

EACH: Executive Committee Conference Call

MINUTES

14 December 2017

Present:

Evelyn van Weel-Baumgarten	EACH President
Sara Rubinelli	EACH President-Elect (<i>on phone</i>)
Karolien Aelbrecht	EACH Treasurer
Marcy Rosenbaum	tEACH chair
Arwen Pieterse	rEACH chair

Administration:

Fiona Whitelock SAS Event and Association Management

Item	Subject	Action
1	Welcome	
2	Apologies JS, PM	
3	Minutes of the last meeting Accepted	
4	Matters arising No matters arising from the last meeting	
5	<p>Finances</p> <p>a. Reactive Activities fund - proposal to fund additional money required by pEACH project in order to run two workshops instead of one. The executive agreed that it would be beneficial to EACH to run both workshops, but that the additional funding should come from the pEACH expenses funding. The executive also feel that it would be good to charge attendees a nominal fee to attend to cover the catering costs, in order to secure commitment in attending and therefore avoid too many no-shows or last minute cancellations. FW to email PM and Sarah Bigi to inform them of this decision.</p> <p>b. Suggested amendments for the process of the Annual Activities fund KA presented the amendments proposed in document item 5c. The executive agreed with the ideas in principle and asked KA to write up into a new policy to present at next executive meeting for a decision. FW to offer assistance where needed.</p> <p>c. Financial overview FW presented the finances for 2017, reporting that to date it is expected for EACH to make slightly less of a loss this year than originally budgeted. Income for 2017 was lower than predicted as a result of low attendance at the EACH Summer Event. However, this was compensated for by the sub-committee expenses, annual activities fund, reactive activities fund and conference allowance not being fully used. The executive expenses for 2017 were much higher than budgeted as a result of two members travelling from outside of Europe. FW presented an initial draft budget for 2018 including budgeted costs for the EACH conference, estimated membership of 550, SAS fees for 2018, increased</p>	<p>FW</p> <p>KA</p>

	<p>executive expenses to reflect 2017 expenditure and sub-committee expenses remaining the same. Full details included in document item 5d. This budget shows an estimated profit of £35,000 for 2018 which would bring the bank account back up to approximately £200,000. The fluctuation in income between non-conference and conference years remains in place.</p> <p>d. Treasurer KA announced that she is stepping down from her role as treasurer as her new role does not allow her the same flexibility to fulfill her role on the EACH executive and that she is also expecting a baby in July! The whole executive conveyed their congratulations on her news and thanked her for all the hard work put into EACH as her role as Secretary and then Treasurer. KA will step down in Porto and will help with the transition. She will update the treasurer profile for the advertisement and finalize the 'treasurer manual' with EvW. FW also stated that she will really miss working with KA and that she has been one of the most professional volunteer treasurers that SAS has ever had the pleasure to work with.</p>	
6	<p>Steering Committee Meeting Three NR/DNRs have replied to the email so far - Peter Martin, Maria Stubbe, Gitte Thybo Pihl. All three are happy with the suggestion of the 15th January as the deadline for nominations for the position of Advisory Committee Executive member. Maria Stubbe offered to be on the election committee as she does not wish to stand for the role. FW to email the SC a reminder email stating 'if we do not hear from you within one week we assume you are happy with the proposed date'. The subject heading is to include 'Reply required by Monday 18th December' (this is an extension from the original deadline of the 14th December). The email is also to include the option of holding the first AC meeting in the Netherlands, and to ask if anyone else would like to put forward a different suggestion.</p> <p>Two options were put forward to host the first AC meeting - Leiden (AH) and Nijmegen (EvWB). FW asked if it would be possible to hold the meeting before the 23rd March so that the face to face ICCH 2018 planning meeting to discuss submissions could take place either immediately before or after. FW & MR to put forward suitable dates to AH & EvWB so they can check room availability in their institutions. Room size needed will be up to 30 people sat in a u-shape configuration.</p>	<p>FW</p> <p>FW/MR, AH/EvWB</p>
7	<p>Executive Committee Strategic Planning The executive agreed with the new plan put forward by Andrew MacDonald in document item 7. Crucially the executive wish to re-emphasise their involvement in the written brief and in-person briefs and for the process to be taken a step at a time to ensure the executive feel the delivery is what they are expecting. The executive agreed on the proposal that up to £15,000 can be spent on the market testing work. EvWB will email AM on Monday 18th December to inform him of this decision.</p>	<p>EvWB</p>
8	<p>ICCH Conference 2018</p> <p>a. Website homepage The EACH homepage banner has been updated with the ICCH mosaic imagery to help advertise the conference</p> <p>b. EACH/ACH dinner EvWB and MR will discuss whether it is necessary to arrange a board dinner for EACH/ACH in Porto and will report back to FW in the next week so that the ICCH 2018 budget can be finalised</p> <p>c. Executive funding for attendance</p>	<p>EvWB / MR</p>

	<p>FW to email the executive to ask their opinions on whether the entire executive should receive free conference attendance, travel and accommodation for the ICCH 2018 conference. Answers required within a week so the ICCH 2018 budget can be finalised.</p> <p>d. Sub-committee meeting scheduling Rooms have been booked for sub-committee meetings to take place on the 31st August 2018 in Porto (the day immediately before the ICCH 2018 conference). The meetings will take place at the same time as the pre-conference workshops. AH & PM to confirm to MR that this is OK.</p>	<p>FW ALL</p> <p>AH / PM</p>
9	<p>ICCH Conference 2020 FW presented the desk based summary of the three bids received from Vienna, Dublin and Geneva to host the ICCH 2020 conference. FW recommended that Geneva be discounted as it is the most expensive and would be held in a convention centre with no natural daylight. FW put forward Vienna as the strongest bid as it is the most cost effective based on the proposal put forward as well as having an appropriate venue and good transport connections. Dublin is a strong second contender, but is more expensive than Vienna. The executive agreed that FW will email: - Geneva to inform them they are unfortunately too expensive - Vienna to inform them they are in a strong position to be accepted and arrange a site visit for early in the new year. FW reported that there is the possibility to get subsidised travel for the site visit through the convention bureau. - Dublin to inform them that at present Vienna is the most cost effective and that a site visit will take place to confirm viability and give Dublin the opportunity to see if they are able to their lower costs.</p>	<p>FW</p>
10	<p>rEACH</p> <p>a. rEACH meeting in Ghent AP will email the executive a short report from the recent rEACH meeting.</p> <p>b. ICA rEACH will deliver a symposium at the ICA conference in Prague in May 2018. This will be chaired by Myriam Deveugele. This is an EACH symposium and therefore eligible to apply for funding from the conference attendance allowance. EvWB will email AH details about this.</p>	<p>EvWB</p>
11	<p>tEACH</p> <p>a. Bringing new tEACH co-chair into EC early MR will step down as chair in May, but would like to bring in the Sandra Winterburn (new co-chair) to Exec meetings earlier in order to help free up some time to work on ICCH 2018. The exec agreed with this proposal. SW will join the meetings as an observer in the first instance, to allow her to get up to speed with discussions. FW is to invite SW to Executive meetings from January onwards.</p> <p>b. Document/report about Leicester meeting will follow soon</p>	<p>FW</p>
12	<p>Sharing documents on the website This item was not discussed and will be done over email.</p>	<p>FW</p>
13	<p>Reduced membership fees This item relates to the Strategic Plan, so will wait until the next meeting.</p>	
Reports of progress on existing agenda items		

14	EACH - ACH Minutes from last meeting	
15	pEACH Update from Peter emailed to Exec	
16	Contract with Elsevier Agreement will remain as it is. Waiting for Terry to confirm report from last meeting	
17	PR materials	
18	Next trustees report Alerting the executive that this will require attention in the next month	
19	WOB No other business	
20	Date of next meetings 29 January 2018, 09:00 - 10:30 GMT February - June meeting options to be sent round via doodle poll	FW