



Minutes EACH: ANNUAL GENERAL MEETING
1 PM to 2 PM (CET) Thursday 10 March 2016
In person at Centro Studi Campostrini or via GoToWebinar

Item	Subject
	<p>Attendance: 14 members in person 27 registered to attend via GoToWebinar</p> <p>A quorum of 19 members was required for the AGM, which was reached</p>
1	<p>Minutes arising from AGM Amsterdam 2014</p> <p>a) confirm minutes Minutes were confirmed. Minutes from Amsterdam AGM in 2014 are available for viewing on the EACH website in the members' area. An apology was made for the late emailed copy of the minutes.</p> <p>b) matters arising not on the agenda No matters arising</p>
2	<p>Explanation of</p> <p>a) the requirement for this AGM under charitable constitution The reason EACH are holding two AGMs in one year is due to EACH achieving charitable status after the 2014 AGM. One of the requirements of being a charitable organisation is that an AGM must be held within 15 months of achieving charitable status, so this AGM was called. There will still be an AGM at the Heidelberg conference in September 2016 where the newly elected members of the EACH Steering Committee will be announced. In the future the AGM will be held at the EACH conference and in September of the year^s in between via GoToWebinar.</p> <p>b) the mechanisms of the webinar system and how to contribute JS explained that all those logged on to the webinar system are muted. If participants wish to speak or ask a question they are to click on the 'hand' icon which will alert the presenter, at which point they will be unmuted and able to contribute.</p>
3	<p>Report on what has happened since Amsterdam AGM (Jonathan Silverman, President)</p> <p>a) management changes At the last AGM EACH had just started a relationship with SAS. This is going well and EACH have renegotiated a contract with SAS that will probably be for 5 years. This is to ensure longevity of the relationship, but there will be an annual review of the contract to allow for renegotiations and with the possibility of either party to leave. This allows EACH to forge a long term relationship with SAS whilst also allowing for future negotiations</p> <p>b) charitable status EACH has successfully achieved charitable status in the UK</p> <p>c) membership increase Membership has increased dramatically, which is excellent news 2015 had 494 members - the highest number of members EACH has ever had 2016 - currently in March, have 377 members and still increasing weekly</p> <p>d) Changes in committees pEACH has successfully been formed and is being chaired by Sara Rubinelli. This is to</p>

	<p>look at policy, implementation and advocacy</p> <p>rEACH has changed its structure and now has a much larger and very active committee</p> <p>tEACH is also re-energising itself with new aims to be developed for the next 5 years</p> <p>e) awards including new teaching award and special distinction award for exceptional contribution to EACH</p> <p>A new teaching award will be established for teachers to be awarded at the Heidelberg conference. A call for this together with the criteria for nominations will be sent out to the membership very soon</p> <p>Sandra van Dulmen asked what would happen regarding the Jozien Bensing award for early career researchers in the future as the funding for this would run out after 2016. JS reported that the intention is to find a system which provides a benefit to the recipient of the prize, but it has not been decided yet if this will be a financial prize or for example free entry to the conference. Moving forward the teaching and the research prizes should have equal benefits associated with them.</p> <p>EACH have created a special distinction award to be awarded in very rare circumstances when it is felt someone has offered a truly exceptional contribution to EACH. This has been awarded for the first time to Jozien Bensing, one of the founders of EACH.</p>
<p>4</p>	<p>Report on Summer Event in London 2015 and future (Jonathan Silverman, President)</p> <p>The Summer Event 2015 was a great success, with 105 paying attendees. The event was a series of half-day workshops, 6 research and 6 teaching, repeated over 2 days. Participants were able to choose their own programme of 4 workshops. The 2015 event made a profit of €12,000. It has been decided to run this event every 2 years, with the next one to be held in September 2017.</p>
<p>5</p>	<p>Financial report, presentation of 2014 accounts and budget plan (Karolien Aelbrecht, treasurer)</p> <p>The 2014 audited accounts were presented, a copy of which are available to view on the EACH website in the members area.</p> <p>In summary EACH had an income of around €114,000, as it was a conference year, and costs of around €97,000. This gave EACH a profit of just under €17,000</p> <p>Ellen Smets noticed that the amount coming in from donations is substantial and wanted to know where this came from. JS stated that the majority of this is from the grant from the Vasella fund, with a small amount coming from people making voluntary donations.</p> <p>EACH also made a profit in 2015 of just over €13,000, due to good profits made the increase membership, from the tEACH courses and Summer Event. The 2015 audited accounts will be presented at the AGM in Heidelberg in September together with future financial projections</p>
<p>6</p>	<p>Plan for Elections 2016 and changes to steering committee (Evelyn van Weel-Baumgarten, President-elect)</p> <p>The election process for 2016 will start on 25th April and will be electronic</p> <p>The mandate for a position on the EACH Steering Committee is 2 years, at which point every National Representative (NR) must step-down from their role and can stand for re-election on 2 more occasions.</p> <p>This year the election process has changed for NRs. In the past only countries with more than 5 members were eligible to have a NR. EACH are now trialling for the next two years a new system whereby any country is eligible to have a NR but NRs from countries that have less than 5</p>

	<p>members will not have voting rights. The purpose of this change is to try and encourage growth of membership in countries with fewer members and for members of these countries to get more knowledge of EACH</p> <p>It was stated at the AGM in Amsterdam that there was some confusion over the appointment of President-elect. The system should now be transparent with full details available on the website. A nomination committee has been appointed to elect the President-elect and treasurer which is made up of 4 members of the steering committee and the current President-elect. The nomination committee for 2016 consists of: Evelyn van Weel-Baumgarten, Marc Van Nuland, Hilde Eide, Lorraine Noble and Richard Brown</p> <p>All information relating the elections including the timetable, essential criteria and job descriptions can be found on the EACH website in the members area</p>
<p>7</p>	<p>Activities and priorities of standing committees</p> <p>a) research committee (Gerry Humphris, Chair of rEACH)</p> <p>A lot has happened since the last AGM, rEACH has entirely restructured itself. An open meeting was held in Ghent in December which was attended by 37 people. The meeting generated around 80 action points which were grouped into 7 sub-groups and include topics such as funding, training, and networking. The full list will be placed on the EACH website. Some highlights were shared with the group:</p> <ul style="list-style-type: none"> i. Sharing Information sub-group are progressing the research database and hope to have a beta version to present at the Heidelberg conference for participants to give feedback on ii. Network and Connection sub-group which is working on a survey which will be sent out in August looking for people's opinions on networking preferences iii. Two new SIGs - oral healthcare communication & language and culture iv. Creating a series of new policy documents to help run the rEACH committee including how to construct a new SIG and criteria for the Chair and Co-Chair v. a new EU proposal which will be sent off in April vi. The Verona Workshop will be held over the next two days vii. Heidelberg conference representation - rEACH will be holding a symposium and 4 pre-conference workshops <p>Gerry wanted to express his thanks for the fantastic support from the EACH membership Ellen Smets asked how yEACH now fits in to rEACH. yEACH has been re-formed as a SIG.</p> <p>b) policy committee (Sara Rubinelli, Chair of pEACH)</p> <p>Sara Rubinelli outlined that the purpose of pEACH is to increase networking and improve the profile of EACH. pEACH are working on a set of projects:</p> <ul style="list-style-type: none"> i. Education - to create tailored content in knowledge translation and policy making in health communication. This will be presented in a symposium at Heidelberg ii. Evidence in health communication - to create summaries of main findings on specific topics. pEACH want experts to help contribute what their main areas of evidence are to help take this forward. Their medium term goal is to guide the production of white papers that present the main evidence and can be used to inform policy making iii. Patient representation - there will be a meeting in Ghent in April where Anouk Knopf has been invited to help contribute to this

	<ul style="list-style-type: none"> iv. Communication with immigrants - to collect evidence on what promotes effective communication with immigrants and how to implement this evidence v. Responding to policy submission calls - pEACH want to contribute to policy documents, so this group will monitor what is there and see how pEACH can influence the content. vi. Networking - to identify, connect and collaborate with the main relevant stakeholders in the field <p>Ellen Smets asked if creating white papers could be linked to rEACH - it was confirmed that this is already happening and is linked with tEACH too</p> <p>Irene Alders expressed an interest in joining the pEACH meeting in Ghent on the 1st & 2nd April. SR stated that the meeting was for pEACH members and anyone wishing to be a member of pEACH should email her a proposal to see how they can be involved</p> <p>c) teaching committee (Cadjia Bachman, Deputy Chair of tEACH)</p> <p>tEACH have bi-annual meetings, the 2015 meetings were in Lisbon and Krakow. 8 new members were recruited in Krakow.</p> <p>The next meeting will be in April in Cambridge and the purpose of this is to re-structure tEACH. The second tEACH meeting in 2016 will be at the Heidelberg conference.</p> <p>Two highlights from tEACH's activities in 2015:</p> <ul style="list-style-type: none"> i. Established a database with over 100 tools. This is all on the EACH website as open access, with the exception of the assessment database which is in the members' area of the website. ii. Held a large symposium for more than 100 teachers in Poland including deans of medical schools, which aimed to provide a good network across the nation <p>Heidelberg conference representation:</p> <p>tEACH will have a symposium, orals, posters and pre-conference workshops and will have a student symposium delivered by students. Marcy Rosenbaum is responsible for the pairing programme at the conference.</p> <p>Future activities:</p> <ul style="list-style-type: none"> i. tEACH members have been invited to participate in a round table at a conference of Well Being in Greece ii. Collecting information from different countries on what people's needs are from tEACH, what do they want tEACH to provide and this will be discussed in detail at the next tEACH meeting in Cambridge iii. Simulated Patient SIG has been formed of 6 members from 6 countries, they are looking at how they can attract more simulated patients to join EACH <p>d) information about PEC (Arnstein Finset)</p> <p>PEC is in its 3rd consecutive year of increasing subscriptions</p> <p>Two new features for PEC since last AGM:</p> <ul style="list-style-type: none"> i. EACH have pages in PEC as a way to inform members and non-members about EACH's activities, which happens every two months ii. PEC are about to launch a new sister journal called Patient Centred Innovations, which will contain more papers about innovations and new projects. The hope is to also establish a good relationship between EACH and this journal. It will probably be launched in 2016
8	<p>Information about next EACH conference in Heidelberg, Germany, September 7th - 10th, 2016 and EACH Porto 2018</p>



	<p>The next conference will be held in Heidelberg from the 7th - 10th September. There have been 671 submissions and notices of acceptance will be sent out to everyone at the end of this month. The aim for the Heidelberg conference is to obtain more than 700 attendees. EACH are looking forward to seeing everyone in this wonderful city.</p> <p>The following EACH conference will be held in Porto in 2018. More details will follow in due course.</p>
9	<p>EACH - AACH relations (Myriam Deveugele, Past President)</p> <p>EACH and AACH have representation on each other's boards - Myriam Deveugele from EACH sits on the AACH board & Som Saha from AACH sits on the EACH board.</p> <p>AACH have two face-to-face meetings per year that the past president attends, plus monthly tele-conferences that MD has attended when possible.</p> <p>There has been a change in status that EACH no longer have voting rights on the AACH board, which is fair as AACH have never had voting rights on the EACH board.</p> <p>AACH and EACH are now officially sister organisations and are promoting each other on their respective websites. Both organisations are able to attend all ICCH conferences at the member rate.</p>
10	<p>AOB</p> <p>No extra business</p>
11	<p>Next AGM</p> <p>The next AGM will be held on 8th September 2016 at 6 PM at the Heidelberg Conference where the new President-elect and Steering Committee members will be announced.</p>