

**EACH: Executive Committee Meeting  
MINUTES  
17 January 2019**

**Present:**

Sara Rubinelli	EACH President
Marcy Rosenbaum	EACH President-Elect
Evelyn van Weel-Baumgarten	EACH Past President
Sandra Winterburn	tEACH chair
Lode Verreyen	Advisory Committee Chair & Networking Chair

**Administration:**

*Fiona Whitelock* SAS Event and Association Management

**Apologies:**

Peter Martin	pEACH chair
Arwen Pieterse	rEACH chair

Item	Subject	Action
<b>1</b>	<p><b>Approval of minutes of last meeting</b> Approved. MR asked for Winter communications not to mention Christmas in the future. It was agreed that President's can wish members best wishes for the festive season or holiday season to avoid future upset.</p>	
<b>2</b>	<p><b>Update on financial status of EACH</b> SAS are currently finalizing the 2018 accounts for EACH to send to the external auditors.</p> <p>FW reported that Jonathan Silverman had advised that neither he nor Lorraine Noble are able to do further work on the pEACH National Voices project funded by the Annual Activities fund, and that they would be ok with the unspent £2,000 to be re-absorbed back into the EACH main finances. <b>SR will follow up with pEACH to check whether this is the right decision or if there is outstanding work that should be carried on by a different person.</b></p> <p>Two applications for the position of Treasurer of EACH have been submitted: Brendan Condon, Deakin University, Australia Maddalena Fiordelli, Institute of Communication &amp; Health, Switzerland <b>SR will contact the original nomination committee that carried out the interview for President-Elect to see if they are happy to be on the committee again.</b> Once the nomination committee is agreed interviews can be scheduled for the two candidates. <b>FW is to send SR the applications.</b></p>	<p>SR</p> <p>SR</p> <p>FW</p>
<b>3</b>	<p><b>Implementation of Strategic Plan</b></p> <p><b>a) Website</b> <b>FW is to send out a doodle poll to the Executive members to have a website specific meeting.</b> Key purpose of this meeting is to discuss the feedback from the website &amp; to think about key strategic decisions behind the open access resources &amp; purpose of the EACH members area. <b>FW is to include Geurt Essers in the invitation.</b></p> <p><b>b) Update on tEACH database</b> MR reported that Lynn Furber has signed the contract to take on the role of</p>	<p>FW</p> <p>FW</p>

	<p>updating the tEACH database. <b>MR will meet with Lynn next week to give her guidance on what is required. MR will follow up with Kim Thurlow at SAS to advise her on the updates.</b></p> <p><b>c) Recruitment of course/material leader</b> Jane Ege Moeller is setting up meetings with the chairs with the sub-committees as well as other relevant people identified in EACH. She has developed a template which she will use to fill with existing courses to help identify gaps. She will also look at the survey results from EACH members &amp; non-members to see which course suggestions were highlighted as well as courses that have already been developed by EACH members to see if any of these are appropriate to be easily &amp; quickly implemented into the EACH course offer, as well as develop a plan for who could develop completely new courses. Jane will meet with EvWB every 2 weeks to give an update and will provide a monthly bullet point summary of progress.</p> <p><b>d) Membership</b> FW reported that overall the new membership structure seems to be working well. Four institutions have chosen the new institutional membership offer, ten have selected the over 65 rate and approximately 35 members choose the two-year membership option.</p> <p>The first draft membership grant policy was discussed. It was agreed that the grant should not include undergraduate &amp; post-graduate students as discounted rates for these categories are already offered. <b>FW is to remove this from the policy &amp; also include the requirement to add a reference to back-up their requirement for financial help, to be from their institution to also include confirmation that they are not able to get financial support from their institution. Also to add in asking for a covering letter to state their motivation behind joining EACH and requiring the support. FW is to update the document and send to LV to ask NRs for their feedback. Please see item 15 for action point.</b></p> <p><b>e) Social media</b> It was agreed at previous EC meetings that it was necessary to create a social media group in order to create a social media policy to set-out what can and cannot be posted on EACH hosted social media platforms. The group will also get together periodically to brainstorm a number of tweets to be scheduled for SAS to post on Twitter so that there is a bank of information to post regularly.</p> <p><b>MR has a meeting scheduled with PM to discuss this as pEACH has already spent some time working on how to take forward social media for EACH.</b> It was agreed that this needs to be a cross-committee group in order to be successful ensuring input from all the sub-committees of EACH. <b>Please see item 15 for an action point.</b></p>	<p>MR</p> <p>FW</p> <p>MR</p>
<p><b>4</b></p>	<p><b>Summer Event / rEACH Summer School</b> Leiden 16 – 18 September 2019 / 16 – 20 September 2019 for the rEACH Summer School</p> <p>The next meeting is scheduled for Friday 25 January where the group plan to finalise the name for the event as well as the topics of workshops and names of invited speakers.</p> <p>The group agreed that the format of the next event will include mainly half-day workshops, as well as posters. Poster presenters will also be given the opportunity to make a 5 minute oral presentation about their poster, it is hoped that this will enable more people to get funding for this.</p>	

<p><b>5</b></p>	<p><b>Advisory Committee</b>  LV reported that he held an excellent online Advisory Committee meeting in December, where 23 NRs attended of which 18 were very active during the meeting.</p> <p>There have been two applications for Co-Chairs of the Advisory Committee: Eva Doherty (NR of Ireland) &amp; Richard Brown (NR of America). <b>SR &amp; LV will work together to form a nomination committee together with 2 NRs.</b> This needs to move forward quickly.</p> <p>The timing &amp; location of future Advisory Committee meetings was discussed at the last meeting. LV updated the executive on this discussion. The Executive felt it was important for the annual face to face AC meetings to be attached to an EACH hosted event as this would enable funding for the meetings to take place as well as hopefully enable a high percentage of Executive &amp; NRs to attend the meeting. It was therefore suggested that this would continue to be the EACH hosted ICCH conference &amp; the EACH Summer Event.</p> <p>The AC fed back that they were very keen for the Networking Mercado to be included in future ICCH conferences &amp; for the event to be split into two networking sessions based on countries &amp; professions.</p> <p>Shista Basu (Indian NR) also enquired about the possibility of EACH representation at a future Indian conference. EvWB is following up with Shista on this, she has been asked to fill in the standard conference enquiry form which FW has sent her.</p> <p><b>Networking</b>  LV has updated the networking group document. <b>FW is to send this to everyone in the executive.</b></p> <p>LV highlighted that the networking group must be involved in all EACH activities and needs better co-ordination and to be more proactive. Networking needs to be included in all EACH activities, especially events &amp; representation requests at external conferences. Need to make sure the Networking group is better marketed &amp; communicated within EACH so that everyone is aware of it and the work it does. Part of the Networking group role will be there to support NRs and sub-committee members to set-up &amp; run networking events.</p> <p>The group needs to have members from all sub-committees as well as yEACH in order to work. LV confirmed he is happy to keep the lead role for this group.</p> <p>LV emphasized the importance of this group sitting within 'EACH' and not in a sub-committee, as it currently sits in tEACH. <b>LV &amp; MR to work further on developing how this group will function within EACH and who could be on the committee ready to be finalized at the Executive meeting in March. There is some urgency on this as LV would like to update the existing tEACH networking group at the next tEACH meeting in May so they are aware of progress &amp; plans.</b></p> <p>MR suggested that sub-committees could still have their own networking committees. It was agreed that these would need to overlap &amp; work closely with the main networking group in order to ensure everything worked well.</p>	<p>SR / LV</p> <p>FW</p> <p>LV / MR</p>
<p><b>6</b></p>	<p><b>Report from tEACH</b>  tEACH is undergoing a recruitment process ready for the next tEACH meeting in May. 8 potential candidates have been identified of which 4 have submitted an application. <b>SW would like MR to be involved in the interviews due her involvement in previous</b></p>	<p>SW / MR</p>

	<p><b>rounds of recruitment.</b> The video resource project is ongoing.</p>	
7	<p><b>Report from rEACH</b> Not discussed at meeting as AP not present</p>	
8	<p><b>Report from pEACH</b> pEACH has sent through a membership list, which FW has checked through for EACH membership being up to date. <b>FW has already informed PM &amp; Sarah Bigi who on the list are not current members for them to chase.</b></p> <p>Sarah Bigi has been interviewed by a nomination committee in pEACH for the role of Co-Chair of pEACH and the committee would like to recommend her for this role. <b>SR will liaise with PM and SB to discuss who which one of them will take on the role of participating in the Executive meetings.</b></p>	<p>PM</p> <p>SR / PM</p>
9	<p><b>San Diego ICCH 2019</b> The committee are currently looking at keynote speakers for the conference &amp; are considering choosing speakers to represent teaching, research, patient &amp; policy &amp; have a balance of gender &amp; geographical location. The committee are considering having a new category like the EACH 'Fringe' which will be called 'Creative Arts'. The committee are also considering if pre-conference workshops will be offered based on financial feasibility.</p> <p><b>Vienna ICCH 2020</b> Cadja Bachmann has agreed to be Co-Chair of the committee on the understanding that a second Co-Chair is recruited. It was agreed that it would be good to move away from the traditional way of forming this committee with predominantly all members of the Executive being involved. It was agreed that a call should go out to the Advisory Committee &amp; Sub-Committees &amp; Executive asking for volunteers to be on the planning committee to enable anyone that is keen to volunteer. The executive then need to check that there are enough volunteers on the list that have previous conference planning committee experience to ensure it runs smoothly. <b>FW will send MR the text that SW wrote requesting volunteers to be on the Summer Event planning committee for MR to adapt for ICCH. Please see item 15 for an action point.</b></p> <p><b>FW will send out the 2022 call for bids at the end of January.</b></p>	<p>FW</p> <p>FW</p>
10	<p><b>Relationship with ACH – report from monthly meeting SR &amp; Russell Rothman</b> There is a new President of ACH: Kara Myers. She will join the EACH Executive meeting in March and November. SR will join the ACH Executive meeting on 23<sup>rd</sup> April. ACH have a committee of 2 people who are the PEC liaison to discuss projects &amp; SR would like EACH to have 2 people fulfilling a similar role. SR is keen to be one of these &amp; would like an additional person to join her from the Executive. <b>Please see item 15 for an action point</b></p>	
11	<p><b>PEC</b> The paper about EACH has been accepted for publication. It is programmatic and will be presented in the next newsletter. The rEACH Summer School has just been published in PEC. <b>MR will email the executive about future contributions.</b></p>	<p>MR</p>

12	<p><b>Request to EACH</b></p> <p>MR received a request from Ukraine for EACH Train the Trainer courses who are looking to apply for funding through Erasmus. MR is waiting to hear back from them with regards to what they are actually looking for from EACH. <b>MR will follow up on email on this.</b></p>	MR
13	<p><b>Next newsletter</b></p> <p>Request for contributions to be included in the newsletter to allow EACH members to advertise their work &amp; activities. <b>Please see item 15 for an action point.</b></p>	
14	<p><b>Action points carried forward from previous agenda:</b></p> <ul style="list-style-type: none"> <li>• Intellectual Property contract for EACH (draft to be done by 3 Ps and FW)</li> <li>• Creation of a document that highlights what sub-committees can do autonomously and where they should report for 'approval' (draft to be done by 3Ps and FW)</li> <li>• Creation of an EACH overall communication strategy (draft by FW, further work needed by SR &amp; FW)</li> <li>• Creation of a marketing strategy (SAS)</li> </ul>	
15	<p><b>AOB</b></p> <p><b>Sub-committee chair meetings</b></p> <p>SW asked for assistance with scheduling future sub-committee chair meetings. There will ideally be 2-3 meetings per year. <b>LV volunteered to liaise with SW to take on this role for a year &amp; to then hand over to another member of the committee.</b> EvWB requested for the minutes of the sub-committee chair meetings to be shared with the executive in the future.</p> <p><b>Email communication to National Representatives &amp; Sub-committee members</b></p> <p>There are number of items that need to be communicated with these groups, so it was agreed that one email would be drafted to include the following upcoming opportunities within EACH:</p> <ul style="list-style-type: none"> <li>- <b>NRs only – LV to send out a request for volunteers to be on the nomination committee for the election of the AC Co-Chairs</b></li> <li>- <b>NRs only – LV to ask for feedback on the membership grant policy document</b></li> <li>- <b>Text from MR inviting volunteers to be on the ICCH 2020 planning committee</b></li> <li>- <b>Text from SR inviting volunteers to be on the PEC liaison committee</b></li> <li>- <b>Text from MR inviting volunteers to be part of the social media group</b></li> <li>- <b>Text from SR asking for contributions to the EACH newsletter</b></li> </ul> <p><b>Please email FW all items by Friday 1<sup>st</sup> February so that one email can be created.</b></p>	<p>LV / SW</p> <p>LV</p> <p>MR</p> <p>SR</p> <p>MR</p> <p>SR</p> <p>FW</p>
16	<p><b>Next meetings</b></p> <p>To be decided once decision is made on who from pEACH will attend the meetings. <b>SR to follow up with PM.</b></p>	SR / PM