

**Minutes of the 21st meeting of the Association Executive Committee
Paris, France: 21-23 June 2011**

Present: Julie Spinthourakis [President & Chair], Christine Roland-Lévy [Past-President], Nanny Hartsmar [President-Elect], Anne-Marie Van den dries [Treasurer], Susana Gonçalves [Secretary], Marta Fülöp [Research & Publications Officer], Riitta Korhonen, Beata Krzywosz-Rynkiewicz, Peter Cunningham, Teresa Carbajo Garcia [minutes]

21.1 Apologies

None

21.2 Chair's announcements

Julie Spinthourakis would like to thank Christine Roland-Lévy for stepping in as chair at the last meeting and all EC members for their work in Dublin.

21.3 Minutes of the 20th meeting in Dublin and matters arising

The minutes of the Dublin meeting were not available at the time of the meeting and will be revised at the next EC meeting.

21.4 Review of CiCe Dublin Conference

The Association was mentioned several times during the plenary sessions which increased its profile among delegates. Of the books donated by Susana Gonçalves 20 were sold, which resulted in a profit of 80 Euros for the association after postage cost are paid. 7 new members and 2 members renewed at the CiCeA desk at the conference.

21.5 Annual sequence of events/reporting requirements/legal responsibilities

The present chart needs updating. Julie Spinthourakis will send a revised document to Nathan with details of the EC member responsible for each deadline. This will be uploaded on the CiCeA website or a CiCeA shared online calendar (such a google).

21.6 Membership and Finances

21.6.1 Membership

It was agreed that Beata Krzywosz-Rynkiewicz will take responsibility for the membership recruitment. **Action:** Together with Julie Spinthourakis they will revise the CiCeA leaflet. and prepare an insert to be added to the journal.

It was agreed to revise the membership fees in three bands and several proposal were voted. The final agreement was as follows:

Institutional Membership price bands: (the bands are structured according to country GDP bands)

60 Euros, price band one

250 Euros, price band two

480 Euros, price band three

The motion was carried by 8 votes in favour and one abstention.

Individual Membership price bands: (the bands are structured according to salary bands)

30 Euros Student rate without a copy of the journal

60 Euros, price band one

80 Euros, price band two

100 Euros, price band three

Following a request from Dublin University of financial help, it was agreed to agree to a one year period fee waiver for the year 2011/2012 in recognition of their support for the conference in Dublin.

21.6.2 Finances

Anne-Marie Van den dries reported on the latest financial situation and circulated a presentation on the role of the treasurer and its responsibilities. The Treasurer position has become open in the next and in advance of the vote, Julie Spinthourakis thanked Anne-Marie Van den dries for her work as a Treasurer and the support and guidance to the EC in the past years. After discussing a number of candidates the EC put forward the motion that Chris Gifford is proposed for the role of Treasurer, Beata Krzywosz-Rynkiewicz takes over the marketing aspects of the role, and shares her supervision of the NCs with Chris Gifford. The motion was carried forward by 7 votes in favour and one abstention, Anne-Marie Van den dries not voting on this matter as former Treasurer.

Action: All members will be asked to vote electronically to ratify the EC candidate. Nathan will prepare a voting survey with the following text: I accept / do not accept the nomination by the EC of Chris Gifford for the post of Treasurer. The EC will then contact Chris Gifford to inform him of the vote.

21.7 Research grant / Best Paper Award

21.7.1 Research grant

It was agreed at the AGA that due to the financial constraints there will be no research grant award in 2012. Marta Fülöp will follow up on the report from last year's award to ensure that details appear on the newsletter together with information on this year's awardees.

21.7.2 Best Paper Award

The letter of confirmation for this year's award is ready and will be sent to the winners shortly. Once the template for the award certificate is finalized it will be circulated to the EC for comment before presenting it to the awardees.

21.8 Life with or without CiCe5

If Chris Gifford is to take the role of Treasurer it will result in a vacancy on the EC, although it was noted that a 8 member strong EC may be more suited for a reduced budget in the next phase of CiCe. It was agreed to postpone any elections until the

results of the CiCe bid have been received and to discuss the matter at the November seminar.

21.9 Newsletter

It was agreed that each EC member will be responsible for a theme in the forthcoming newsletters. **Action:** The sequence agreed is as follows:

- Nanny Hartsmar, thematic newsletter on Baltic Countries, Sept / October
- Marta Fülöp and Beata Krzywosz-Rynkiewicz, Visegrad countries Nov / Dec
- Peter Cunningham on Global Members, January / February 2012
- Anne-Marie Van den dries on Benelux Countries, March / April 2012
- Riitta Korhonen on Nordic Countries, May / June 2012

It was also agreed to have a section on the newsletter for members' publications, with a short abstract, the full citation and a link to the publication where available for each publication of the Association individual and institutional members. **Action:** The EC will send an example for the first instances of this section of the newsletter.

21.10 Website

Julie Spinthourakis reported on the changes made to the website in order to make it more accessible and will continue to upload materials, such as the reports on the Research grants and other with the help of Christine Roland-Lévy and any volunteers from the EC. **Action:** To draft a disclaimer to be added to all materials made available on this way on the website.

21.11 Journal

21.11.1 Relationship with CTL / CitizEd

The original agreement on royalties is not very detailed on the original contract and does not specify who does the bulk of editing they pay for, at the present done by Nathan Fretwell even if the royalties only cover but a fraction of his actual cost.

Action: Christine Roland-Lévy and Peter Cunningham will review the relationship between CTL, CitizEd and the Association with a view to clarify the roles and tasks and to ensure that benefits are maximized and that the work is shared. This may result in Ian Davies / CitizEd taking more work and sharing part of the costs.

21.11.2 Relationship with Intellect

Some aspects of the contract can be renegotiated, in particular the number of copies and the rates at which these are bought and whether savings can be made in postage. **Action:** Christine Roland-Lévy and Peter will look into meeting with the Intellect office in Bristol to renegotiate the contact with Intellect. The EC will discuss the strategy for the meeting before hand.

21.11.3 Relationship with IPSE

It is necessary to clarify the roles of the EC and the admin team on the work of the Association to reduce the amount of admin time currently paid for. **Action:** The EC will put forward a proposal for a new contract with IPSE. This will built on the Memorandum prepared by Alistair Ross and will have to detail the current staff costs, the contact person in IPSE and a list of task for Nathan arranged by priority with suggestions of those tasks that can be taken up by the EC.

21.11.3 *Electronic Archive of Documents*

Julie Spinthourakis will collate of contractual documents as well as agreements between different parties to ensure that they are easily accessible. All EC members will receive a copy of the contents of the archive, a copy will be stored on the secure area of the CiCeA website and another copy will be held by the London Admin office.

21.11.5 *Posting of copies to contributors*

The Journal is being posted in batches and this meant that some guest editors have not yet received their copies, whether other members have. The EC will discuss with Nathan on how best to post the journal posting to ensure that contributors and authors receive their copies in good time.

21.13 Any other business

21.13.1 *Marketing Campaign*

Ian Davies has been in contact with Intellect to further the reach of the journal and will update the EC on any proposed campaigns. Marta Fülöp and Beata Krzywosz-Rynkiewicz will discuss with James (Intellect) their plans to increase circulation, while avoiding clashing with the Association membership recruitment drive.