

## PCE Europe board meeting minutes 2<sup>nd</sup> June 2014.

**Present:** Daniela Roes Siffelová, Clair Higgon, Sylvia Rasch-Owald, Angelique Timmerman, Annie Thompson

**Apologies:** Simone Anderhub

1. Welcome and taking the minutes

Annie was welcomed to the board.  
Minutes taken by Clair.

2. Minutes board April 2014

The minutes of the meeting held on 16<sup>th</sup> April 2014 were agreed with a minor amendment- Item 7 name Marina not Maria.

3. Final points about the PCE Symposium.

It is looking like there has been a good profit made from the Symposium. Final figures will be ready soon after final invoices have been paid. Thanks were offered to the book keeper who volunteered their time and has done a great job.

There were unanimous thanks for the whole of the organising Committee for a fantastic Symposium. Daniela will offer a proposal about how we might thank members of the organising committee.

Profits will facilitate continued work of EAC/EAP representation and a face to face board meeting. It was also suggested that it could enable PCE Europe to offer seed funding to other member organisations organising another similar event.

The board decided to keep the PCE Events website to add photographs and papers from the event and a link will be created from the PCE Europe website for easy access.

An online forum was used and Daniela will investigate how we might use this for member organisations to engage in discussion on topics, as was suggested at the Symposium.

**Action: Daniela**

4. PCE Europe website

Daniela has made changes to the website to update board members, Certificate Committee members and the board tasks.

It was noted that it was not very clear what the administrator's role was – Clair suggested that it was mainly membership fee renewal enquiries that need to go to Di English. All other items should come to the relevant board member. The events calendar was not well used last year due to Clair having limited time to ask members to inform her of the events to be listed.

Daniela will ensure that Sylvia is on the contact emails for the Certificates. There is longer term plan to update the website. Daniela will make a proposal by September with a view to updating it by the end of the year.

**Action: Daniela**

5. PCE Europe board member tasks.

Angelique asked if this was clear. Annie wondered that if we did not have a secretary then many of those requests would go to the office email and that renaming that as 'membership admin' may be clearer to those with an enquiry to use another of the contacts.

Daniela will update the name

**Action: Daniela**

6. Situation EAP.

Angelique and Sylvia will invite Heino to meet with them on Skype in September to discuss the current situation before he makes his final visit to EAP for us.

**Action: Angelique and Sylvia**

7. Romanian and Russian membership application

Due to computer difficulties the Russian application will be discussed at the next meeting.

The documents from Romania were incomplete and Angelique will write to them and ask them to send the full documents with a covering letter.

**Action: Angelique**

8. GA Minutes

Angelique is making final adjustments to them and we will discuss them next meeting.

9. AOCB

1. Certificates – Sylvia has some questions about processes.
2. EAC Strategy document – those who had read it agreed that it was a good clear document. Sylvia is awaiting information on the fee structure before we can comment on that.
3. Symposium outcomes – Annie suggested that we have the final plenary suggestions discussed at the next meeting.
4. Finances – Clair and Simone will discuss the budget at the next meeting

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Date and time of next meeting:

Monday 7<sup>th</sup> July 19hrs European time.