
AEA-Europe Council Meeting 8 May 2014

Attendees: Jo-Anne Baird, Sarah Maughan, Guri Nortvedt, Henk Moelands, Sandra Johnson, Jim Brant

Apologies were noted from Gabriella and Antonella. The Council noted that it was a disappointment not to have them at the meeting.

1 Minutes of Council Meeting, 15 January 2014

These were agreed as an accurate reflection of the proceedings.

2 Matters arising from the meeting and not appearing elsewhere on the agenda

We will not receive a further report from the marketing officer. There is nothing to add since the report in September. The artwork has been handed over to the Secretariat.

We agreed that the lessons learned document can be updated after the May meeting. We still need the final budget for Paris. Sandra is unable to do this as she does not have the final information.

ACTION: Henk to finalise the budget and to liaise with Sandra if necessary.

We agreed that we would still like to video the keynote speakers in Tallinn.

ACTION: Guri to ask the keynote speakers if they are happy to be videoed and add costs to the Tallinn conference budget.

ACTION: Jim to chase each member of the Council to make changes to the conference handbook. Sandra and Jo-Anne to work sequentially, the other members can probably work in parallel. NFER to try to get a Sharepoint site set up to ease the process. If this is not possible then Henk can do this at Cito.

ACTION: Meet the editor session – we will try to do this in Glasgow. Jo-Anne to speak to the organisers to see if they are happy to include a session there.

ACTION: Secretariat to make recommendations for the best means to develop our membership and conference systems to the Council in September.

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ACTION: Gabriella to add questions to the evaluation questionnaire about the use of EasyChair for proposal submissions. Gabriella to update the evaluation questionnaire for the September meeting so we can manage a handover.

ACTION: Sandra to undertake the evaluation of the conference for this year.

ACTION: Jim to produce a list of Association policies and a timetable for review.

ACTION: Antonella and Jo-Anne to revise process for agreeing the NAR winners, to be considered at the September Council meeting.

ACTION: Jim to prepare role descriptions for the Council roles.

2.1 Notarisation of the constitution

Henk has recently actioned this. The Cito legal department have some questions about the constitution.

ACTION: Henk will liaise with Sarah to resolve the queries.

2.2 Bank account

The new bank account is now set up. We will not have a credit card this time. Jo-Anne noted our thanks to the staff at Cito for supporting this work.

2.3 HMRC registration

Sarah liaised with SQA about this and it was agreed not to pursue it.

2.4 Poster award procedure

This has been updated.

ACTION: Secretariat to make sure we have a copy of this procedure and ensure it is online. We also need to add it to the list of policies.

2.5 To receive an updated version of the Business Plan

An updated version was circulated. The new version shows a healthy balance, increasing over the next few years. From 2015 this will be sufficient to cover two years operating costs, as currently specified in our financial policy. At the last meeting we agreed that we may amend this to say we will have funds to cover 18 months of activities. This decision needs to be ratified at the General Assembly. If we do change the policy we will have surplus funds that we can reinvest into the Association. We still want to ensure that we have a surplus from all conferences in future years. This is not to make a profit but it is needed to ensure the future management of the Association. We need to be clear that we need this surplus from conferences at the General Assembly. We need money for our planned activities going forward – such as a journal or monograph, and for the increasing professionalisation of the organisation. We would like to move to having a full-time administrator.

3 Paris 2013 conference

The lessons learned report, the update to the conference handbook and the final budget for Paris have all been covered above.

4 Tallinn conference

4.1 Organising committee report

A very thorough report had been received from Guri.

Guri reported that Alar Kloc has agreed to be a keynote speaker. He will speak about innovation.

ACTION: Guri will send an update of the conference programme to the Secretariat. Guri will also let Christina know as she is liaising with the keynote speakers about their arrangements. There is still one final keynote to agree. This may be the Minister of Education. We will give them a deadline of 1 October for this.

The programme needs to be completed by the 1 October. We have long abstracts this year which will make a thick booklet. We agreed to print this again this year. We will also look at having a short daily programme as an insert. We are not sure if we have 5 or 6 rooms. We also do not know at this stage if we need 6 rooms – this will depend on the quality of the abstracts we have received. We might need the 6th room for some of the sessions.

ACTION: Guri to ask Frens to prepare a revised estimate of the cost of printing the programme.

ACTION: Guri to check number of rooms we have available and confirm we have six.

ACTION: Guri to ask Frens to send the accommodation information to Margaret.

ACTION: Guri to ask Frens if the room will be available for half an hour before the reception for a new delegates meeting.

ACTION: Guri will share a copy of the Berlin joining notes with Frens. Guri and Jim will check the notes. The Secretariat will email a copy to all delegates two weeks before the conference.

ACTION: Guri to investigate and notify Jo-Anne regarding the number of posters that can be accepted.

We have had fewer submissions this year which may suggest that we will have fewer delegates. The estimate of 220 might be about right. Guri clarified that there will be five free places for the Ministry and five for Innove.

ACTION: Guri to check what has already been said to the keynote speakers about their flights and accommodation. It is usual that we offer to pay if their own organisation is unable to pay.

ACTION: Guri to post about the new keynote speaker on LinkedIn.

4.2 Tallinn budget

The budget includes a surplus to AEA of 25 000 Euro and sponsorship by the Ministry of 14 000 Euro. The walking tour is included in the costs, not offered as a small extra fee.

ACTION: Guri to check what a break even figure is in case we do not have sufficient delegates, ie without the 25 000 surplus.

We noted that we also have 3000 Euro of costs for organising committee meetings that should be shown in the budget, but we will also have around 5000 Euro sponsorship.

ACTION: Guri to ask the organisers to add this to the budget. It should also include other expected sponsorship.

ACTION: Sarah to provide an estimate of sponsoring income.

4.3 Tallinn social programme

Information about a social programme has been provided by Frens and this looks like a good offer.

4.4 Welcome to Tallinn

We agreed that the provided information is useful.

ACTION: Guri to ask for information about what the weather will be like in November.

4.5 Sponsorship policy

Sponsors want to sponsor items which are very visible. We tend to charge based on what things cost, rather than their profile. It is difficult to change the costs as we have legacy sponsors. Some things seem very cheap.

ACTION: Secretariat to email all delegates to see if they want to sponsor the event, at the same time as contacting the existing sponsors.

ACTION: Secretariat to change the sponsorship information to say that all sponsors must have registered delegates or pay the Participating Sponsor fee.

4.6 Scientific Programme Matters

Lessons learned – we will give guidance about the inclusion of references in the submissions information in future years.

Henk will act as the owner of the programme booklet, so any amendments need to be sent to him. Henk will make sure any amended versions are sent to the Secretariat to be added to the website.

4.7 Registration

Sarah circulated a screen shot of the registration site. Some amendments were agreed.

ACTION: all to send comments to the Secretariat by 16 May.

5 Update reports on forthcoming conferences.

5.1 Organising committee report

Now that the cost of the gala dinner has been added the budget would make only a small surplus. It was suggested that for Glasgow we keep the fee as 400 Euro, and add an extra fee of 65 Euro for attendance at the gala dinner.

ACTION: different models of the budget to be shared for the September Council meeting.

We discussed how we address any requirements for participants with special needs in our communications and at the conference. Given that the theme in 2015 is social justice this is essential. We agreed that we will accommodate any needs that arise, for example if we have hearing impaired delegates.

We discussed the keynote speakers and made a few additional suggestions.

ACTION: Jo-Anne to try to secure a speaker before the November conference.

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The question as to whether we ought to have sponsorship from a whisky producer was raised. There were some concerns about this. It was felt that this may be difficult for some potential delegates. The local organiser has already made an approach. We agreed that it is acceptable if there is a local cultural argument, as in the case of whisky in Scotland.

Budget – the budget does not add up at the moment. One key element for this is that there is not a large local sponsor – they are getting some sponsorship for the reception, but this is not to the same scale as in other conferences. The aim of achieving a 25 000 Euro surplus was added after we agreed the conference in Glasgow. It might be difficult to achieve it, but we should still have this aim.

5.2 Cyprus 2016

There is an issue in that Earli will be in Cyprus in 2015. We are concerned that this will put people off attending AEA in 2016. We need to find out if an alternative host is willing to organise the conference for 2016.

ACTION: Guri to speak to Cyprus to postpone them to 2017.

ACTION: Henk to speak to Croatia again and to ask Switzerland if they would like to host the conference in 2016.

ACTION: Secretariat to ask the members if anyone would like to host the event. We will ask for bids for 2016.

5.3 Netherlands 2018

Cito have confirmed that they would like to host in 2018.

6 Nominations Committee

6.1 Report from the Nominations Committee

We have received a report from the committee. This has been very helpful. The report demonstrates that the nomination has been very well thought-through. We are very pleased with both nominations and with the process that has been followed. Not only has it resulted in good candidates for this election, but it is hoped that some of those who have been involved in this year's process will stand for election in future years.

6.2 Date for elections

The election will take place in the first two weeks of September. We will notify members in June that an election is going to take place. We will tell people our nominations and invite additional nominations.

7 Committee Business

7.1 Update from the Communications Committee

We noted how much work had been done by the committee. We had a lengthy discussion about the proposal for a monograph/ booklet. We were concerned that the idea had been much discussed at the Council as a journal has been lost. Sarah shared some information about Durham's Online Educational Research Journal. Jo-Anne had also been contacted by Taylor and Francis about a new journal they are developing. We would like to consider different options for a journal.

ACTION: We would like the Publications Committee to produce a report about the options for a publication with recommendations for the September Council meeting, building on the options from the monograph discussions, Durham and Taylor and Francis. The Council like the online journal. We would like our own journal, and would be prepared to make a small amount of money available.

We agreed with the recommendation to keep the newsletter.

We also like the idea of the conference proceedings database. We would like to also have some full papers.

ACTION: we would like a proposal about how this would work, with costings in terms of actual costs and time required. We would like to be clear about how it will be a benefit to members. We would like the committee to consider how it can be a publication that people can cite. It may be worth considering how the articles can be peer reviewed.

The committee queried whether Facebook and LinkedIn should be the role of the Committee. The Council agreed that the conference organising committee could take this on for each year.

ACTION: the Publications Committee need to amend their terms of reference to reflect the changes.

ACTION: the Secretariat agreed to produce a plan of the website with responsibilities for updating different areas of the website. They will coordinate changes and chase those responsible for new content.

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ACTION: we would like a brief paper from the Glasgow conference organising committee about how we will use social media to promote the conference.

7.2 Update from the Professional Development Committee

We agreed that it would be good if all papers are dated and signed.

Jo-Anne has been approached with lots of ideas that we could pursue for training and accreditation. We also feel that we should be offering online seminars. It was noted that the website is not reliable for the processing of accreditation applications – one application has gone missing recently.

There are other associations who may be willing to partner with us on training.

ACTION: We need the committee to come up with an ambitious plan for increasing our accreditation and professional development activities by the September Council meeting.

ACTION: we need to add the accreditation policy to the plan and agree a timetable for review.

We noted that there has been one application for the Kathleen Tattersall award. This is currently being evaluated to see if it is of a good enough quality.

8 Forthcoming priorities for AEA-Europe Coordinator

A task list has been circulated. We have agreed a few additions during the meeting.

8.1 Benefits of Association Membership

Guri has some good ideas about a small way of starting special interest groups.

ACTION: Guri to work up a paper about how this could be done for the September Council meeting.

We discussed what we can offer in terms of membership for more people in corporate members.

ACTION: Jim to write a plan for the September meeting.

We agreed that a searchable list of our members is a good idea.

ACTION: We also agreed to put together a list of assessment institutions across Europe and share this.

We had already covered some of the ideas at the meeting and are taking some points forward.

Other ideas: We suggested getting input on how we can bid for funding as part of the Association. We could perhaps target Horizon 2020 funding. We agreed that this could perhaps be a pre-conference workshop.

ACTION: Jo-Anne to look into this.

9 AOB

9.1 Handover of the Presidency

This will happen at the start of the General Assembly in Tallinn. Jo-Anne will start the meeting and then hand over to Guri who will chair the General Assembly and the Council meeting on the Saturday.

9.2 Election for Treasurer

Henk will stand down in November 2015. We need to plan for this as it will make a significant change. Under the terms of our constitution, we need to hold an election, but it will be a big problem if it is not someone from the Netherlands because of the legal position. There is a new volunteer from Cito who can take on the role.

We agreed that we will need to hold an election and will ask a nominations committee to put forward a candidate again. When we put out a call we need to be clear about the skills that we need the candidate to bring. Alternatively, we might need to consider appointing the Secretariat and Treasurer, through an open competition rather than an election process, but this is something that members would need to be consulted on.

ACTION: We need to take a recommendation to the Group Assembly about how we can manage the election. Guri and Jo-Anne will bring a paper to the September meeting.

9.3 Annual Report

We need to start drafting this for circulation in advance of the September meeting.

ACTION: Jo-Anne to coordinate.

Sarah raised a query about membership fees. One corporate member has stated that they can no longer afford the fees and need to terminate their membership. We agreed that we suggest they have one individual member so they can continue to be in touch with the organisation.

ACTION: Secretariat to send a response suggesting they register as an individual.

10 Dates of next meeting

Rome, 16th September: (As it's Gabriella and Jo-Anne's last meeting, we will all plan to meet the evening before.)

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