chairs commented that they would be happier signing off payments once they are aware of the amount of money available in their individual accounts.</p>	SG
<b>8</b>	<p><b>Conferences</b> Summer Event: there are currently 88 bookings. 103 are needed to break even but the event will go ahead. 12 people have signed up for the Summer School with 1 in reserve. Heidelberg 2016: planning is progressing well. It is being very well-organised. Porto 2018: JS and FG are planning a site visit for 7 September.</p>	JS/FG
<b>9</b>	<p><b>EACH sponsored/supported symposium</b> The second International Meeting on Well-being and Performance in Clinical Practice. This will be discussed at the next meeting.</p>	EvWB
<b>10</b>	<p><b>Membership</b> Membership figures are now up to 411. This is partly on the back of the Summer Event. All courses this year show a profit.</p>	

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<b>11</b>	<b>Group Membership</b> SAS is looking into affiliated membership and this will be discussed further at a future meeting.	FG/SG
<b>12</b>	<b>Any other business and next meeting</b> FG is now the EACH account manager. The next meeting will be held on Monday 7 <sup>th</sup> September.	