

EACH: Executive Committee Conference Call

MINUTES

13 April 2016

Present:

Jonathan Silverman	EACH President
Evelyn van Weel-Baumgarten	EACH President Elect
Myriam Deveugele	EACH Past President
Karolien Aelbrecht	EACH Treasurer
Marcy Rosenbaum	tEACH Chair
Gerry Humphris	rEACH Chair
Sara Rubinelli	pEACH chair

Administration:

Fiona Grant	SAS Event and Association Management
-------------	--------------------------------------

Item	Subject	Action
1	Welcome	
2	Apologies None	
3	Minutes of the last meeting Approved	
4	Matters arising None	
5	Improving the quality of healthcare communication in Austria JS outlined an email received from an Austrian group looking to improve the quality of healthcare communication in Austria. The executive agreed that they would be happy for EACH to provide support if the group wanted it similar to the work done in Poland. JS to maintain communication with the group and offer support and encouragement	JS
6	Public liability insurance for EACH in general FG has made enquiries with specialist insurers and is awaiting quotes to be sent through. FG will send JS quotes as soon as they are received.	FG
7	Lode: request for French and Spanish pages on website JS informed the tEACH networking subgroup of the decision made to keep EACH website in English only, but that documents translated into other languages could be added to pages as PDFs. The tEACH networking subgroup were not happy with this decision, so JS has advised them that if they wish to take it further they must write to the executive explaining their case.	
8	Speaker List: EC to formulate plan for criteria, call, vetting, selecting Executive are happy with the list of information to be collected for potential speakers that was emailed out. JS will send this list to the chairs of the sub-committees to ask them to send out to their sub-committee leads to begin collating information from the sub-committees.	JS
9	Summer Event planning committee: select members and invite The following people have been put forward to be on the Summer Event planning committee as the additional representative from each sub-committee: pEACH - Peter Pype (has agreed to be on committee) tEACH - Sandra Winterburn (has agreed to be on committee) rEACH - Arwen Pietersen (needs to be asked) Early Career - Mara van Beusekom (has agreed to be on committee)	

	<p>There was some discussion around the rEACH representative. Vibeke Sundling was put forward, but the executive agreed that she did not have enough experience yet in communication research to be able to support the rEACH chair in reviewing the workshop abstracts. There was also concern that she was already on two sub-committee groups and wouldn't be able to dedicate the time required.</p> <p>GH to speak to Vibeke Sundling to thank her for her enthusiasm, but explain why she's not been chosen on this occasion to be on the planning committee.</p> <p>GH to ask Arwen Pietersen to be on the planning committee</p>	GH
10	<p>EU Grants: policy document required for EACH involvement and place on website A policy statement has been produced that states EACH's position in involvement in EU grants. This has been emailed to the exec for comments. Please can all exec send their comments to GH.</p> <p>Once the exec have agreed that they are happy with the document, this needs to go on the EACH website with a link on all three sub-committee pages.</p>	All / GH
11	<p>Money for projects:</p> <p>a) to determine how much money to use in projects this year and next FG needs to wait for audited accounts for 2015 to give a solid base for producing a budget for 2016</p> <p>b) to formulate a policy and plan for calls and prioritization for annual and reactive streams Put on hold until advised on how much money there is to spend for 2016</p> <p>The 2015 accounts are still with the auditor. FG has chased for these and been informed these should be ready by the end of April</p>	FG
12	<p>Nonmember and Member fee for all courses: setting levels for the future FG calculated a threshold for when an EACH event should have the cost of membership added to it for non-members and when it should have a % increase added to the price.</p> <p>FG presented three options, a 20%, 30% and 40% increase and showed the different thresholds for these.</p> <p>MR raised concern that if the tEACH courses introduced a member and non-member fee this might put non-members off attending the course if fees were too high. FG suggested that once the tEACH courses for 2017 were agreed she would produce some example budgets with member and non-member fees for tEACH to consider and that the accommodation costs would not incur the % increase for non-members, only the course costs.</p> <p>It was agreed that introducing the member and non-member fees would be trialed.</p> <p>The executive agreed that a 30% increase would be a good rate to use to start with.</p>	
13	<p>Investigation of possible fee for downloading material from website tEACH will revisit whether they want any documents moved to the Members Area of the EACH website, as they have just re-invigorated their committee</p> <p>rEACH has re-asked for the possibility of the Verona CoDES manual to be viewed for free, but only downloadable for members. SAS to look into this again to see what is possible. This would also be an answer to the issue for tEACH committee</p>	SAS

14	<p>How to inform members of rates for next year, of need to be a member of EACH for SIGS, country networks etc and for need for SIG meetings to go through SAS with proper budgeting</p> <p>GH reported that all rEACH SIGs have been informed, with the exception of yEACH which he will inform</p> <p>MR reported that tEACH currently doesn't have any SIGs so she hasn't needed to inform anyone yet.</p> <p>JS asked that once the Simulated Patient SIG has been set-up in tEACH that they must all be members, but that it was agreed that they would have a reduced membership fee</p> <p>JS to email NRs to ask them to get in touch with their national networks to explain that once an EACH national network has been established it is necessary for all members to be members of EACH. JS to make it clear in the email that it is not necessary for everyone to be a member of EACH during the process of setting up a national network, but that once the network is created and established everyone must be a member of EACH.</p>	<p>GH</p> <p>JS</p>
15	<p>Communication Education Research SIG</p> <p>There was a great deal of discussion about where this SIG should be situated within the structure of EACH.</p> <p>tEACH would like the SIG to be situated within tEACH as there has been strong interest in their sub-committee to carry out this work</p> <p>rEACH raised concern that a SIG based on research should be kept within rEACH to avoid confusion</p> <p>EvWB explained that whilst the title of the SIG contained the word 'research' the SIG was more concerned with collecting evidence and exchanging ideas.</p> <p>It was therefore agreed that the SIG should be re-named so that 'research' was not in the title and for it to sit within tEACH, but linked to rEACH.</p> <p>EvWB to re-name the SIG and suggest a mechanism for this SIG to work with both sub-committees</p>	<p>EvWB</p>
16	<p>National Representatives: how to engage more</p> <p>EvWB wants to improve engagement from NRs</p> <p>MD suggested that it would be good to reward hard work by allowing active NRs to have time to report on their work in the Steering Committee and in the newsletters</p> <p>JS agreed that it was a good idea to ask NRs to report on what they have done at the next Steering Committee meeting and to put this on the agenda</p> <p>MR suggested it would be a good idea to ask NRs how they could engage better.</p> <p>All NRs will need to prepare an annual report of their activities in order to re-stand as NR in the elections. This should be continued moving forward, with a deadline set for producing these reports each year.</p>	<p>JS / EvWB</p>
17	<p>Twitter and social media: how to increase</p> <p>SR reported that she knows a PhD student who would be very well suited to produce a report on the best strategy for EACH on using social media. Agreed to approach this student</p>	<p>SR</p>
18	<p>SAS contract report so far</p> <p>SAS to send JS the next draft to look at next week (week commencing 18th April)</p>	<p>SAS</p>
19	<p>How to progress the issue of EACH's name</p> <p>This keeps being brought up by lots of EACH members at various events and meetings so needs to be moved up the agenda.</p> <p>JS to put this at the top of the agenda for the next Executive Meeting</p>	<p>JS</p>
20	<p>Confirm dates for Porto</p> <p>FEUP have confirmed the dates for the Porto conference as 2nd - 5th September 2018</p>	

	JS asked SAS to produce a draft budget for the executive to look at so they had an idea of SAS fees.	FG
21	<p>AOB</p> <p>EvWB reminded the exec of PEC deadlines for content. The next PEC deadline is the 25th April for rEACH content pages to include a report on the Verona CoDES meeting and the reinvigoration of rEACH</p> <p>The following PEC deadline is the end of June for tEACH content pages to include a report on the reinvigoration of tEACH</p> <p>GH reported that one of the rEACH sub-groups will be submitting their first EU grant at the end of this month</p>	<p>GH</p> <p>MR</p>
22	<p>Dates of next meeting:</p> <p>Monday 16th May - 3.30pm</p>	