

**EACH: Executive Committee Meeting
MINUTES
Tuesday 16th July 2019**

Present:

Sara Rubinelli	EACH President
Marcy Rosenbaum	EACH President-Elect
Evelyn van Weel-Baumgarten	EACH Past President
Sandra Winterburn	tEACH Chair
Arwen Pieterse	rEACH Chair
Sarah Bigi	pEACH Chair
Lode Verreyen	Advisory Committee Chair & Networking Chair

Administration:

Keta Hunt SAS Event and Association Management

Apologies:

Maddalena Fiordelli Treasurer

Item	Subject	Action
1	<p>Approval of minutes of last meeting</p> <ul style="list-style-type: none"> Sara to provide paper referred to under section 5, regarding the AC (not attached) Clarification that Orit Karnieli-Miller was nominated as plenary speaker at ACH due to cancellation of another speaker. Already committed as an invited facilitator for the Forum. Will improve communications with ACH to avoid similar issues in the future. 	
2	<p>EACH finances</p> <ul style="list-style-type: none"> tEACH looking to plan Autumn meeting. May look to pay Forum registration for meeting hotst. KH to confirm how much money remains in the tEACH budget. Confirmed that financial year for EACH runs from January to December 	KH
3	<p>Implementation of Strategic Plan</p> <p>a) Website</p> <ul style="list-style-type: none"> yEACH to feature within SIGs section, not rEACH. SIGs will have a standalone sub-section, similar to tEACH/rEACH/pEACH. The Josien Benzing award is for researchers in the early stages of their research career, hence it is currently listed under rEACH. Noted that the tEACH award is currently also difficult to locate. Both to feature on an 'Awards' page, under the 'Our Organisation' section (alongside affiliations, sources of funding etc.). KH to re-send link to new website to EC members. Agreed that the old website features very dense text, and new site should be less text heavy. Sub-committee pages to be rewritten by end August. SAS to contact SIGS to ask each group to update their own content. Simulated patients are an affiliated group, not EACH members. May not exist anymore so MR to check with Kim Taylor if affiliation is going to continue. If so, it would sit within tEACH page as an affiliated group. SAS to confirm communication functionality of website. Originally discussed requirements with Kim Thurlow. Should include internal communications between members and external communication functionality in the form of a blog/discussion board where visitors to the site can request help/advice or post interesting news pieces. Those posting should receive notification of responses. 	<p>KH</p> <p>KH</p> <p>KH</p>

	<p>b) Tools databases update</p> <ul style="list-style-type: none"> • tEACH database complete, except for videos • Content for rEACH database organised as required and sent. Might need to be kept separate from the tEACH database as content and search terms are very different. <p>c) Course Co-ordinator Report</p> <ul style="list-style-type: none"> • Meeting minutes drafted by KH and forwarded to course coordinator group by MR • Agreed on two new courses to be developed this year; a teaching course from MR and a research course from Sandra van Doleman. Plan for developers to work with those who have experience of EACH courses to ensure they fit the EACH brand. Quality criteria will also be finalised. • Workplace course will be offered in 2020. • Long term plan to be confirmed. Online learning currently on hold as would need to decide how EACH could benefit from e-courses and/or collaborative course development. • Need to confirm which topics should be developed in accordance with survey/needs assessment. Will contact sub-committees regarding feasibility of course topics, priority etc. <p>d) Membership</p> <ul style="list-style-type: none"> • 428 total <ul style="list-style-type: none"> ○ 375 individual ○ 53 institutional members • Laura Singler, association administrator for ACH, reported that Institutional membership is also a challenge for them. Just 8 institutions have taken up institutional membership with ACH. • Membership grants were discussed at the end of last year. Need to decide when grants should be allowed. SR to discuss description and process with KH. • Acknowledged that membership should be increased. EACH previously peaked with approx. 600 members during an ICCH year, and by way of comparison, ACH have 600 members (including some FOC students). Methods to increase membership (e.g. marketing) to be discussed further MF. Suggested that more benefits for clinicians should be developed and promoted. <p>e) Social Media</p> <ul style="list-style-type: none"> • Social Media Committee is currently led by Meg Chiswell. Sub-committee members to join the SM Committee were identified. However, Meg is very busy and has not responded. yEACH very active on Facebook and could help with social media. MR to re-establish contact with Meg and suggest yEACH could assist/take the lead moving forwards. • Mentioned several times recently that EACH does not appear to follow any other accounts on Twitter. This is due to a technical error with Twitter. KH tried to follow 30+ accounts in recent weeks, and all disappeared again within a few hours. Contacted Twitter to try to resolve the issue but error submission process is automated. SAS experienced the same when trying to contact Twitter previously. • Agreed that it is difficult to interact on Twitter without capability to follow others. Further to research on how to resolve glitch, KH advised that a new Twitter account would need to be set-up to overcome the issue. Already posting significant promotion for the Forum via Twitter, so should not be done immediately. Cannot run two accounts with same Twitter handle simultaneously and two accounts and would be confusing for followers. New Twitter account should be launched at the Forum. Follow all existing followers when new account is set-up. 	<p>EvWB</p> <p>SR/KH</p> <p>MF/SR</p> <p>MR</p> <p>KH</p>
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4	<p>EACH Forum / rEACH Summer School</p> <ul style="list-style-type: none"> • Nine weeks until the event and we have received 54 registrations (of which 27 are authors). 31 poster presenters/workshop facilitators are still to register. • 92 attendees at 2017 Summer Event, 25 of which were Free of Charge registrations so difficult to compare the two events statistically. Nine weeks before the 2017 Summer Event we had received fewer than 50 paid registrations. 	
5	<p>Networking Committee & AC</p> <ul style="list-style-type: none"> • Networking committee discussed whether they should be a sub-group of the AC, within the organisational structure. Agreed to remain under Executive for the moment. Listed main projects to work on moving forwards. • Need to establish a clear line of communication between the NC, the AC and the wider EACH membership. • Website should feature a dedicated space with all information about (possible) networks in countries, organisations with links to EACH, etc. • Welcome representation from all four sub-committees on the Networking Committee. Currently no representation from pEACH. SB to approach a potential representative. • Previously agreed that twice a year, AC would have a meeting with Executive representation. Planning two face-to face meetings around upcoming conferences in Leiden and San Diego, as well as an online meeting before end of year. Executive presence at one face to face meeting as a minimum - to be decided via email. • AC will be organising its own elections, with administrative support from SAS. Select countries need elections for deputy now, so need to decide whether elections should take place annually or on a rolling system to ensure full representation. Process if nobody applies to become National Representative for a country to be determined. • Maximum term for National Representatives and Deputy National Representatives to be confirmed. Currently set at three terms of 2 years, but that means an individual could sit on the AC for 12 years. Agreed this was too long. More difficult to calculate length of term is elections are on an ad-hoc basis. LV to put forward proposal for best solution from the AC. • Executive to continue election of Chairs. A (Co-)Chair of the AC can stay on after terms of being National Representative are finished. However, must be a National Representative to be able to be (re)elected as chair. • Richard Brown (US Representative) proposed awarding the title of Fellow of EACH, in line with the fellow of ACH. General award for member who has contributed significantly to the association and to academic field of health communication over several years. Title would be the reward, so no prize as such. Discussed several years ago but decided there would be no annual award -just very occasional awards for special exceptions. Queried how someone would be selected for the award. ACH base selection on "points" system, and accolade can be awarded to 2/3 people in one year. EC to look at ACH system and decide if want to copy. 	<p>SB</p> <p>LV</p> <p>LV</p>
6	<p>Report from tEACH</p> <ul style="list-style-type: none"> • Looking to reorganise subcommittee a little, but nothing significant to report. 	
7	<p>Report from rEACH</p> <ul style="list-style-type: none"> • PEC articles update attached with agenda. No further discussion during this meeting. 	
8	<p>Report from pEACH</p> <ul style="list-style-type: none"> • Need to confirm process for guest editing the Position Papers, to be overseen by PEC editor, Arnstein Finset, or Deputy Editor, Robert Hulsman. Agreed that guest editors should change annually. Process will be easier if there is some continuity for a year. 	

	<ul style="list-style-type: none"> • SR has volunteered to guest edit for the first year but is also co-authoring the first submission with Nicola Diviani. If necessary, SB will edit their paper. • Suggested that those who are not already busy with EACH tasks may be more suited to guest editing. EC to send guest editor suggestions to SB via email. SB will collate a longer list of possible editors to be approached. • Bullet point from Cees van der Vleuten has been finalised and forwarded to SAS for publication on website. SB to notify the EC whenever new bullet points are submitted to the website. Noted that on the new website, bullet points to be public content and for a notification to show when new bullet points are published. • Conor Giligan volunteered to take the lead on bullet point project. SB to speak with him at the start of September. SB will present possible future titles at the next full EC meeting. • Number of pEACH members not yet confirmed. Only SB and Peter were present in Belfast, but approx. 10 others joined via Zoom. Emphasised to those who participated that they would like active members, so new attendees are considering ways they can contribute. SB to confirm membership numbers at next full EC meeting. 	<p>SB</p> <p>SB</p> <p>SB</p>
9	ACH & ICCH Conference Updates <ul style="list-style-type: none"> • No updates from ACH • ICCH Planning Committee meeting next week (Monday 22nd June) to decide which Plenary speakers should be invited. 	
10	Future EACH Events <ul style="list-style-type: none"> • Alan Weber would like the event he is organising in Qatar to be promoted via the EACH website. Will not be a co-branded event. Previous co-branded event in Australia was permitted as EACH had more input with regards to content. • Agreed that it can be marketed as an event supported by EACH, but not an 'EACH Event'. KH to inform Alan of the decision. 	
	ICHH 2022 <ul style="list-style-type: none"> • Declined bid from Indonesia • City University proposed in Dublin but located away from the City Centre. Noted that the suggested dates are Saturday 3rd – Wednesday 7th September 2020. Veronica Lambert at City University is leading the bid, but KH asked if Royal College of Surgeons in Ireland could be considered, with Eva Doherty from RCSI in CC. Eva confirmed that she would need to speak to the RCSI Dean as the start of term would have to be delayed to accommodate the preferred conference dates. In the meantime, Veronica may look at private venues, but KH highlighted budgetary/organisational issues which could arise. KH to follow up. • For Rome, Emanuela Mazza suggested La Sapienza University, which is centrally located with sufficient auditorium space. No mention of cost/ availability. Sent an update this week with cost from Angelicum University. Noted that public transport does not function well in Rome, so any venue would need to be close to the Central Train Station. KH to assess costs of proposed venues in Rome and their feasibility. • SB to approach the Catholic University in Milan. However, they may decline on the basis that there is a School of Medicine in Milan, so could present a conflict of interest. 	<p>KH</p> <p>KH</p> <p>SB</p>
12	Action points to be carried forward from previous agenda <ul style="list-style-type: none"> • Intellectual Property contract for EACH (MR to take a lead in creating first draft) • 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 SAS) • Creation of an EACH overall communication strategy (draft by FW & further work by SAS & SR) • Creation of a marketing strategy (SAS) 	

13	AOB	
14	Next meetings <ul style="list-style-type: none">• Full Executive Meeting (Leiden): Monday 16 September, 12pm – 3pm• Annual General Meeting (Leiden): Wednesday 18 September, 4:30pm – 5:30pm• November meeting date to be confirmed. KH to send Doodle Poll.	