

EACH MEETING STEERING COMMITTEE 28-02-2013

Present: Myriam Deveugele (president), Marc Van Nuland, Gerry Humphris, Jette Ammentorp, Sara Rubinelli, Olivier Nardi, Cadjia Bachmann , Pål Gulbrandsen, Ellen Smets, Lidia Del Piccolo, Jonathan Silverman, Hanneke de Haes, Arnstein Finset, Gregory Makoul (skype), Ana Carvajal (skype), Laura Siminoff (skype), Karolien Aelbrecht (daily secretary)

1. Welcome

2. Comments and approval of the minutes of the meeting in St Andrews September 2013

- Unanimously approved

3. Budget and accountancy

- Normally an annual general meeting is needed to approve the budget. The plan is to review the budget during the SC meeting in February and afterwards ask the members to approve electronically . The members of the steering committee agree with this plan.

- Budget review: explanation of the numbers shown in the table below:

- There is a profit that has built over the years.

- Remark about the annual donation from Elsevier: when EACH members pay for membership, they receive PEC. As a result, EACH receives an annual donation from Elsevier. It is a total package, which means we cannot offer a membership without PEC!

- Function of daily secretary (daily administration): at present this function is embedded in the job description of the current daily secretary. In the future, from when Jonathan steps in as president, we will need to reserve money for salary of the daily secretary. The SC agrees to incorporate this within the budget.

- Conference in Amsterdam: the university of Amsterdam and Nivel will take the risk for this conference, not EACH. The agreement between the risk-takers and EACH is that EACH gets 20.000 euro, with the rest will be divided between the risk-takers.

- T-EACH made a profit.

- R-EACH suffered a loss for one workshop because some attendees did not pay. We need to use the participant cancellation scale as used by T-EACH as an example and be more strict with people who do not pay.
- Summer-school: probably the last time the family donates for the summer-school, which means that EACH needs new funds.
- Olivier mentions he has a problem with accepting funding from the pharmaceutical industry, others agree. The SC approves that EACH will not accept funding for any pharmaceutical industry
- To conclude: we will review every new possibility for funds individually, and we agree not to take any money from pharmaceutical industries. The EC will prepare a document for EACH and bring it back to the SC.
- IN CONCLUSION: the SC gives formal agreement for the budget.



EUROPEAN ASSOCIATION FOR
COMMUNICATION IN HEALTHCARE

<u>Balance</u>	<u>31/12/2012</u>	<u>31/12/2011</u>	<u>31/12/2010</u>	<u>31/12/2009</u>	<u>31/12/2008</u>	<u>31/12/2007</u>
<u>Actives</u>						
Bankaccount	65.982	61.374	23.537	41.142	14.319	20.524
Fees to receive	-	-	6.816	-	4.704	19.579
Total	65.982	61.374	30.352	41.142	19.023	40.103
<u>Passives</u>						
Capital	34.288	28.858	23.569	20.287	19.023	37.103
Amounts to pay	12.948	14.282	6.783	20.854	-	3.000
Amounts received in advance	18.745	18.234	-	-	-	-
Total	65.982	61.374	30.352	41.142	19.023	40.103
<u>Income/Costs</u>	<u>2012</u>	<u>2011</u>	<u>2010</u>	<u>2009</u>	<u>2008</u>	<u>2007</u>
<u>Income</u>						
Membership Fees	21.793	16.804	16.289	12.383	20.332	17.615
Annual Donation Elsevier	15.000	15.000	15.000	15.000	15.000	15.000
Grant Agreement	3.952	-	-	-	-	-
Each conference donation	-	2.000	2.000	-	3.000	-
Each conference delegates	-	-	1.298	-	-	-
Interest	179	69	218	351	342	407
	40.923	33.873	34.804	27.734	38.674	33.022
<u>Costs</u>						
Administration	14.806	13.229	13.113	12.762	9.203	11.268
Subscriptions PEC Elsevier	12.728	8.476	13.180	11.742	13.818	11.212
Depreciation fees 2006-2008	-	-	-	-	26.476	-
Chamber of Commerce	49	27	26	26	27	22
Bankcosts	709	447	84	35	69	103
Assurance	450	-	-	-	-	-
Accountant	500	-	-	-	-	-
Divers costs: Website	1.563	115	89	138	150	130
R-each	2.000	2.000	791	-	1.906	1.079
P-each	-	-	27	-	3.219	522
T-each	2.000	2.000	2.108	830	1.028	1.303
Executive Committee	97	595	-	-	-	-
Steering Committee	591	1.695	2.104	937	858	983
	35.493	28.584	31.522	26.470	56.754	26.622
<u>Result</u>	5.430	5.289	3.282	1.265	18.080-	6.400



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tEACH	Balance from previous years		1575.34		
	Income			Expenditure	
	Profit from 2012 courses	what to teach -148.43			
		curr devel 102.94			
		experiential 913.02			
			867.53		
	EACH		2000	scholarship	500
				meeting	
				expenses	860.25
		Total	4442.87	Total	1360.25
	Balance end 2012		3082.62		
	Plus one off donation Novartis		13000		
rEACH	Income			Expenditure	
	Workshop Verona		2600		1988.05
	Workshop St Andrews		3879.43		4936.84
	EACH		2000	dinner	283
				dinner	643.75
		Total	8479.43	Total	7851.64
	Balance end 2012		627.79		

4. EACH rules and appointments – discussion

- The original constitution of EACH was reviewed. It is a relatively brief document and not unduly specific. Some years ago, this constitution was converted into working arrangements for the association which now need further discussion.

-Currently, when somebody becomes president , the country of the president is blocked for 6 years from taking an active role in the steering committee as the president remains the national

representative of their country. It is suggested that to enable new people to become involved, the elected president will no longer be NR, the deputy will become NR and there will be elections for a new deputy, shortly after the meeting where the president-elect is appointed. This would also apply for the chairs of T-EACH and R-EACH. The SC agrees with this new approach.

- We need to change the terminology, from treasurer to financial officer. The financial officer makes an overview and the accountant checks the overview.

- TO CONCLUDE: the EC will prepare one document with new working arrangements and send it to the SC for approval. Also, the EC will advertise its meetings so the members of the SC can bring topics. After every discussion or meeting, we will send an alert to go on the website to enable the subcommittee to find the minutes of last meeting (specific area for SC). Sometimes, the SC will be asked for approval on certain matters.

5. What should be the tasks of national and deputy representatives and how can they be more actively involved in EACH?

- We are trying to enable people to be more actively involved in EACH.

- Please see the PP for a list of needs, a broad outline so far.

- Marc gives a presentation about the specific factors per country.

- Remarks:

- More central locations for meetings.

- No to circulate too many e-mails (= too much confusion).

- Need for a document (list) of the duties.

- Focus is often too much on medicine, how can we involve other health professions?

- List has to be smaller, core things NR/ND have to achieve. Jonathan and Marc will create this list.

- Some health professions are not used to reading in English. So, we should try to translate some documents, especially the core documents: invoice and presidential letter (Olivier). Also, a document with definitions of key words (e.g. "empowerment"). Nevertheless, the conference will be in English, as English is the language of the association. But, we need to give those who have difficulties with English the feeling that we recognize the problem and meet them in the middle.

- Olivier will start on the document (key words) and will send it around.

- To conclude: further discussion will be held in the EC and we will come back to the SC with answers/solutions. Suggestion of Pal: ask the members of T-EACH to help.

6. Brainstorming research collaboration for Synergia

- Two types of funding, operating grant (we tried that and failed) and project. For the latter, EACH cannot do this alone. We need partners/other organizations.

- Presentation of the brainstorming technique. Everyone needs to write 3 topics on which he/she wants to do research on and will have 1 minute to explain the topics. E.g.:

- ✓ Patient perspective of teaching communication skills
- ✓ Research that examines self-management of chronic disease and quality of family caregiver communications
- ✓ Cross-cultural examination of definition of patient centered communication definitions and preferences
- ✓ Outcomes of continuity of communications between cancer nurses and recurrent cancer patients – looking at quality outcomes and immunological marker outcomes.
- ✓ Dealing with chronic conditions and ...
- ✓ ...

- The brainstorm will be held in the Verona workshop and the results we will give at Giovanni of Synergia who will try to match our interests with the incoming calls.

7. Standing committees

- R-EACH:

- Since September several things have happened. Firstly, R-EACH is preparing the summerschool. Secondly, Hanneke send out a questionnaire (who would like to be more active in R-EACH?). So far, we have 13 reactions, but we do not know the content yet. Hanneke will send out a reminder to get more reactions. And now, with the list, we will be able to contact all past members.

- Y-EACH is doing extremely well: facebook page, meetings with other “young” (defined as: starting, but also those who have just finished their PhD) researchers, pre-conference workshop, etc. .

- Jozien Bensing price: last year it is the process was started too late. For 2013 we need to send out the message earlier. Y-EACH could have a role here. Hanneke and Arnstein will elaborate on this during the next days (deadline, promotions, etc.).

- TEACH:

- Collecting the resources of the website is proceeding successfully - Translations of materials are being made and further offers for help were made from Olivier (French) and Ana and Charo (Spanish). Translation in Spanish is important because of the South-American market.
- 4 courses a year; this year we had to cancel one due to lack of uptake. We currently do not have a waiting list. Are we doing something wrong? Did we exhaust the market? Or is this a natural consequence of the economic downturn
- 5 new members, recruited because of needed specific expertise.
- Future plans are to use the donated 13000 euros: providing scholarships of reduced fees to attend courses and developing a train the trainers programmes and site visits to countries who require help in establishing communication training.

8. PEC

- PEC had more than 1000 submissions last year; 78% acceptance rate.
- Two new deputy editors started, reviewing incoming submissions.
- They are looking to hire a new deputy editor (Hayden Bosworth).
- In July, there will be a new cover, emphasizing the word PEC.
- Deadline for new people at the editorial board: before March, 15. Work load: write 4 reviews a year, when they need a certain expertise.

9. AACH matters, contact with the board

- Jonathan stood in for Peter during the last AACH (tele-)meeting; EACH was very much welcomed to board meetings and active contribution sought. Further discussions are continuing about how the organisations can work closely together

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10. SDM: report of the discussion with Glyn Elwyn

At this moment the SDM group is not ready to formally associated itself with EACH.

11. Conferences

- Amsterdam:

- Currently looking for speakers. Frans de Bauw (empathy with animals), Anna Stichelbaut, etc. . A plenary speaker for teaching is needed.
 - Budget is arranged.
 - PR: a video clip and poster were made. Every member is invited to show the clip at every possible occasion.
 - The conference manual, thanks to Jonathan, is a great help.
 - There should be a small planning committee, apart from the scientific committee. This matter (who and how many people) will be discussed in the EC.
- Montreal:
- In Montreal there will be a symposium of the French speaking group before the conference. So, for Amsterdam could they also have some time before the conference to meet. It could be a pre-conference. This means that some extra organization is necessary.
 - PEC: paper writing workshop

12. Any Other Business (AOB)?

- EACH should, like Y-EACH, have a facebook page to promote the organization and the conferences.
- <http://ocher.no/>