

Notes AEA-Europe 11 September 2013

Attendees

Jo-Anne Baird
Gabriella Agrusti
Henk Moelands
Sandra Johnson
Antonella Poce (by skype)
Guri Nurtvedt
Newman Burdett (in place of Sarah Maughan)

Apologies

Sarah Maughan (by phone)

It was noted that having papers before the meeting on the Council web area worked well and was appreciated. It was agreed that papers should be ready 10 days in advance of future meetings so that the President and Executive Secretary could agree the final agenda and send it out a week in advance of the meeting.

1. Minutes of the council meeting held on 23rd May

- **Item 2a:** DEPP to be added to attendees at the Paris discussion: François Dumas, Sandra Andreu, Bruno Trosseille and Thierry Rocher.
- **Item 2a:** Automated proposal submission should be an Action for Gabriella and Sandra.
- No other issues arising.

2. Matters arising from minutes

Item 1: Henk confirmed that he has permission to stay on for one more year and the Council agreed his term should be extended for one more term and thanked him for his contribution. Although the terms were two years long and Henk was unlikely to be able to offer both years, the Council would have a lot of change in 2014 and it would be helpful to have stability in this key role. The Business Meeting would need to ratify this extension in November 2014.

ACTION: Item 5: Gabriella to work with Berny to ensure short biographies and photos are made available for the website.

ACTION: Sarah to send out the website for feedback once a model has been produced.

3. AEA-Europe Officer

Proposed job description (paper from Sarah)

At €30,000 the post would need to be part-time once person and overheads are taken into consideration. This will lead to potential issues of workload management with the parent organisation. The Council is very grateful for the current voluntary assistance which is very much appreciated but there are issues with availability. The council feels that a dedicated person with time committed is needed to professionalise the role and the organisation. The need for supporting infrastructure for the post was also raised. The post would probably need to reside with the secretary organisation but need time allocated. It might be that the current structures already supply this but a re-specification is needed and the replacement of Fiona's role with a senior member within the secretariat might solve the issue. A full discussion of the current issues resulted in the conclusion that NFER should be asked to continue supporting the Association with a Secretariat, but that there needed to be better definition and agreement of the requirements.

ACTION: Sarah & Jo-Anne to meet to define roles and requirements before the next Council meeting in November.

4. Financial policy (paper from Henk)

This will be circulated via email.

A new bank account is needed as DeutscheBank is closing the account.

It was agreed that the credit cards be discontinued as they are expensive and rarely used.

ACTION: Henk to set up a new account.

5. Constitution (revised constitution from Sarah)

Article 11 can go.

Page 5: item 14 the list should refer to 'any council member'

Article 9: 6h to be provisional

Page 8: Secretary and Treasurer terms need to be re-defined as two 4-year terms and it should be made clear that there is no limit on terms. This requires ratification after the first term and invitation for nominations should be sent out at the end of the second term.

Page 8: 10j approval to be annual

Page 9: General Assembly to be the correct term for Business Meeting

Page 10: Article 13 1 to refer to 'most senior'

Page 10: Article 14 1 'during' to become 'alongside'

Page 11: 2 and 4 clarification of 'fully', should we just refer to General Assembly?

All other amendments approved.

ACTION: Jo-Anne to approach two named individuals to form a nominating committee prior to the council meeting. A further person for the committee would be agreed with those individuals.

ACTION: Henk to notarise constitution once approved and ensure articles are updated

6. Conferences

Paris

Sarah will not be able to attend and Newman will minute the business meeting in her place.

Room issues have been resolved.

The grand salon and peristyle have been requisitioned by the President's Office on the 6th. DEPP have found a replacement venue at the Conservatoire National des Arts et Métiers and a registration area. DEPP have offered to cover the extra cost. Extra logistics will be needed on the 7th to set up. The Council extended its thanks to DEPP for this and feel the replacement venue will be better appreciated by the delegates.

Conference metro carnets are available but will not be supplied; information on them will be given to delegates.

The local organising committee to be given five free waivers on conference fees.

The slide design is good but images of Paris to be removed and if possible the design should be brought into line with the others that the Marketing Officer had produced.

Sandra was thanked for her ongoing work towards this conference, which has been invaluable. She indicated that DEPP have contributed enormously to the organisation, especially Sandra Andreu.

- **Programme**

The award ceremony is to take place on Saturday morning. Programme to say General Assembly is for members only

ACTION: Jo-Anne and Henk to review programme prior to publication and provide presidential address. All Council Members are to be listed and other people who have had input are to be recognised.

ACTION: Henk to send draft text and to have revised text back by end of the month.

ACTION: Sandra to inform one outstanding applicant whether room is available to present.

ACTION: Sandra to contact workshop presenters and to give Henk a list for preparation of vouchers.

ACTION: Jo-Anne to make arrangements for award presenter.

ACTION: Antonella to check arrangements with keynotes and obtain presentations etc. by end of October.

ACTION: Margaret to produce a list of eligible AEA members attending who can vote at the General Assembly to produce a voting register.

- **Budget (update from Henk/ Sandra)**

The budget is to be updated by email once figures and predictions are more certain.

- **Sponsorship (update from Fiona)**

Fiona's sponsorship options had been successful in attracting larger sums and broader range of sponsorship this year but large national sponsorship will still be missed. Succession planning for Fiona will be required to maintain the momentum she has built up.

- **Registrations (update from Sarah)**

We recognise for future years it would be useful to know who has registered for particular workshops in advance.

Daily delegate rate should be set at 180 euros for members and 250 euros for non-members. Only one-day rate per registration. Badges to be identified with a colour sticker. Website will need updating.

ACTION: Secretariat to send out a reminder of early bird registration.

ACTION: Jo-Anne/Fiona to chase contacts list for sponsors.

ACTION: Gabriella to send out a LinkedIn message about early bird registration. Guri and Jo-Anne to link to other lists. On 1st October advertise the day rate.

ACTION: Sarah/Berny on 1st October add the day rate on website and put a banner on the home page.

ACTION: Sandra to check the list of presenters registered and update the programme. Margaret to send a list of registrants to Sandra for a

reminder email by the 16th September and a final one by the 1st October.

- **Council meeting**

To be held as a lunch on the Saturday, someone else to be delegated to look after the key note speakers.

Tallinn keynotes (update from Jo-Anne and Guri)

These are still being discussed, but Art Graesser (Memphis) had agreed to speak.

- **Budget (update from Guri)**

Guri updated the meeting on the budget and it looks feasible and the organisers have assured us that they are operating at a breakeven of 220 and a surplus at 250 delegates. Further details to be circulated once sponsorship etc. is clearer.

Glasgow

Jo-Anne met Louise Hayward and arranged a date in November to visit social venues. A draft contract has been sent.

Cyprus

Requested to be held in 2016. Iasonas Lamprianou is attending the Paris conference and further discussions to be held then.

2017 (feedback from Henk)

Croatia is interested in hosting.

2018 Netherlands

CITO have confirmed they would be willing to host it to coincide with their 50th Anniversary.

7 Committees

Update from Publications Committee (plan from Gabriella)

Gabriella to make a proposal on the committee remit and to ask for one new nomination, going out Monday 16th September. Gabriella, Julie, Guri and Jo-Anne to approve by end of September with the intention of having a meeting in Paris.

ACTION: Gabriella to work with the committee to plan a strategy for the best ways to arrive at a position to publish a journal or proceedings and approach a Special Issues editor team to put together a thematic report from the proceedings targeted for May publication, possibly replacing a newsletter.

ACTION: Berny to investigate getting data on newsletter downloads from the web.

Update from Professional Development Committee (plan from Antonella)

The paper for volunteers was well received. Two additional members for the membership committee to be proposed with an end of September deadline for approval of new members. Approval to be by Jo-Anne, Sandra and Antonella. PDC needs to be rewritten as a strategy document, discussed with new members and represented in January. If Antonella wishes to share thoughts prior to this or wants input the Council is happy to provide.

ACTION: Guri to summarise feedback on the proposal and criteria for Antonella.

8. Voluntary fund (paper from Guri and Sarah)

The majority favoured the paper but no funds exist this year. The aim and rationale of the fund need to be clarified and how they align with the aims of the organisation. It is recognised it will be hard to manage but worth doing.

ACTION: Guri and Sarah to redraft by January 2014

9. AEA Expenses (proposed policy from Sarah)

Accepted with the following amendments:

- Use metric units
- Add parking
- Put in a note that business or first class travel must not be used

- Change line about APEX to 'lowest cost, reasonable flight'
- Accommodation limits to be reviewed. Last line to read: Up to one night's accommodation can be claimed with prior approval.

10. Business meeting

ACTION: Jo-Anne to assign tasks/section presenters once the agenda is finalised.

Draft agenda

1. Opening (need Henk to chair) to propose Guri and Jo-Anne for approval
2. Approval of minutes from Berlin
3. Presentation of Annual report for approval
4. Membership Issues
5. Report on Accounts
6. Changes to constitution
7. Changes to committees
8. Future conferences
9. AOB

Possible additions:

10. Note that membership runs by calendar year
11. Audit committee
12. List of attending members

Draft annual report

ACTION: Jo-Anne to remove Aims and strategy, business plan to be edited but left in and reviewed in January.

ACTION: Gabriella to write evaluation of Berlin

ACTION: Jo-Anne to update future conference plans and mention offers have been received for 2017 and 18

Agree which other papers are required

Council meeting papers to be posted on-line by 1st November to allow a week prior to the meeting.

ACTION: Henk to present accounts and future budget

Constitution

Committees paper

12 Next meetings

Note for future meetings they will run from 9am to 3pm unless otherwise agreed.

- Paris: to be held on Saturday over lunch with a conference planning meeting on the Wednesday.
- Heathrow Airport, January 15th: 9 till 3
- Arnhem, 8th May: 9 till 3
- Rome, 16th September: 9 till 3

ACTION: Margaret to investigate whether it is possible to move the May meeting to the week 5-9th May (post meeting update: date agreed as 8th May)

13 Any other business

None