

**Minutes of the 23rd meeting of the Association Executive Committee
London, UK: 25-27 January 2012**

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]

23.1 Apologies

Julie Spinthourakis was unable to attend the meeting due to ill health. Nanny acted as chair with the support of Christine on the financial matters.

23.2 Chair's announcements

None

23.3 Minutes of the 22nd meeting in Berlin and matters arising

The minutes of the last meetings were not available. Nanny will contact Teresa and Julie to collate the latest minutes in order for her to send an update of outstanding tasks to be circulated and actioned.

23.4 Treasurer confirmation ballot results

Chris Gifford was accepted as treasurer. The EC congratulated him and wished him well in his new task.

23.5 Presidential election timetables and arrangements.

Nanny Hartsmar was confirmed as president elect with the following votes:

88 yes votes

3 no votes

7 abstentions

23.6 Discussion on the roles of the EC

This item was discussed under point 23.17, Marketing Strategy

23.7 Membership update

Further to the need to reduce expenditure, it is vital that the membership of the association is increased. It was agreed that the President will write to the members outlining the situation and encouraging members to seek out new members and if possible donations to the association. It was also agreed that Nathan will forward Nanny Hartsmar a list of those members which have not renewed their subscription this year, with contact emails. Once the website is updated she will email them asking to renew.

23.8 Finances

Nathan Fretwell, the administrative officer for the association presented an update of the financial situation. The association is currently running a deficit, due to the high cost of administrative support, mostly in connection to editing work done for the journal and reduced income from the membership fees. The following was proposed:

- Explore the options available to make the journal affordable: to move to an online version only.
- Explore options to reduce the administrative costs: reduce the workload and/or find a cheaper administrator.
- Increase the membership.
- Not to offer the research grant this year.
- Set up a stall at the conference selling books and other materials to raise money.
- Chris Gifford's office may be in a position to offer up to five day's administrative support.

The following was agreed:

- To accept the forecast and to implement the suggested savings on Nathan's time. This will mean agreeing a number of set days for Nathan's work on the journal and the redirection of editing work to Ian Davies.
- To prepare a document with a list of task and job description to be circulated to the EC in order to identify potential jobs that can be taken from Nathan
- To initiate a withdrawal of the agreement with Intellect regarding the journal, including negotiating parts of the agreement and the terms of notice

It was also agreed that Beata will prepare and circulate a strategy outlining possible alternative to the journal.

23.9 2012-2013 Research Grant

It was agreed that due to the present financial situation there will be no research grant this year.

23.10 Membership Research Interest.

A section of the website will be made available for members to post their interest and areas of expertise, with the view to increase networking and collaboration between association members. This will be implemented once the website is fully operational.

23.11 Outstanding publication award (2011)

A note will appear in the next newsletter and the previous year's winners will receive the certificate in York. **Action:** Beata to prepare a certificate to be awarded to the previous year's winners in York.

23.12 School visits for CiCeA members in York

It was agreed to ask Ian Davies to see if he can look at possible schools to visit.

23.13 Newsletter

The EC thanked Susana for her work in the newsletter. From now the CiCeA newsletter will include a section for CiCe news. Susana will coordinate both aspects of the newsletter in collaboration with Peter.

23.14 CTL Journal (Intellect)

It was agreed to start discussions with Ian Davies and later on Intellect, to revise the terms of the agreement regarding the journal. It was also agreed to give Intellect notice of the intention to interrupt the 2nd and 10th parts of the memorandum of agreement.

23.15 Website

The new website was discussed. It was agreed that Julie will ensure that all the necessary keywords are present on the first page to allow for recognition by search engines before the website goes live in the next weeks.

23.16 CiCea Participation in the York Conference

A rota was agreed to ensure that the association has a presence at the conference desk during registration and also during the poster and AGM sessions. A welcome pack will be prepared for all delegates to receive, including a copy of the newsletter, journal and the research centres leaflet.

23.17 Any other business

23.17.1 Marketing Strategy

Beata presented the new marketing strategy for the association. A brief of the presentation will be circulated to the EC for further discussion. The following tasks and leaders were agreed:

- To set up an online donation option on the website. (Julie)
- To explore a name change or tagline. (all)
- To encourage members to set up SIG and other fora and to encourage their autonomy when setting up discussion groups as part of the association. (all)
- To raise the profile on social media and online. (Susana)
- To explore the possibility of organizing paying seminars in the research centres. (Susana)
- To raise the profile of expert groups that can be made available to media and research organizations to raise funds. (Nanny)
- To increase the profile on international academic rankings and conferences. (Beata)
- To send personalized letters to the members to ask them to raise funds/suggest new members. (Julie/Chris/Nanny)
- To investigate examples (one each) of institutions or individuals that could be approached for possible patronage/ collaboration. (all)
- Explore the possibilities afforded by social networking sites (Susana/Chris)

All the actions will be then reviewed at the next EC meeting.

Action arising from this meeting:

Minute point	Action	By Whom	When
23.3	Teresa to send all minutes to Nanny and Julie	Teresa	Oct 12
23.7	Nathan to send list of no renewals to Nanny	Nathan	Oct 12
23.8	Julie to circulate proposed task list for Nathan to EC	Julie	Oct 12
23.8	Initiate cancelation of agreement with Intellect	Julie / Chris	Oct 12
23.15	Search keywords in place on website	Julie	Oct 12
23.17.1	Progress update on allocated tasks	EC all	Oct 12