

**EACH: Executive Committee Conference Call
MINUTES
29 January 2018**

Present:

Evelyn van Weel-Baumgarten	EACH President
Sara Rubinelli	EACH President-Elect (<i>on phone</i>)
Jonathan Silverman	EACH Past President
Arwen Pieterse	rEACH chair
Peter Martin	pEACH chair
Sandra Winterburn	Incoming tEACH chair

Administration:

Fiona Whitelock	SAS Event and Association Management
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Item	Subject	Action
1	Welcome Special welcome to Sandra Winterburn as her first executive meeting as the incoming tEACH chair.	
2	Apologies KA, MR	
3	Minutes of the last meeting Accepted	
4	Matters arising No matters arising from the last meeting	
5	<p>Finances FW presented the 2018 budget as agreed in the finance meeting held on the 25 Jan 2018. Key items included:</p> <ul style="list-style-type: none"> - Small allowance in the donation fund to allow funding for student scholarships to attend ICCH 2018 - Increase in budget for executive expenses to reflect the higher costs of travel for an international group - Sub-committee expenses fixed at £3,000 - £5,000 added to website expenses to allow for improvements and changes to be made as part of EACH's strategic plan - Marketing increased to £20,000 to include the £15,000 agreed fees for market testing as part of the strategic plan, plus £5,000 for marketing activities and product development - Allowance for Jozien Bensing and Teaching awards to include £1,000 per award for travel and accommodation costs to attend ICCH 2018 plus free conference registration - £5,000 for conference attendance allowance - £19,000 allowance for the annual activities fund, which has already been committed to be spent from the 2017 projects that were awarded but have not yet spent their funds - £3,000 for the reactive activities fund to cover the additional expenditure awarded to the pEACH Italian workshops project plus a small amount for 	

	<p>unforeseen costs</p> <p>FW to make sure social media management costs are included in the marketing budget</p> <p>FW also presented how much money would be possible to spend in 2018 on the strategic plan based on the following conservative assumptions:</p> <ul style="list-style-type: none"> - EACH maintain income from 400 members for 2019 (deliberately cautious) - EACH maintain income from Elsevier for 2019 - EACH do not get any income from any other sources of funding (events, donations etc) <p>Total income - £57,177</p> <ul style="list-style-type: none"> - EACH continue to pay Elsevier the agreed stipend - EACH continue to pay SAS for association management - EACH continue to pay expenses for: advisory committee meetings, executive expenses, sub-committee allowances, office expenses and website maintenance - EACH continue to pay insurance, specialist financial management, bank charges & depreciation <p>Total expenditure - £96,236</p> <p>This leaves a shortfall of costs of around £40,000 which means that the absolute minimum amount of money EACH needs to have left in the bank at the end of 2018 is £40,000 in order to survive. However, this would not allow a healthy cash flow in order for payments to be made comfortably for 2019 and FW strongly advised against depleting reserves to this level.</p> <p>FW strongly advocated leaving £90,000 in the bank reserves to ensure EACH have a healthy cash flow and are able to comfortably face any unforeseen items that may arise during 2018 & 2019.</p> <p>The committee agreed to keeping this reserve. The following shows the amounts available to spend on strategic planning:</p> <p>Based on 500 paying ICCH conference attendees & no sponsorship: £45,000 (£25,000 already allocated in the budget)</p> <p>Based on 600 paying ICCH conference attendees & £5,000 sponsorship: £85,000 (£25,000 already allocated in the budget)</p>	FW
6	<p>Advisory Committee</p> <p>a) Application for NR on exec</p> <p>SR received one application for Chair of the Advisory Committee. And one offer from the NRs to be on the nomination committee – Maria Stube, NZ. SR has also approached Nicola Diviani, Swiss NR to be on the NC. The three of them will form the NC.</p> <p>An interview with the candidate has been booked for Monday 5th February.</p> <p>b) AC meeting in Porto, March 18-19</p> <p>The executive want the Chair of AC to be part of the decision process of how best to conduct this first meeting and therefore this will be discussed at the next EC meeting in February.</p> <p>So far 9 AC members have confirmed attendance in person at the meeting and a further 7 for online.</p>	
7	<p>Executive Committee Strategic Planning</p> <p>The executive agreed to the market testing proposal and timeline put forward by Andrew MacDonald.</p>	

	<p>AM has found 2 consultancies and may put forward a third to be interviewed by AM and the three presidents of EACH. These interviews will take place on the 21st February.</p> <p>AM is to be invited to the first 20 minutes of the next Executive meeting in February in order for the other exec members to ask any questions they have.</p> <p>The February executive meeting will be dedicated to discussing the Strategic Plan, with a short time for the AC meeting structure.</p>	
8	<p>Elections</p> <p>The call for nominations for President-elect, treasurer and NRs will go out in April. The criteria and job descriptions for these roles all need to be reviewed and amended in time for this.</p> <p>EvWB and SR will review the President-elect criteria</p> <p>KA will review the treasurer criteria</p> <p>All executive members are to email EvWB suggestions on how to get the best NR candidates through the election process. PM is to email EvWB the skill set phraseology used for the recent call for pEACH members.</p>	<p>EvWB / SR</p> <p>KA</p> <p>ALL</p> <p>PM</p>
9	<p>rEACH</p> <p>AP submitted a report on rEACH in advance of the meeting. The executive were able to make any comments during the meeting.</p> <p>JS highlighted how pleased he was to see research courses being developed for the ICCH 2018 pre-conference workshops. AP confirmed that the plan was to also run these in the future as stand-alone courses.</p>	
10	<p>tEACH</p> <p>MR submitted a report on tEACH in advance of the meeting. SW was present to answer any questions from the executive during the meeting.</p> <p>SW confirmed that tEACH are considering trying to recruit more members in the future, but are still deciding whether they need to focus on the recruitment of specific disciplines, skill sets or countries in order to get the best out of the group. This will be worked on again at their next meeting Vienna in May.</p>	
11	<p>pEACH</p> <p>PM submitted a report on rEACH in advance of the meeting. The executive were able to make any comments during the meeting.</p> <p>PM confirmed there will be a face to face pEACH meeting in Milan in April. This may be opened up to the wider membership in order to try and recruit more members.</p> <p>The executive were very impressed that the bullet point project has already created 6 summaries. PM stated they would welcome advice on how best to launch these, as they are an important material benefit to the EACH membership. These will be shared with the executive through the dropbox. EvW suggested PM to discuss this with SR who was in the lead of the social media strategy in pEACH</p>	
12	<p>EACH-ACH</p> <p>Russell Rothman is the new ACH president.</p> <p>EACH/ACH have drafted an abstract for a roundtable discussion at ICCH 2018. The research-based abstract will focus on how to collaborate with other institutions/countries. AP to send out a plan for this discussion to the executive with questions she has for the executive</p> <p>There was discussion regarding the SDM proposal to ACH to host joint conferences every 2 years. ACH are not keen to agree to a co-hosted conference, but will encourage SDM sessions to be included in the ICCH 2019 conference.</p>	<p>AP</p>

	FW to ask Auguste Fortin, who should represent ACH at the EACH AC committee meetings in the future.	FW
Reports of progress on existing agenda items		
13	SIG-reports	
14	Sharing documents on the website Discussion over email	
15	ICCH conference 2020 Site visit booked for beginning of March, update to follow after	
16	ICCH conference 2018 Proceeding well	
17	Other conferences a) Request for workshop and Geneva PCM conference, negotiating registration/travel cost compensation b) Conference in New Delhi, March. Keynote and workshop. Negotiating travel cost compensation	
18	PR materials It was decided in the meeting to wait on the outcome of the strategic plan before developing any new materials. FW confirmed SAS are able to physically produce materials, but not create the content. PM highlighted that he would appreciate other input on the PR materials rather than a solely pEACH task. FW suggested recruiting the new Chair of the Advisory Committee.	
19	Next trustees report Reminder for the executive of the deadline of 5 th Feb – input received from KA, MR, PM, JS AP to remind Gerry Humphris for rEACH input	AP
20	NR reports Deadline Jan 31 st : 2 reports received so far. Reminder sent 22 January	
21	Reduced membership fees Relates to the strategic plan, so will wait until SP has been finalized	
22	WOB No other business	
23	Date of next meetings 22 Feb 2018 1400 – 1530 GMT 29 March 2018 0900 – 1030 GMT	