

2021-11-27– Board meeting minutes

Present: Christine Halsberghe, Sylvia Masson, Stefania Ucheddu, Manuel Mangoli, Kevin McPeake and Goncalo Da Graca Pereira.

The meeting started with an ice breaker exercise focusing on how the members of the board could complement each other in order to be more efficient.

Before starting

It was decided that due to everyone's busy schedules and in order to enhance communication it would be best to communicate, days off or holidays. It would also be more effective if the members were split into subgroups for certain tasks.

RdM Grant

Kevin had sent all the relevant information to Miguel so it can be uploaded along with an application form. He will alert everyone once it is done. He had also created a document to be used by reviewers. The 2022 applications would be due by end of February. At the 2023 AGM the successful candidate could present their work. FECAVA would be asked to disseminate this to their membership as would the college and the national associations.

- In the email used to introduce the grant to all recipients it will be added that the applicants must be members of the ESCVE
- **Stefania** will email members, post on facebook with a link to the site
- **Goncalo and Christine** disseminate to the college members
- **Kevin** will generate a list of possible reviewers

Future action point for better dissemination of information: Translate a summary of the main points into several languages to overcome the language barrier. This doesn't apply to the grant as the applicants need to be fluent English speakers.

Membership 2022

It was decided to set a deadline for payment at the end of March. The fees in all 3 categories will be increased by 5€. This will be announced at the AGM and the treasurer will explain what the extra money will be used for. The 2022 budget and the preliminary ones for 2023-2025 will be presented.

Website

The following changes were decided on regarding the website. they will be implemented by Miguel:

- Log in option should be visible on the ESCVE member button

- Add any proceedings missing and correct the date on Munich proceedings
- Once progress is made add CBD to working groups
- Webinars are still online. Check with speakers how long they have allowed ESCVE to use them and then delete. In future have clearer communication on this.
- Add 2021 AGM information
- **Sylvia** send Miguel summary minutes to be added
- In the interest of time **Kevin** and **Manuel** will form a small group to review the whole website.

Finances

There were extra expenses in 2021 which included the 'Mind the solution' payment, website, webinars etc. the income is about 13.00€ but before presenting the final budget the income from congresses should be included. If that is included it, after payments due, there should be about 6.000€ surplus which was quite satisfactory considering all the extras.

- **Manuel, Goncalo and Sylvia** will make a small subgroup to discuss the proposed budget for 2022 after money from the congress is received.

Official documentation

It is expensive to change membership on official documents so in order to avoid that the constitution should retain the bare minimum of information.

- **Christine** ask FECAVA for assistance
- **Christine** and **Areti** compare EBVS and ESCVE constitution to see what could be taken out.

Meetings

In order to cut costs there would be one face-to face meeting prior to the annual congress and one in spring. After the locations were compared the following was decided:

- Face to face meeting on April 5^t, 2022. Arrival on April 4th in Brussels.
- **Areti** to book FVE room for the meeting and accommodation at the Mariveaux.

National Representatives

Goncalo explained to the board that the Nat Reps were expected to promote the ESCVE and its mission and communicate their needs to the board.

A few ideas were discussed in order to improve the communication with them :

- Contact the National boards and explain what ESCVE expects from the Nat Reps and ask them to appoint the most suitable ones. Keep the current ones in cc of this email.
- Once Nat Reps are finalized **Stefania** sends questionnaire by 18th December
- Try to set up new Nat Reps in countries without reps. **Goncalo** Send email about mission etc and in mid January inform them about the Grant.

Working Groups

All new working groups or new members who are added to existing groups will be asked to sign the commitment document. Add a specific deadline to the document to avoid groups working for many years.

FECAVA

Christine may be able to join the meeting on the 4th December. **Stefania** produced material and a link could be created to these docs to highlight the cooperation of the two organizations with a brief message 'FECAVA and ESCVE created a guidance document link here'

Webinars

- **Stefania** will email the 3 possible speakers and ask their availability to participate. If agreed they will be paid 300€ and asked for their consent to maintain the recording for 12 months. A reply expected by 8th December.

2 of these webinars will take place after March and 1 at the beginning of fall.

AOB

Stay with gotomeeting until next fall

Next meetings

December 16th, 9pm CET

- **Sylvia** set up a doodle for January -March