

## Minutes of Council Meeting, 9<sup>th</sup> November 2011, Belfast, Northern Ireland

### 1 Approval of minutes from last meeting

The minutes were approved.

### 2 Matters arising

The actions regarding paper on wider involvement of membership and terms of office for committee members (**Sandra**), and the paper on criteria for paper selection (**Henk**) were carried forward to the next meeting.

### 3 Council Membership

The Association will need to carry out an election during 2012 for a new Vice President as Steven is coming to the end of his term of office and Kathleen will take over from him. Elections for the new Vice-President will need to take place early in the new year so the successful individual can join the Council for the May and September meetings before formally joining the Council in November. Claude Sauvageot, a new member of the Council, passed away on the 22 October 2011. We will also need to hold an election for his replacement during 2012. We need to formally discuss the Terms of Office document at each September Council meeting.

**ACTION: Sarah to review and update the Terms of Office document which is held on file by the Secretariat.**

**Steven to announce the elections at the Business Meeting.**

### 4 Annual Conference 2011, Belfast

**Final arrangements:** all arrangements seem to be going well. Pre-conference workshops are currently taking place and the registration desk is open.

**Badges and Business cards:** our badges and those of Committee members have a coloured border so we are more visible to delegates. New business cards have been designed and printed and Sarah will hand them over at the reception.

**Opening:** the opening will take place at the reception and the Minister of Education will also attend.

**Chairing keynotes:** the chairing arrangements for keynotes have been organised.

**Gala dinner, NAR award and certificates for accreditation:** Certificates will be presented at the gala dinner. This is for accreditation and for the New Assessment Researcher, as well as the poster award. Where the awards are sponsored, i.e. by AQA for the New Assessment Researcher and CITO for the poster award, the sponsor will be invited to the stage during the presentation. Council members will sit on different tables.

**Closure, thanks and flowers:** Petra Stanat will present the invitation to Berlin at the end of this year's conference, and we also need to thank the organising committee formally. Jannette Elwood, June Clawson, Angela Haley will all be presented with flowers and a small gift will be purchased for Donna Convery who is now on maternity leave.

**ACTION: Sarah and Henk will buy the flowers and also a small gift for Donna.**

**Last minute issues:** three paper presentations have been cancelled

**ACTIONS: Henk will inform the chairs. Sarah and Gabriella will arrange for a notice to be posted somewhere and each will be announced at the morning session of that day. Henk will let Angela know as she is making housekeeping announcements each day.**

Henk will chase people during the conference who have not yet paid their membership fees.

**Conference Twitter feed:** an AEA Twitter account has been set up.

**Fellows and Practitioners event:** Steven has made contact with the owner from the No Alibis bookshop who is sponsoring the event. A writer is going to read from one of his novels and a violinist is going to play. It will take place on Thursday night in the Lanyon Centre. Steven will also speak a few words. RM, the sponsor, will also give a short presentation.

## **5 Activities from Committees (verbal reports)**

Reports have been produced by each committee for circulation at the Business Meeting.

**Publications Committee:** discussions have started with regards to new publications that can be produced. Julie Sewell has announced her retirement from NFER. She is willing to continue to contribute to the Committee. Julie, with staff at NFER, has been responsible for the newsletter. We need to discuss how this will be managed going forward.

**Marketing Committee:** a meeting took place in September and discussions mainly focused on the conference. This has led to the AEA table at the conference and also a commitment from the Marketing Committee to network with new members. The Committee is also reviewing the sponsorship arrangements. Kathleen has written to the existing sponsors asking for their views about changing the arrangements. We are currently waiting for a response to these queries. A meeting is scheduled to take place during the conference. Sarah is standing down from the Committee. The Committee thanked her for her contribution.

**Professional Development Committee:** Sandra has now taken on the chair of the Committee. Pre-conference workshops, webinars and accreditation are now all well-established. They are looking at new options including online courses and support for people who would like to apply for accreditation.

**Standards Group:** a pre-conference workshop has taken place. This will be used to update the standards and a final version should be circulated later this year. E-ATP are also developing a set of standards and it has been suggested that we could combine the two and then promote them in the two organisations.

**ACTION: Sandra to speak to the Standards Group to ask their opinion whether the two could be combined based on the professional content. Once we have this recommendation the Council will consider whether it would be politically beneficial to link the two.**

***Videoing the keynote speeches:*** this option came up for the Belfast conference and there were some concerns about it. We would like to introduce this for Berlin. If we do want to do this we need to make sure that we ask the speakers in advance. We need to discuss this at the next meeting.

**ACTION: Sarah to add videoing of speakers to agenda for the next meeting.**

## **6 Business Meeting**

The timing of the business meeting has now changed so that it will take place on Thursday afternoon. We went through the items on the agenda to check that all is clear.

## **7 Annual Conference 2012, Berlin**

The venue is secured but work still needs to be done on the budget before we can sign the contract. Things seem to be moving ahead more quickly now. We need to have the contract signed before the Council meeting in January. They would like to have the keynotes agreed very soon so that they can interest potential sponsors. We reviewed a long list of potential speakers, and decided which to put through to a short list. The short list will be discussed with the organisers of the Berlin conference.

## **8 Annual Conference 2013, Paris**

A meeting has taken place and DEPP and CIEP are keen to run the conference in Paris in 2013. No very large room is available at the venue but there is the option of using a converted covered market that is close by. A quote is currently being produced.

**ACTION: Henk and Steven to go and visit the venue to confirm it is appropriate.**