

## **Minutes of the 22nd meeting of the Association Executive Committee Berlin, Germany: 2-3 November 2011**

**Present:** Julie Spinthourakis [President & Chair], Christine Roland-Lévy [Past-President], Nanny Hartsmar [President-Elect], Chris Gifford [Treasurer-Elect], Susana Gonçalves [Secretary], [Research & Publications Officer], Beata Krzywosz-Rynkiewicz, Peter Cunningham, Teresa Carbajo Garcia [minutes]

### **22.1 Apologies**

Marta Fülöp

### **22.2 Chair's announcements**

None

### **22.3 Minutes of the 21st meeting in Paris and matters arising**

The minutes from the Dublin and Paris meetings were circulated very late and some of the actions have not been completed. It was agreed that the EC members will read through both sets of minutes with special attention to the actions and send any comments to Julie Spinthourakis before the end of November. The minutes will then be accepted at the EC meeting in January. **Action:** All EC members to revise the minutes and to email Julie Spinthourakis with any corrections. **Action:** All EC members to complete all actions from the last three meetings before the next EC meeting in January.

### **22.4 Executive Committee elections**

#### *22.4.1 Elections for the position of president elect*

Elections for the position of President-Elect are due in the spring of 2012. The sequence of events will be as follows:

- Nov / Dec 2011: Note on the newsletter to alert the membership of the election
- January 2012: The EC will agree the dates for the Nomination and Election periods
- Jan / Feb 2012: A full announcement of the election will appear in the newsletter
- May 2012: The results will be announced at the AGA

**Action:** Julie Spinthourakis will update the online ballot and will circulate it for comment to the EC. In connection to this matter, Nanny Hartsmar suggested that the length of the terms of office for the EC members is discussed at an upcoming EC. She proposed that the current terms of two years (two years as president elect, two years as president and one year as past president) could be shortened to encourage the participation of new members in the EC. Measures could include ruling out multiple re-election to the EC. **Action:** The proposal will be discussed at the next EC meeting if time allows.

#### *22.4.2 Election of the Nominated Treasurer*

The EC was reminded of the upcoming virtual member consultation on the EC nomination of Chris Gifford to the post of treasurer. **Action:** Julie Spinthourakis will prepare the electronic ballots in the next coming weeks. **Action:** Nathan Fretwell will update the membership emailing list to make sure that all addresses are current and working before sending the final list to Julie Spinthourakis.

## 22.5 Finances

It was agreed that Chris Gifford will liaise with Nathan Fretwell to obtain updated financial and membership reports. **Action:** Chris Gifford to ask Nathan to prepare reports on Membership and Finances from the last two years of the Association and to report back to the EC on the financial state of the Association at the next EC meeting in January.

## 22.6 Membership

Following on the discussion at the Dublin meeting a motion is proposed that only one copy of the journal is sent to those institutional members paying the lowest membership fees. The motion is passed unanimously. **Action:** Julie Spinthourakis will prepare a note for the next newsletter to alert the members of this change.

The invoices for renewal of institutional membership have not yet been sent out by Nathan as the new agreed banding system will result in considerable increases for some institutions, in particular those on band B. For reference the new bands for institutional membership are:

Band A: 60 Euros  
Band B: 250 Euros  
Band C: 480 Euros

**Action:** Julie Spinthourakis will contact Nathan to receive a report on the distribution of institutional membership. This should allow for comparison between the existing and new banding systems for online discussion by the EC. If the new bands are approved then she will prepare a letter explaining the changes that will be sent out with the invoices.

## 22.7 Proposal for new individual membership subscription rates.

At the previous EC meeting in Dublin it was agreed that the individual membership price bands will be the following:

60 Euros for those members on price band A  
80 Euros for those members on price band B  
100 Euros for those members on price band C

It was proposed that the following banding is established for individual membership subscriptions:

Band A: Salaries up to 30,000 Euros  
Band B: Salaries between 30,000 and 39,999 Euros  
Band C: Salaries over 40,000 Euros

**Action:** The EC will discuss online and agree on the final banding.

In addition to the above rates, a rate of 30 Euros was agreed for student members, which will not include a copy of the journal. **Action:** Julie Spinthourakis will prepare a note for the inclusion in next newsletter to alert the members of this change.

## 22.8 Research Grant

The current recipients of the research grant have contacted the EC to request an extended deadline for the submission of their report. This will not involve any extra expenditure and will still allow for the report to be presented in time for the AGA. It was agreed to accept the request for an extended deadline. **Action:** Julie Spinthourakis and Marta Fülöp will write to them to confirm this.

Julie Spinthourakis asked the EC to investigate whether the existing funds could cover a smaller research grant to avoid having to suspend, as planned, the award for the year 2012/2013. **Action:** Chris Gifford to report on this after receiving the report on the Membership and Finances.

## 22.9 Outstanding Publication award

The recipients of this year's award have contacted the Award committee to thank them for the award. They will receive the award certificate in the post in the next few weeks.

**Action:** Julie Spinthourakis will prepare a text for inclusion in the next newsletter reminding the members that the nominations for this year's outstanding publication award will open soon.

## 22.10 Outstanding Achievement award

The EC was reminded of the need to start considering candidates for this year's award in the next few months.

## 22.11 Newsletter

The EC thanked Susana Gonçalves for the consistent high quality of the newsletter. Anne marie van de Dries, who was planned to coordinate the next thematic issue of the newsletter will not be able to do this due to an increased workload.

Nanny Hartsmar suggested a thematic newsletter on Social entrepreneurship as a replacement for this issue. It was agreed that she will contact the Nightingale team at Malmo University to find out if they would be able to prepare this issue around their work. If they are not available, it was agreed that the Conflict resolution group, who is currently setting up an online forum, will be invited to present their work instead. **Action:** Nanny Hartsmar to contact the Nightingale team at Malmo.

## 22.12 Website

Julie Spinthourakis presented the newly revamped CiCeA website. The website has an improved design with improved readability. The new website will make uploading materials easier and should also be easier to maintain. **Action:** Julie Spinthourakis will circulate the new design to the EC for comment and will confirm when it can go live.

It was agreed that the website will go live in early January at the latest. In the first instance access will be for EC members only. All EC members are asked to send all comments on

the website to Julie Spinthourakis before the EC meeting, so that the new design can be approved then. **Action:** All EC members to review the website as soon as details are circulated. In particular EC members need to check that their photos, bios and contact details are correct, and to send updates photos and bios if necessary. **Action:** Teresa to contact Nathan to supply a photo for the administrative contact.

### **22.13 CiCea Participation in the York Conference**

As in previous conferences, there will be a CiCeA presence at the registration desk. The EC will agree on a rota to ensure that someone is available at the desk as often as possible. **Action:** The rota for the CiCea desk at the conference to be added as an agenda item to the next EC meeting.

It was agreed that the reduced rate for association members at the CiCe conference in York this year will be of 280 Euros.

Also it was agreed that those delegates paying the Early bird Fee will receive an introductory membership to the CiCe Association for one year. (2012-2013). This introductory membership will not include a copy of the journal. **Action:** Julie Spinthourakis to prepare a short text detailing the benefits of the introductory membership for inclusion in the call for papers.

### **22.14 Any other business**

#### *22.14.1 AGA May 2011*

The minutes from the last AGA are now available on the website. **Action:** Susana Gonçalves will add a note to the next newsletter to let members know. **Action:** Christine Roland-Lévy will convert her power point presentation at the AGA to a PDF so that it can be uploaded on the website.

#### *22.14.2 Timetable for AGA May 2012*

Julie Spinthourakis will revise and update the task list and schedule in the run up to the AGA and will send it to Christine Roland-Lévy for comment. **Action:** Julie Spinthourakis to prepare and circulate the task list for the 2012 AGA.

#### *22.14.3 Marketing Strategy*

As discussed in Dublin, a proposal for the new Marketing Strategy will be discussed for implementation at the EC meeting in January. **Action:** Beata Krzywosz-Rynkiewicz will finalize her proposal in time for discussion at the EC meeting. **Action:** Julie Spinthourakis will add this as an agenda item to the January meeting. **Action:** Beata Krzywosz-Rynkiewicz will also receive a copy of the report on Membership and Finances mentioned on point 22.5 of the minutes to help inform her brief.

### **Action arising from this meeting:**

<b>Minute point</b>	<b>Action</b>	<b>By Whom</b>	<b>When</b>
22.3	Revise previous minutes and email Julie Spinthourakis with any corrections.	All	Nov / Dec 11
22.3	Complete all actions from the last three meetings before the next EC meeting	All	Nov / Dec 11
22.4.1	Update the online ballot for President-elect elections and circulate to EC.	JS /All	Nov 2011
22.4.2	Prepare electronic ballot for online vote on nomination of Treasurer	JS	Nov 2011
22.4.2	Update the membership emailing	Nathan	Nov 2011
22.5	Collect membership and finances reports for the last two years	CG / Nathan	Nov 2011
22.5	Report on Finances and Membership	CG	Nov 2011
22.6	Include note for the next newsletter to alert the members of change in journal copies	JS / SG	Nov 2011
22.6	Report on the distribution of institutional membership comparing the existing and new banding systems and letter to members	JS / Nathan	Nov 2011
22.7	Online discussion of banding system	All	Nov / Dec 11
22.7	Include note for the next newsletter to alert the members of student rate without journal	JS / SG	Nov 2011
22.8	Confirm extension of research grant deadline	JS	Nov 2011
22.8	Explore if funds would allow for a smaller research grant in 2012	CG	Nov 2011
22.9	Prepare a note for the next newsletter on upcoming opening of this year's outstanding publication award	JS	Nov 2011
22.11	Contact the Nightingale team at Malmo regarding thematic newsletter	NH	Nov 2011
22.12	Proposed changes to website circulated for comment with proposed live date	JS	Nov 2011
22.12	Update photos, bios and contact details for EC page on website	All	Nov 2011
22.12	Ask Nathan if happy to supply a photo for the administrative contact section on the website	Teresa	Nov 2011
22.13	Add rota for the CiCea desk at the conference as an agenda item to the next EC meeting	JS	Nov 2011
22.13	Prepare text on introductory membership for Call for papers	JS	Nov 2011
22.14.1	Prepare note for newsletter to alert members that minutes from the last AGA are available on the website	SG	Nov 2011
22.14.1	Convert Christine's power point presentation to the AGA into a PDF and upload on website.	CRL /JS	Nov 2011
22.14.2	Prepare and circulate the task list for the 2012 AGA.	JS	Nov 2011
22.14.4	Prepare proposal for the new Marketing Strategy for discussion at next EC	BKR	Dec 2011
22.14.4	Add Marketing Strategy as agenda item for next EC meeting	JS	Dec 2011
22.14.4	Send copy of report mentioned on point 22.5 to Beata to help with Marketing brief	CG	Nov 2011