

EACH: Executive Committee Conference Call

MINUTES

12th October 2015

(1600 CET)

Present:

Jonathan Silverman	EACH President
Evelyn van Weel-Baumgarten	EACH President Elect
Myriam Deveugele	EACH Past President
Karolien Albrecht	EACH Treasurer
Gerry Humphris	r-EACH Chair
Sara Rubinelli	p-EACH Chair
Marcy Rosenbaum	t-EACH Chair

Administration:

Fiona Grant	SAS Event Management
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	Subject	Action
1	Apologies Stephne Graham, SAS Event Management	
2	Minutes of the last meeting Approved.	
3	Matters arising Matters are included in the current Agenda.	
4	EACH Membership fee for PEC editorial board members Agreed that the discounted rate offered to PEC editorial board members in the past will stop as of 2015. The discount for board members was provided because they already received PEC as part of their editorial duties. There is no longer a financial saving to EACH for not providing PEC, so this can no longer be passed on. Many other people already receive PEC free from their institution and have also asked in the past for a discount which we cannot give. The benefits of being a member extend beyond receiving PEC and the income from the membership fee is used for these other benefits and furthering the association as a whole. JS will contact Sandra van Dulmen, Robert Hulsman and Arnstein Finset to explain the decision.	JS
5	CPD accreditation of courses and conferences JS reported on his findings regarding accreditation in the UK through the Royal College of Physicians or more expensively the Royal College of General Practitioners. EvWB reported that for The Netherlands, if a course or	

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	<p>conference is accredited by the host country, her institution would check this and then award the equivalent accreditation points. It is possible that this is also the case in other European countries.</p> <p>It was agreed that it would be desirable to get EACH courses and conferences registered for CPD accreditation.</p> <p>JS to send the UK documentation to FG, so that SAS can begin the application process</p>	JS/FG
6	<p>Approval of updated documents for elections for national representative and President-elect and treasurer</p> <p>Both documents were accepted</p> <p>FG to use these for setting up the election process</p>	FG
7a	<p>Request for participation by EACH in RIME 2017</p> <p>Agreed that EACH will participate in an international conference based in Düsseldorf in Germany on workplace based learning. The organisers would like EACH onboard to exchange expertise and provide an increased reach of the organisation</p> <p>EvWB and Peter Pype to be put forward to be on the scientific committee</p> <p>All happy for EACH's logo to be used, but will ask for it to say that RIME2017 is in partnership/co-operation with EACH</p> <p>4 possible workshops to put forward (90 mins in length), 2 on research or research about communication education, and 2 about transfer into practice through teaching approaches e.g.:</p> <ul style="list-style-type: none"> • Peter Pype - Workplace-based research • One other concerning research • MR, Noelle Junod-Perron & Jane Ege Moller - Workplace based communication teaching • possibly Geurt Essers Workplace-based assessment <p>EvWB to contact SIGs for ideas & work with GH, MD, Marc van Nuland & Peter.</p> <p>EvWB to reply to RIME: at this stage the conference only requires 4 possible titles. Once they have worked further on their timetabling, they will let us know how many workshops we can put in place, between 1 and 4</p>	EvWB
7b	<p>Topic for next two PEC pages</p> <p>Limit is 2 pages, maximum 1500 words</p> <p>Summer Event: JS to write an introductory paragraph MD to approach person who emailed her with feedback on the Summer Event and Summer School to use/adapt her email feedback in the article & to approach some others to write some sentences on the event. Also include some feedback from a workshop leader</p>	JS / MD / FG / EvWB

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	<p>FG to provide overall event feedback summary to be included</p> <p>Future ideas:</p> <ul style="list-style-type: none"> • KA suggested asking the Summer School attendees to write a two page report of their experience • Introduction & outline to the SIGs 	
8	<p>Brief reports from committees of recent progress</p> <p>a) tEACH Had a successful meeting in Krakow with 10 new members attending.</p> <p>A survey has been sent out to membership for feedback on the types of tEACH courses they want offered in the future both as EACH 2016 pre-conference workshops and regular tEACH courses. Already received 77 responses.</p> <p>Poland project was a big success with over 100 attendees. The feedback was excellent - workshops very well received & left the group feeling inspired.</p> <p>In the next meeting of the tEACH committee in spring in Cambridge, following 7 years of its existence in its current form, tEACH will take stock and reinvent itself</p> <p>b) rEACH Already received 14 notifications from EACH members to attend rEACH Open Workshop in Ghent in December. Aiming to attract approximately 25 people in total.</p> <p>Received 4 applications for EACH 2016 pre-conference workshops:</p> <ul style="list-style-type: none"> • MD & Hanneke de Haes - Writing a paper • Lee Ellington - Introduction to Carer behaviour into research models of interaction between health providers and patients in consultation (also interested in making this into a special issue or series within PEC) • Lee Ellington - Dyadic statistical analysis (very technical, Lee is looking for someone from AACH or EACH with expertise on this to help) • Arwen Pieterse - Decision Making - assessing the occurrence of shared decision making <p>There are three slots available and Wolfgang would like final titles by 1st November when the conference website goes live</p> <p>SIG blogs are in the process of being set-up. Each SIG officer has been sent details of their blog and asked to nominate a responsible person to moderate the blog space for appropriate use and content. Must be in place before the blogs can go live</p>	GH / MD

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	<p>c) pEACH Had a very successful meeting which clarified the relationship of pEACH within EACH and with tEACH & rEACH Currently seeking rEACH & tEACH members to sit on the pEACH committee</p>	SR
9	<p>Report concerning special distinction award: Josien Bensing Jozien was delighted with the award. EACH would like to give her a physical gift with an inscription to mark this, exact gift and mechanism for giving this to Jozien yet to be decided.</p>	MD / EvWB
10	<p>Brief reports on actions taken since last meeting</p> <p>a) Itemized subaccounts Sent out to sub-committee chairs. A decision will be made at the next exec meeting about what to do if sub-committees have a negative balance at year end</p> <p>b) Elsevier contract JS has contacted Terry, but still awaiting a reply</p> <p>c) Members of EACH now 462 Constantly increasing. Now in the final quarter which means anyone signing up now gets the rest of 2015 free</p> <p>d) Progress with 2018 conference An appropriate area for catering and posters in the event of bad weather is still being explored Request to cap conference dinner costs for the future to a lower level than historically to attract less affluent participants</p> <p>e) Summer Course wash up meeting The event has made a profit and it was decided to hold another event in 2017 at the beginning of Sept in Regent's University, London. Final financial statement to be sent round once all expenses have been received.</p> <p>f) Formation of subcommittee of rEACH to explore funding models of Summer School Reminder for this to be set-up, MD advised this was unlikely to happen before January</p> <p>g) Institutional membership KA & FG to have a meeting on Wednesday to discuss this</p> <p>h) EACH money reserves and spending JS requested this to be on the agenda for the meeting with SAS in early December</p> <p>i) Relationship between AACH and EACH Outcome of the meeting with AACH, EACH & SAS was that it would not be possible to achieve joint membership due to different currencies, disparity in membership costs between the two associations & it was questioned whether it would really be something members would want. It was decided that it was better to formalise the affiliation between the two associations by offering member rates to each other's associations at all future events.</p>	<p>JS</p> <p>FG</p> <p>FG</p> <p>GH/MD</p> <p>KA / FG</p> <p>SAS</p>

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11	Any other business None	
12	Date of next meeting November 16th 2016	