

EACH: Executive Committee Conference Call

MINUTES

16 October 2015

(1600 CET)

Present:

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
Apologies:	
Jonathan Silverman	EACH President

Administration:

Stephne Graham	SAS Event Management
Fiona Grant	SAS Event Management

	Subject	Action
1	Apologies Jonathan Silverman (from Australia).	
2	Minutes of the last meeting Approved.	
3	Matters arising Sandra van Dulmen and Arnstein Finset, members of the PEC editorial board, have agreed to pay full membership fees.	
4	CPD Accreditation of courses and conferences We are awaiting a response from Paul Kinnersley for the three tEACH courses before we can submit for accreditation. We are also waiting to gauge numbers attending for each course before they can go ahead. The process will be set up for the Heidelberg conference once the courses are sorted.	FG
5	RIME 2017 EvWB had nothing to add on this at this stage. They are using the EACH logo and will send information on the workshop titles to the planning committee. Both Peter Pype and EvWB are on the scientific committee.	
6	PEC pages EvWB had sent out copies of the two proposed pages and these were	

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	<p>accepted to be in the next issue. The next but one issue was discussed as authors will need time to prepare articles. GH will collect 1500 words on the Summer School from one of the delegates. KA will contact Summer School attendees and offer to help with writing an article. The paper will be reviewed by Arnstein in the first place before publication. KA will contact EvWB when she has chosen someone. SAS will send the Summer School attendee list to KA. KA will copy GH in all emails relating to the article. There is a tight turnaround time for this.</p> <p>SR asked how other committees can contribute to articles in PEC? EvWB explained That this year EACH had an order to contribute to these PEC pages: President, all three subcommittee's, the 2 conferences (Amsterdam and Summer Event) and the next one will be by (one or preferably more) of the Summer School participants and contain content, not just hurrahs. Then EACH have had everyone so the cycle can continue and EACH will ask the same groups for contributions again for 2016. It is also possible to do it differently and, for example, have more short scientific papers from subcommittee's or their members or from individuals.</p> <p>EvWB would like the executive members to think this through and take a decision at one of the next meetings. There is some time for this because the next one will be by the Summer School and probably the following will be by the president again to start the next series.</p>	KA/GH/EvWB
7	<p>WONCA – organisation in collaborative relations EACH is now officially collaborating with WONCA. EvWB will ask them to write about EACH in their Newsletter and possibly plan an interview with JS. They have a large readership and we will advertise the Heidelberg conference with them.</p> <p>EvWB attended the National Medical Education Conference and discussed the benefits of linking with EACH. She will meet with the new President in December and discuss promoting EACH events to their membership which is currently around 1200 members.</p>	EvWB
8	<p>Elsevier contract negotiations Elsevier has been informed that EACH membership is now over 400. Jonathan, Evelyn, Myriam and Terry will have a conference call to discuss a change to the contract.</p>	JS/EvWB/MD
9	<p>2018 Conference progress The wet weather plan is still a problem. FG will email JS with the options available. If it is raining the posters will have to be in marquees but the marquees cannot be located where originally planned on the venue visit.</p>	FG

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10	<p>What to do if subcommittees have a negative balance at the year end</p> <p>peACH, tEACH and the Vasella Fund do not have any problems going forward. rEACH has a problem mainly due to unforeseen circumstances at the Summer School when MD had to step in to help due to Lidia's forced absence. GH thanked EACH for allowing the Summer School to go ahead. In future it was decided:</p> <ol style="list-style-type: none"> 1. Each committee must set out a budget and have it approved by the Executive before the event. 2. All travel and accommodation expenses must be accounted for in the budget or they will not be paid. 3. All speakers must have their own travel insurance to cover any cancellation costs. 4. EACH will pay in completely unforeseen circumstances to prevent any cancellations or personal losses. <p>rEACH negative balance will be waived by January 1st 2016. All committees are now in balance and will work from a new budget from January 2016.</p>	
11	<p>Institutional Membership</p> <p>KA and FG have discussed this topic, resulting in a paper produced by KA. GH suggested a gold, silver and bronze membership system where institutions would pay accordingly. The Exec would need to decide what they would be willing to offer for each standard. Institutional membership is usually charged at a higher rate to prevent any loss by losing individual members. MR suggested that most institutions were expecting lower fees and therefore the institutional membership did not seem to be worthwhile as EACH would be losing money. It was decided that it was too early to take any decisions and the matter will be discussed at the next meeting. KA will send her document to members of the Exec. Members of the Exec will consider what EACH may want to offer institutions.</p>	All
12	<p>Policy for expenses for attending conferences</p> <p>EACH cannot cover the expenses to attend all the conferences that we are invited to. It was decided that:</p> <ol style="list-style-type: none"> 1. All invitations should be discussed on an individual basis at the Exec meetings and a decision made on how advantageous it would be for EACH if the President or another member would attend. 2. If advantageous the EC will decide who is best placed to attend, this can be either someone from the EC, someone from a standing committee or a member of EACH. Everyone who attends on behalf of EACH needs to represent EACH. This task will be prepared by the EC in case someone not from the EC takes the invitation. 3. People representing EACH will be asked to look for own funding if possible, if not EACH will cover the expenses. 	All

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	4. Discuss setting up a 'reserve fund' to cover these type of expenses.	
13	<p>SAS fees and spending. This item was suspended pending a meeting at SAS on 1st December. The Committee expressed surprise at the increased rate in fees but both parties are willing to negotiate the best solution.</p>	
14	<p>Progress reports on sub-committees rEACH has a meeting in Ghent in December. MD is providing a free venue and making all the arrangements. There are currently 36 participants from 12 different countries, which is very encouraging. Around 16 more people had expressed their wish to attend but were unable. The first rEACH SIG is now on the website and a blog has been set up. A second SIG is being set up by Marc Newland on medical educational research. A further SIG on early career will appear soon. A process has been set up for posting information on the website and a page for Communications and Oral Health is currently being set up. GH will report on the meeting in Ghent at the next Steering Committee meeting.</p> <p>pEACH is awaiting names from both tEACH and rEACH to add to their membership. SR has written to Terry at Elsevier regarding special articles for pEACH.</p> <p>tEACH information was sent in a summary provided by MR to all Exec members. All progressing well.</p>	
15	<p>Any other business SG will set up dates for 2016 Exec meetings.</p>	
16	<p>Next meeting The next meeting will be 14th December. EvWB will not be able to attend.</p>	