

**EACH: Executive Committee Conference Call
MINUTES
16 April 2018**

Present:

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

Administration:

Fiona Whitelock SAS Event and Association Management

Item	Subject	Action
1	Welcome	
2	Apologies Lode Verryen, Advisory Committee chair	
3	Minutes of the last meeting, March 29 2018 PM asked for social media needs to be added back to the agenda.	
4	<p>EC Strategic plan update</p> <p>The contract between Iain Simpson (IS) and EACH has been signed. IS has nearly finished his interviews with the EACH executive and FW. He will send round a plan of his next actions and a suggestion for the online survey and inform and discuss who to send that to. We will discuss the plan over email and if necessary schedule a zoom meeting between Iain, EvWB, JS, SR. We will then inform the whole executive. This will all happen before the next executive meeting by which he hopes to have completed the market testing. He will send us all the final results and we will invite IS to attend part of the next executive to discuss the results and decide on the way forward.</p> <p><i>SW to discuss with Marcy Rosenbaum to align on what was discussed about tEACH</i></p>	<p>FW</p> <p>SW</p>
5	<p>AC: update</p> <p>a) AC minutes have been adjusted and sent to AC</p> <p>The AC minutes were amended to accurately capture discussions at the meeting. The phrasing that was amended was to include that the AC offer 'non-binding advice' to the Executive committee. The executive have no received any comments from the NRs in response to this change to date. <i>LV is to advise if he has received any.</i></p> <p>FW added additional amendments received from Richard Brown (US NR) to the minutes. And brought one in particular to the executive's attention in the meeting – the frustration felt by all AC members who felt a lot of time was wasted discussing the role of the deputy AC chair based on the job description provided, which was essentially a copy of the AC chair job description. The executive listened to this frustration and echoed these sentiments with regards to being able to finalise the role of the deputy chair.</p>	LV

	<p>FW also raised another concern raised by RB for the attention of the executive. He argued that it seems the role of the NR and DNR not being properly fulfilled comes up at every meeting he has attended and he believes this is coming from the executive rather than the NRs. He asked for the executive committee to list their specific concerns for discussion at the next AC meeting, so these can be addressed.</p> <p>The executive felt that their grievances has been aired at the Dublin Steering Committee meeting in April 2017, in particular that the NRs were not responding to email communication between meetings or requiring many reminders before a reply was given, which made things extremely difficult for the executive to carry out the work of the association. It was agreed that the executive are happy with the new agreement raised in the Advisory Committee meeting in Porto that NRs would have a 2 week window to respond to non-urgent requests and 10 days for urgent items.</p> <p>b) Election of the NR-deputy chair - update EvWB is to get an update from LV in relation to the draft job description of deputy chair that has been sent to the NRs.</p> <p>c) Role of ACH and PEC representatives The executive all agreed that having the ACH and PEC representatives attend the AC meetings was not the best use of their time, nor would it be the best way of getting their advice. The executive agreed it would be better to arrange a one hour, face to face meeting with the ACH and PEC reps at the ICCH conference and to invite, individually, the ACH and PEC rep to attend a scheduled Executive zoom meeting at a 6 monthly interval between the ICCH meetings. EvWB to email the ACH and PEC representatives to put forward this suggestion.</p> <p>AP asked for clarification from the executive on what the role of the sub-committee chair is on the AC in regard to receiving email communication from LV to NRs. It was agreed that all executive members should be copied in on AC communication from LV in order to remain part of the AC and to be informed of discussions, but a response was only required if specifically aimed the executive (rather than at the NRs)</p>	<p>EvWB / LV</p> <p>EvWB</p>
<p>6</p>	<p>Elections</p> <p>a) Update on documents</p> <p>The executive need to move quickly on finalizing the documents for the call for elections in order to keep within the scheduled timetable – for the call to go out at the end of April for the roles of NR, President-Elect and Treasurer.</p> <p>EvWB described the two-step process for the elections as outlined in the supporting document, namely that the person with the most votes would be appointed as the NR and that then consideration would be made on who would be the best person to be appointed as DNR in order to try and allow for both research and teaching (or policy) contingents are represented between the two candidates.</p> <p>All executive members agreed that further edits to the call would be beneficial in order to make it sound more appealing to potential candidates and also their bosses in order for their role to be supported. It was agreed that the call needs to include key words and sentences that highlight how the role will help enable future career development for candidates. Examples given included:</p> <ul style="list-style-type: none"> - International networking - Leadership - Understanding strategy 	

	<p>- Enterprise</p> <p>There also needs to be a sentence added to both the call and the list of NR duties to state that ‘this is a great opportunity’.</p> <p>SW highlighted that it could be made clearer that the potential candidate is not required to have both research and teaching but one or the other with experience in both as an added bonus.</p> <p>It was agreed by all that it would be beneficial to shorten the list of NR duties to make the job look less onerous. All executive members were asked to look at the list of NR duties and decide whether it would be appropriate to reduce the list to just include the ‘core duties’.</p> <p>EvWB is to re-look at the call and made amendments based on discussions at this meeting and send round to the executive for final comments by Thursday 19th April.</p> <p>b) Is a 6 year term sustainable?</p> <p>Concern has been raised in the executive that the onus of the role of President over a 6 year term may not be sustainable in the long run and may prevent some key candidates from being able to apply for the role, as it may not get backing from their bosses.</p> <p>On the other hand, it was also agreed that the 6 year term does offer continuity and therefore stability for the association.</p> <p>It was agreed that as the call for President-elect was so soon it would not be sensible to try and change the structure of this position at present. It was also agreed that the output of the Strategic Plan, in relation to providing answers on how much resource might be available in the future to help the Presidential role, would also be helpful when considering a feasible term.</p> <p>In the meantime it was proposed to make the call for President-Elect seem as attractive as possible, highlighting the benefits (as mentioned in the NR item a above) and also highlighting that whilst the 2 year role of President is very onerous, the work load of President-Elect and Past President is more of a supportive role and therefore much less demanding.</p> <p>FW suggested considering whether it is possible to further divide up tasks of the P, PE and PP to alleviate some of the pressure on the President. However, SW highlighted that this could become confusing for others as to what the role of the President includes.</p> <p>In summary – the executive decided to keep the term as 6 years for this next call and for this to be added to the next face to face meeting for more in-depth discussion in conjunction with the results from the strategic plan.</p> <p>c) Impact of newsletter and idea of searching for and appointing a correspondent</p> <p>FW confirmed the impact of the EACH newsletter as follows: 41% of members open the email, 3-5% click on the links in the email.</p> <p>The newsletter needs to be looked at in conjunction with the strategic plan and the social media policy in order to try and make it have a greater impact.</p> <p>JS advised that 8 years ago EACH appointed two members to be the official ‘correspondents’ and write the EACH newsletter, but that this wasn’t very successful as the key EACH messages that the Executive wished to be included and therefore this lead to the process being very de-motivating for the correspondents.</p>	<p>ALL</p> <p>EvWB / ALL</p>
7	<p>ICCH 2018</p> <p>FW gave an update on bookings – currently 55 bookings to attend the conference.</p>	

	FW to ask Wolfgang Eich for registration data from Heidelberg so this can be compared.	FW
8	<p>Meetings of sub-committee chairs</p> <p>AP gave a summary of 4 key points raised in the meeting of the sub-committee chairs:</p> <ol style="list-style-type: none"> 1- Discussion on how to label the chair, deputy and co-chair. The executive were happy with the decision for the following: Chair – the one with final responsibility Co-chair – in the case that the role of chair is shared between 2 people who share final responsibility Deputy chair – the one who assumes less responsibility than the chair Co-deputy chair – in the case that the role of deputy chair is shared between 2 people 2- How best to handle the volume of requests that come through to the sub-committee chairs – it was agreed to discuss this in item 9 below 3- The chairs felt it would be good to have some sort of functionality on the EACH website for members to directly network with each other. The exact way of offering this was not finalized, it could be a blog or some other function. 4- That the executive as a whole should maximise opportunities to meet face to face and this should be considered a priority at key times such as the ICCH conference rather than a bonus. PM asked if the executive meeting could be moved to before the start of the ICCH conferences in order to avoid the executive members being too tired. EvWB clarified that the reason behind this is in order for the new executive committee to be present at the meeting, as the new PE is officially agreed at the AGM during the conference. Sub-committee chairs could meet before the face to face executive meeting to formulate key questions and points to help focus discussions. FW is to talk to MR about factoring in time for sub-committee chair meeting at ICCH 2018. <p>It was also raised during the meeting that sub-committee chairs would like clarification on how autonomous they can be in making and acting upon decisions for their sub-committees and how much needs to go through the Executive committee for clearance.</p>	FW
9	<p>Representing EACH at conferences, requests etc</p> <p>A lot of requests have come in, in the last few months to both the President, sub-committee chairs and SAS (via the general info@each.eu email). A protocol is required in order to allow this process to be less time consuming. It was agreed that PM will put together a template that can be sent out to those requesting EACH to attend and event with key information required (such as what exactly is being asked of EACH, how much funding is available to support the request etc). PM will then ask the other two sub-committee chairs for their input in order to check the template works for all.</p> <p>FW suggested it would be possible to add a link to the EACH website that people could click on to make these requests to try and reduce the volume of email traffic for the executive.</p> <p>JS highlighted that whilst this is causing a lot of extra work for the EACH executive at present, this is in fact a really positive problem to have as this is what EACH have been trying to achieve.</p> <p>FW is to send the sub-committee chairs & NRs the existing list of speakers who put themselves forward as being willing to represent EACH at conferences, in order for this to be updated.</p>	<p>PM</p> <p>AP / SW</p> <p>FW</p>
Items FYI		

10	<p>Finances Update document sent round before meeting to give more accurate training course costs for 2018 to reflect the actual attendance numbers for the two tEACH courses in Spring 2018.</p>	
11	<p>Awards Progress will be discussed at one of the next meetings</p>	
12	<p>EACH-ACH meetings Update sent in advance of the meeting</p>	
13	<p>WOB Social media needs to be added back on the meeting agenda. PM explained that the social media strategy for EACH needs to reflect the high importance of networking and whilst EACH have two conceptual documents providing ideas for EACH’s social media strategy, there now needs to be serious consideration on how to implement this within the organization as this will be a very large job. The executive need to know what resource is available to put towards this to ensure it can be carried out effectively. This will also be heavily dependent on the strategic plan. It was agreed by all that pEACH was the best home for taking the lead in the implementation of the social media strategy for EACH. It was also agreed by all for pEACH to take a lead in producing a strategy for using social media in the immediate future for the ICCH 2018. PM will get the group to advise MR on their proposal for this. FW to send PM the social media strategy from GD-PR, an external PR and marketing consultancy. PM to send the executive a proposal for taking forward the implementation of the social media strategy in time for the next executive meeting</p>	<p>PM FW PM</p>
14	<p>Next meetings 31st May 2018 0900 – 1030 GMT +1 21st June 2018 0900 – 1030 GMT +1</p>	