



Minutes

Steering Committee (SC) meeting, September 8, 2010, Verona

Present:

Peter Salmon, Wolf Langewitz, Myriam Deveugele, Arnstein Finset, Wolfgang Eich, Gerry Humphris, Lidia del Piccolo, Jette Ammentorp, Hanneke de Haes, Marcy Rosenbaum, Jonathan Silverman, Charo Dago, Sandra van Dulmen (minutes)

This postconference meeting was held with the 'new' SC which was appointed the day before by the AGM.

1. Apologies

The SC members Shmuel Reis, Ana Carvajal and Pal Gulbrandsen were not able to attend the meeting. Charo Dago, the Spanish deputy, replaced Ana.

2. Report of previous SC meeting and AGM

The 'old' SC meeting was fed back on the AGM with two issues: Introduction of the deputies, and procedure for deciding for EACH 2014.

The AGM yielded several issues for the SC to discuss:

- The AGM commented that we should have had a plan for priorities concerning budget and action. Since the results from the member survey were only available just before the conference, we had to decide during the 'old' SC meeting to carry forward the current budget plan. We will have a budget plan for different scenarios (with travel, accountant, website costs etc.) on the agenda for our next, extended SC meeting in February/March 2011. The Executive Committee (EC) will provide the information about different scenarios on which the SC can decide.. **Action: SvD, PS, EC**
- More communication is needed between national representatives and national members. To increase transparency, minutes of the SC will be made available to all members by putting them on the member area of the EACH website (leaving out the private things). The minutes will first go to Peter, then to the SC. When the SC formally agrees, the approved, official minutes will be put on the website. National representatives or the attending deputies will then alert members to these minutes, adding other information as relevant or emphasising points of potential interest to their national members. **Action: All SC members.**
- SC members should send communications periodically to their national members with topical news or requests for information. This will help EACH membership to seem more 'real' to its members. **Action: All SC members**
As the Netherlands, Norway and Switzerland have no deputies yet, the Nomination committee will be formally asked to find these deputies when a request arises from those countries.

3. Completing EACH procedures

- The SC decided that Arnstein and Sandra do not need a deputy

- Deputies will get all reports/papers that National representatives get. It is the responsibility of National representatives to keep in close contact regarding SC business.
- Myriam Deveugele and Sandra will alternate in taking minutes in subsequent meetings
- On the agenda of the February 2011 meeting we will put the possibilities of video- and phone conferencing

4. Standing committees

- The way standing committees (R-EACH, T-EACH and P-EACH) are composed is not clear. EACH members need to know where to go to if they want to be in a committee. Procedure should become more transparent. Committees should decide on: how many members they can have, how long a tenure of chairs, if they want representatives from all countries or from every type of profession, etc. Each committee can do this in his own way, subject to SC approval and subject to fitting in with the general principles established in the SC; the structure has to serve the group. Standing committee members do have to be a member of EACH. **Action JS, HdH**
- Priority of P-EACH is to stimulate exchange between (new) members and publish an e-newsletter. Helge Skirbekk and Trond Mjaaland will start with preparing the first, two page e-newsletter, which we plan to distribute two times a year as a link or in pdf, and on the EACH website. Arnstein will supervise this. The first e-newsletter is expected in November 2010. We will evaluate the newsletters after 2-3 issues. **Action: AF**
- P-EACH should also think about press releases around events, conferences and papers.
- T-EACH has two new webmasters who maintain their own web pages; R-EACH should also look for their own webmaster.

5. Budget-related discussion and action points

Important issues to develop further:

- Proposals from R-EACH and T-EACH remain on the table
- Relationship with Elsevier and NIVEL
- Thinking about running conferences without Elsevier. AACH organizes conferences themselves; it is not clear whether or not this is an advantage
- Clarify liability of EC/SC members and explore options for insurance if necessary
- Accountancy, EACH website
- Clarify the basis for the annual Elsevier donation of € 15000 (for PEC subscriptions or conferences). What does it 'pay' for? **Action SvD**
- Research possibility for 2-year EACH membership
- Clarify AACH figures, using information from Wolf, Jozien. **Action: WL,PS**
- For the next conference, we should take into account funding local committees working time and costs related to conference personnel
- Develop new conference contract
- All SC members look into what sorts of deals are around for managing conferences. **Action: SC members**
- Possibility of one-day conference attendance
- We should indicate what we want to achieve in the standing committees and then look at the budget (not the other way around).
- Our aim is to meet in person one whole day on a Thursday in February 2011, preferably combined with the annual Verona workshop. Sandra will sort out what the costs are for the non-workshop attenders and what EACH can reimburse. Alternative for Marcy is to skype (taking into account the 8 hour difference). **Action: SvD, EC**

6. Other action points

- Sandra will circulate conference contract

- Jozien needs to be copied in the minutes as being the AACH representative and chair of the nomination committee
- The results of the survey needs to be looked into. **Action: EC**

7. Provisional SC agenda for February 2011

- Video- or phone conferencing
- New conference contract
- EACH 2014
- Budget scenario decisions and priorities
- Procedure for standing committee members