



**Minutes EACH EXECUTIVE MEETING
1200 - 1330 (BST) Thursday 26 October 2017
GoToMeeting**

Item	Subject
	<p>Attendance: Evelyn van Weel-Baumgarten, President of EACH Jonathan Silverman, Past President of EACH (<i>via phone</i>) Karolien Aelbrecht, Treasurer of EACH Marcy Rosenbaum, Chair of tEACH Peter Martin, Chair of pEACH Arwen Pieterse, Chair of rEACH (<i>via phone from 1230 - 1250</i>)</p>
1	Welcome
2	<p>Apologies Sara Rubinelli, President-Elect of EACH</p>
3	<p>Confirm minutes of the last meeting Confirmed</p>
4	<p>Matters arising from the minutes not on the agenda below No matters arising</p>
5	<p>Finances – Overview FG gave an overview of the 2017 as at end of September 2017 compared to the budgeted figures for the year: Income is expected to be approximately £39,000 lower than originally budgeted. This is due to lower membership numbers and poor attendance at the Summer Event. Expenditure is predominantly on track, with a few over-spend exceptions – executive expenses, which needs to be addressed in the 2018 budget to ensure enough funds are allocated; specialist financial management costs are also over budget due to the solicitor fees spent in finalising the EACH-SAS contract. All other expenses were on track or slightly under budget. Of particular note is the annual activities fund and reactive activities fund as because the projects were not accepted until late on in the year in 2017 most have asked to defer expenditure until 2018, therefore leaving approximately £14,000 remaining in the annual activities fund. This therefore allows Andrew MacDonald's fees of £5,000 to come from the annual activities part of the EACH budget.</p>
6	<p>Sponsorship Andrew MacDonald has recommended that EACH need more money in order for the association to grow and that a possible revenue stream could be from sponsorship. The Executive are therefore considering their sponsorship policy and this was discussed in the meeting. EvWB presented the WONCA sponsorship policy for consideration, this takes a more pragmatic approach to sponsorship from pharmaceutical companies allowing for the possibility of sponsorship with various conditions in place such as no advertising of products/drugs, and no influence on content of events or training programmes etc. The group remained mixed towards this new proposal. EvWB and FG are to re-write the WONCA policy as a draft proposal for the executive to consider.</p>

7	<p>SC meeting</p> <p>The next Steering Committee meeting will take place via GoToWebinare on the 7th December from 9am - 10.30am GMT. A reminder will be sent out to the SC week beginning 6th November. The Executive were asked to email EvWB thoughts and suggestions for the Spring 2018 SC meeting for date and location. EvWB proposed Nijmegen 10/11 of March as this coincides with some other meetings/courses locally that may be of interest to the SC to attend. Another possibility is having it in Vienna in May to coincide with the tEACH meeting, tEACH TTT courses and the Austrian programme of TTT training (this does however run the risk of fitting too much into a short timescale).</p>
8	<p>EACH Strategic plan</p> <p>Andrew MacDonald has a few remaining executive members he wishes to speak to before finalising his draft document for EACH. He will produce a final draft and run this past EvWB, SR and JS for accuracy of EACH details before sending this round to the executive. The aim is to share the draft in mid November for discussion during the next exec meeting in November.</p> <p>AM has produced a document on the evaluation of the EACH website to date. His main feedback was that he was left unsure who the website was for - it appears to be aimed at internal EACH members; the capacity of functionality within the existing software could improve to make the website more interactive for those visiting and easier to navigate; and that there is little on offer for the membership in the members area.</p> <p>The executive gave their thoughts on this feedback. They tended to be a little less negative than the appraisal sent by Andrew, and of the opinion that the primary aim of the website was not to attract more members and that that should be done through for example social media. However, they all agreed that the members area needs to have lots more material on offer and that this material needs to be laid out clearly so it is easy to navigate and find & the non-members area of the website should be amended to be glossy and attractive with key information about EACH clearly explained in order to attract new members.</p> <p>FG is to check with Kim Thurlow at SAS whether MR and the tEACH committee should continue the hard work of building the new database on the website, considering the website may undergo changes in the future.</p>
9	<p>Sharing documents on website</p> <p>It was agreed that FG would go ahead and purchase Dropbox Business for EACH in order to increase data storage capacity to 1TB of space. JS highlighted the importance of creating a policy for using Dropbox so that one person oversees the structure of the folders so that old versions are archived and it is clear what documents are currently in use. And that equally it is made very clear to everyone using the system that they are not allowed to delete anything.</p>
10	<p>ICCH conference 2020</p> <p>FG has received a bid from Geneva which is expensive. FG has also met with the Vienna Convention Bureau and had a very useful conversation regarding the possibility of financial support from the Town Hall for the event. FG is to follow up with Vienna and Dublin and ask them to submit formal bids for comparison with Geneva.</p>
11	<p>Short update on ICCH Baltimore and networking meetings with ICA and SIPS</p> <p>JS presented on the ICCH Baltimore conference, to confirm it was a successful conference with approximately 600 participants. It was combined with HARC. The ACH hosted ICCH conferences focuses on repeating the same programme each year, in contrast to EACH hosted ICCH</p>

	<p>conferences which are more flexible and consider changes to meet the needs of the participant feedback.</p> <p>AP presented that at ICCH Baltimore, ICA have asked EACH to be an associative member of ICA under the section of health and communication, which costs \$250 and would give EACH the opportunity of having an EACH panel at their next conference in Prague in 2018 without peer review. MR highlighted that EACH will need to consider how much financial support is given to the panel members to attend the conference. AP needs to check if associative membership also includes free or reduced attendance at the conference. This session will be led by rEACH, but MR expressed an interest that tEACH would be happy to be involved as well if appropriate. FG asked which budget item this would fall under - conference attendance or marketing; it was agreed to place it under conference attendance in the first instance. It was agreed that becoming an institutional member of ICA would be good to do. AP to put together an abstract for the panel session.</p> <p>EvWB met with SIPS at the ICCH Baltimore Conference who are keen to develop a collaboration with EACH. They have suggested developing reciprocal symposiums for the respective conferences - ICCH in Porto 2018 and SIPS in Baltimore 2019 conferences. These would still be peer reviewed. EvWB has produced a document to set out possible collaboration between the two organisations and is waiting on a feedback from this from SIPS.</p>
12	<p>rEACH</p> <p>Arwen was welcomed as the new chair of rEACH and thanked for being able to take on the Chairship at such short handover.</p>
Reports of progress on existing agenda items	
13	<p>Reduced membership fees</p> <p>Nothing to report</p>
14	<p>EACH - ACH</p> <p>Report on board meeting available in document item 16</p>
15	<p>Contract with Elsevier</p> <p>Agreement will remain as it is. Waiting for update/report from Terry</p>
16	<p>SIGs</p> <p>Website updated, template made and request for reports using new template went out to all SIGs with a deadline of December 20</p>
17	<p>ICCH conference 2018</p> <p>Proceeding well</p>
18	<p>PR materials</p> <p>In preparation, examples and discussion next meeting</p>
19	<p>WOB</p> <p>None</p>
20	<p>Next meetings</p> <p>Dates & timings of meetings to be updated to be more favourable for Australia to join the November & December meetings & the US the January meeting.</p> <p>FG to send round new doodle polls</p>