

EACH: Executive Committee Conference Call

MINUTES

26th January 2015

(1600 CET)

Present:

Jonathan Silverman	EACH President
Myriam Deveugele	EACH Past President
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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	Subject	Action
1	<p>Apologies The meeting was held using Go to Meeting. Apologies were received from Evelyn van Weel-Baumgarten, EACH President Elect, Karolien Aelbrecht, EACH Treasurer and Victoria Armstrong, SAS Event Management.</p>	
2.	<p>Confirm minutes of the last meeting Previous minutes from meetings held on 1st December were confirmed.</p>	
3.	<p>Matters arising from the minutes not appearing on the agenda There were no matters arising, which were not on the agenda.</p>	
4.	<p>Interim conference 2015 JS reported that agreement had been reached to hold an interim conference from 24 - 26 August 2015. These dates allowed enough time to organize the event, were far enough away from the US conference and from other relevant conferences being held in September. FG brought the meeting up to date with current planning. Two venues have been identified at Queen Mary University London and University of Westminster. FG has visited QMUL and will set up a visit to Westminster as soon as possible. QMUL has good facilities and is holding space for us. FG reported that the "welcome" area was not very welcoming and the University is looking at alternative options. Westminster occupies a more central location and is able to offer the same dates. FG will prepare a budget after her visit to Westminster. QMUL can offer three extra days to accommodate the Summer</p>	

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<p>School. FG will check that Westminster can do the same.</p>	FG
<p>As both venues are able to offer the same dates it was decided to send out a “Save the Date” announcement as soon as possible to alert the membership to the new event in good time. A suitable name for the event will be decided before the notice is sent to the membership. JS will ask the committee for suggestions and will write some words to advertise the event.</p>	JS/FG/SAS
<p>Bookings will be capped at 180 to ensure sessions have a maximum of 30 attendees. Six syndicate rooms will be needed with the possibility of one extra room available for the Summer School. QMUL will allow us to book accommodation on an allocation basis with no financial risk to EACH. 150 bedrooms will be made available. FG will ask Westminster for the same terms. Accommodation for the Summer School, with only 20 attendees, has to be pre-booked as a group booking.</p>	FG
<p>A sub-committee will be set up to organize the event comprising the Executive Committee members and a representative from tEACH, rEACH and yEACH. MR and GH will approach their members to ask for help.</p>	MR/GH
<p>The event will be workshop based with each workshop lasting 3 hours. Each workshop will be repeated at least twice, resulting in 12 workshops of which 6 will be allocated to teaching and 6 to research. It was decided that a formal Call for Papers would take too long and for this first event speakers would be by invitation only. Two leaders per workshop will be given free travel/accommodation/meeting fees/dinner but no fee. Attendees will be encouraged to submit posters. Posters will be accepted with a “light touch” review to enable people to attend. Posters will be located in the catering area. There will be no formal poster viewing session, no plenary sessions and no lectures. There will also be no time set aside for any SIG meetings on this occasion.</p>	
<p>FG will look at the cost of co-hosting the Summer School alongside the interim event with Summer School attendees taking part in two days of the meeting and then three days of Summer School. GH will speak to rEACH Summer School members ahead of their next meeting and will explore funding for the Summer School after receiving costing information from FG.</p>	FG/GH
<p>When the revised budget is available the Executive Committee will compare the venues and set a fee for the event. Fees of around £375</p>	

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	<p>(490 Euros) are expected without dinner and accommodation. FG will also provide costs for one day attendees. The invitation to speakers will be made before 13 February. There were some concerns that this fee was too expensive and FG will send a further detailed revised budget when final negotiations are completed.</p> <p>MR and FG left the meeting.</p>	FG/ALL
5.	<p>Reports on progress since last meeting</p> <p>a) Negotiations with Elsevier JS reported that negotiations had gone well with Elsevier resulting in a guaranteed royalty payment to EACH of 15,000 Euros. This amount may increase as membership numbers increase. Membership is now up to 230 from 170. It is hoped to increase this number to at least 330 in 2015. The amount EACH pays to Elsevier has reduced from 69 Euros to 39 Euros. In effect all membership fees will go to EACH and Elsevier has offered a new package of benefits to members. We are still in negotiations and will involve SAS next for their input before agreement with Elsevier reached.</p> <p>The next PEC deadline for copy is 6 February.</p> <p>b) New pREACH committee A new PR and advertising committee has been set up called prEACH.</p> <p>c) Heidelberg conference JS, EvWB and MD will visit Heidelberg in March to commence planning the 2016 conference.</p>	JS/MD
6.	<p>Formal expenses policy (and exceptional position of Marcy as chair of tEACH) The procedure for claiming expenses was distributed to members of the Executive Committee before the meeting. The policy was accepted and will now go to the Steering Committee for approval. It is proposed that all economy travel costs will be refunded to Executive members except for travel to the conference. This may cause a problem in the future if members of the Executive travel from outside of Europe.</p> <p>MR travel costs - to cover the costs of MR's transatlantic travel several times each year for EACH and tEACH meetings the Committee decided that in addition to refunding costs for attending the Steering Committee meetings MR should be entitled to claim for one extra trip to cover tEACH meetings. This will be recommended to the Steering Committee for final approval.</p>	JS JS

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7.	<p>Date of next meeting The next meeting will be held on Tuesday 3rd March 2015 at 3 pm GMT.</p>	