

Agenda

AEA-Europe Council Meeting

Wednesday 15 January 2014 (09.00 to 15.00)

The Three Bells, Terminal 3, Heathrow Airport

1. Minutes of Council meeting, 9 November, 2013 *Paper 1 attached*
2. Minutes of the General Assembly, 9 November, 2013 *Paper 2 attached*
3. Matters arising from the meetings and not appearing elsewhere on the agenda
 - i. Revised expenses policy, following September 2013 Council Meeting discussions *Paper 3 attached*
4. Paris 2013 conference
 - i. Lessons learned report (Sandra) *Paper 4 attached*
 - ii. Financial outcomes (Henk) *Paper 5 attached*
 - iii. Conference handbook – to agree which sections will be updated by whom and the timescales *Paper 6 attached*
5. Update reports on forthcoming conferences.
 - i. Tallin 2014
 - Organising Committee Report (Guri) *Paper 7 attached*
 - Scientific Programme Committee Report (Jo-Anne) *Paper 8 attached*
 - Programme Schedule *Paper 8a attached*
 - Programme *Paper 8b attached*
 - ii. Glasgow 2015
 - Organising Committee Report (Jo-Anne) *Paper 9 attached*
 - Timetable *Paper 9a attached*
 - iii. Proposal for 2016 – Cyprus (Guri) *Paper 10 attached*
6. Conference management software
 - i. Report and presentation on software options (Chris Wheadon) *Paper 11 attached*
 - ii. cmOffice Features overview brochure (**no need to print**) *Paper 11a attached*
 - iii. Decide whether we will purchase software (for which purposes) and the timescales
7. AEA-Europe Officer
 - i. Job descriptions (Sarah)
 - Administrator *Paper 12a attached*
 - Coordinator *Paper 12b attached*
 - Executive secretary *Paper 12c attached*

- ii. Timescales
- 8. Marketing matters
 - i. Consider how marketing will be taken forward for the Association (flyers, signage, advertising the conference, sponsorship)
- 9. Business Plan 2014 – 2017
 - i. To consider a first draft of the financial plan (Jo-Anne & Henk) *Paper 13 attached*
 - ii. To discuss amendments needed in the light of decisions taken
- 10. Nominations Committee (Christina Wikstrom)
 - i. Report from the Nominations Committee *Paper 14 attached*
 - ii. Set a date for elections
- 11. Committee Business
 - i. Report on the Communications Committee (Gabriella) *Paper 15 attached*
 - ii. Report on the Professional Development Committee (Antonella) *Paper 16 attached*
- 12. 8 May Council Meeting agenda items – papers needed
 - i. Benefits of Association membership
 - ii. Association files and document sharing
 - iii. Strategic plans for the Communications and Professional Development Committees
 - iv. Other suggestions
- 13. Any other business