

## AEA-Europe General Assembly

### Meeting Notes

Thursday 4 November 2021

#### Welcome and Minutes

Christina welcomed everyone to the second online meeting of the General Assembly.

#### Minutes of the General Assembly, 2019

No comments – taken as a correct version.

#### Council Inaugurations

Last year we had changes to the Council with Christina replacing Jannette, Therese replacing Christina and Elena replacing Rolf. This year, there are no further changes. However, next year, we have some terms coming to an end which we will need to start planning for in 2022. There will be calls for applications for a Vice President (Therese Hopfenbeck), Council Member (Andrej Novik) and Secretariat.

The term doesn't formally end for the Treasury, but Cor is taking a sabbatical and then retiring, so will be stepping down early. There will therefore be a call for applications for a new Treasurer.

There is no limit of number of terms the Secretariat and Treasury can do, but it does need to go to election.

Jannette Elwood raised that a risk assessment needs to be considered if both the Secretariat and Treasurer change at the same time and the risk it might pose to the Association.

Alex noted that we are looking at how we can continue to support the Secretariat function. We have to have an election and corporate members can put themselves forward. We note the risk but also need to offer the opportunity for change. We need to follow the regulations of the constitution.

#### Annual Report

##### President's Report

Christina reported that it has been a strange and challenging year. The Association is built on communication and interaction so not having the possibility to meet in person for council work, committee work and the conference itself, has been difficult. However, it's been an active year and we can learn a lot from what has happened.

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We didn't have the usual 'local organizing committee' this year and the handbook wasn't applicable. There were no venue activities as we used the zoom platform which EasyConferences developed for us. At the beginning of the year, we had hoped to go to Dublin, but was too risky for the members and the hosting country. However, we found a way to work with a big effort from all the committees; some members have taken on a lot of responsibility.

SIGs have been active organizing webinars which has seen growth over the year. SPC has had a very heavy workload – Stuart Shaw has taken on a big responsibility. In the digital world we now live in, it has been easier to meet up, which we have done often.

There's a possibility we could move into some hybrid meetings throughout the year, in the future.

Christina went through our future plans (in Annual Report).

### Secretariat activities

Alex reported that membership numbers are on page 7 in Annual Report. There is a slight increase in members overall with the retired professional category introduced this year. 214 in total for 2021.

Members who haven't renewed for more than 3 years have been removed from the membership.

Regarding internal organisation, it has been a stable year. This will change next year due to quite a few positions coming up for election. Structurally the committees have remained the same. There has been a lot of work done in the background. Need to make sure all policy and procedure documents are up to date and document how to do things.

Thank you to Linda Wye, for doing all the work behind the scenes, keeping things going for the organization.

### Publication Committee activities

Deborah Chetcuti reported that she'd like to thank the members of the Publication Committee. Lesley Wiseman has done a lot of work with the SIGs, and Mary Richardson posts on social media for AEA-Europe. We have Judith Gracey updating the website and Amina Afiff looks after conducting interviews and writing things to post on the website

Since the launch of the website, which has been working well, helping to communicate with our members. Our news items are posted on FB and Twitter and our homepage. We also have a blog, which has been updated, hoping this will become more popular.

Social media has grown by putting up news and snippets. Twitter is active. We use social media to publicise the conference to help generate interest, both academic and social.

We have 2 established SIGs, the eAssessment SIG and the steering group, they have done a great job organizing webinars over the past year. Generated a lot of interest and discussion. Made the Association more alive, so we don't have to wait from one conference to another to meet. We have established the Assessment Cultures SIG, thanked the steering group.

A number of webinars were organized and we hope to continue organizing more next year.

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Debbie thanked everyone on the PC and Linda Wye for help with updating the website.

Christina thanked the fantastic work of the Publications Committee.

### **Scientific Programme Committee activities**

Andrej noted that the work of the SPC used to be quite straightforward to put together the programme. Compared to past years, the boundary between work of the SPC and the local organising committee became blurry, and we had to combine activities. We were concerned if submissions would remain high, but were happy to receive a large number of submissions, comparable to last year.

The review process, in past years, is a hectic period. This year it went remarkably well, thanks to reviewers, we had sufficient numbers this year.

All meetings were online and went remarkably well. We had the first draft of the programme ready in good time.

A lot of work was carried out between the SPC, other committees and EasyConferences in ensuring the conference itself. Communication was easy with EasyConferences, and especially would like to thank all the members of the SPC. Especially Stuart Shaw who did remarkable work.

We now hope to follow with a sufficient number of submissions and reviewers in April 2022, and hopefully we'll meet in person in Dublin next year.

Christina also thanked the committee and especially Stuart Shaw for taking on so much responsibility.

Jannette Elwood said thank you, it's been a great day and a half. Appreciate all the work that has gone in, sustaining us over this period, and keeping a sense of community. It's a lot of work, and would like to appreciate the hard work that has gone in.

### **Professional Development Committee activities**

Elena thanked the members of the PDC; Bas Hemker, Shakeh Manassian and Lydia Townsend who is the student representative. We evaluate the applications for accreditation purposes. Balancing act, receive applications, assign to fellow to review, spread them out so we don't have too many fellows that review all the time.

We have had 4 successful applicants. 3 Practitioners and 1 Fellow. All were excellent and have gained the accreditation in 2021.

We also evaluate the applications for the New Researcher Award. The winner was Dr Raphael Pasquini.

Lydia is the new student representative in the committee. She is really active, has a lot of great ideas regarding the PhD student network. We have a section on our webpage dedicated to students. Thankful for her initiative. She also ran the social activity during the online conference for accredited

members and PhD students – it was different than a normal conference – but it went very well and good quality conversations took place in the break out rooms.

Elena thanked everyone in the committee for their hard work.

### Report on Accounts

Cor presented the finances for 2020. Presentation can be found [here](#).

Income and expenditure is much lower in 2020, as we didn't make costs for a conference and we didn't have a lot of income.

Uncollectable debtors are still difficult to resolve. Messages do not always reach members. Registration system still has some imperfections. A lot of fees were paid just before the online festival. Also covid may have made member's not renew their membership.

To solve this issue, we have been trying to make the system more user friendly and streamline the payment process. The PC have done an excellent job in increasing the added value to the membership.

Outsourcing of the financial administration will be taken over by EasyConferences, and this will take effect in 2022. EasyConferences are doing a great job in supporting us on this online platform. They are doing the same for several other organisations and are experienced in these matters. This will help close this issue of uncollectable debtors.

Negative result in 2020 – explanation is some members still not paid for previous years – we will not collect this money any more. There was no profit from a conference, we had to make extra costs for the renewal of the website, free for members online festival, and make some extra payments to secure the 2022 Dublin conference.

Cor thanked the Audit Committee; Graham Hudson, Sebastiaan de Klerk and Fazilat Siddiq who are all happy to stay on the audit committee. We would like to urge other members to apply for a position.

Graham Hudson reported that the committee reviewed the finances by Cor and they have been recorded accurately and fairly. He noted that Cor makes the task extremely straight forward.

Audit Committee would like to recommend the accounts to you for approval.

### ***Accounts are approved by the General Assembly.***

Cor will be having a long sabbatical starting in March 2022, and retire from CITO in March 2023. He will continue as an independent consultant but steps down in 2022 and AEA-Europe will need to seek a new treasurer. He said it has been an honour and pleasure, the last 8 years, thank you to everyone.

Christina thanked the Audit Committee and said that Cor has done such an important role – very sad to see him go. Thanks to CITO for supporting AEA-Europe for such a long time. Will announce to members shortly.

### **Future Conferences**

The 2022 conference will take place in Dublin, if covid allows. Thanks to Gerry and Damian at the local organising committee. The Council will hopefully visit for a spring meeting to see facilities.

In 2023, before the pandemic, we were going to go to Moscow but now things have changed, the situation in Russia is not good and there are problems travelling to and from Russia. With uncertainty with pandemic and political situation, we have informed the Russian local hosts that we may want to postpone to a different time.

We have been discussing other venues, eg, Malta. Nothing has been decided but we are keeping options open.

### **Resolutions from Members**

To consider any other resolutions received from members – NONE RECEIVED

### **Any Other Business**

None.