

PCE Europe board meeting minutes 13th November 2013

Present: Simone Anderhub, Angelique Timmerman, Daniela Roes Siffelová,

Apologies: Pat Helsen, Clair Higgon, Sylvia Rasch-Owald

1. Welcome and taking the minutes

Minutes taken by Daniela.

2. Minutes board October 2013

The minutes of the meeting held on 23rd October were agreed.

3. GA: e-mail to member organizations and actions board

~ The board discussed the content of the e-mail about the GA to be sent to the member organisations. Angelique will prepare a draft letter in the next week. The final version will be agreed via email. Pat will send it together with the 2nd announcement about the symposium. It will contain also an invitation if someone is willing to join the board instead of Simone.

~ It was reminded that the members should get the information 3 months in advance, if there is an issue to be decided and voted for during the GA.

Action: Angelique, Pat

4. EAC meeting September 2013

The topic was postponed to the next board meeting, due to the absence of Sylvia.

5. Symposium and GA April 2014 in Prague

~ Daniela informed board members about the final preparations of the website and 2nd announcement.

~ The conclusions of the meeting with the organizational committee on 28th October about the timing of GA and good ways of communication between the board and the OC were reminded.

~ The board members need to specify the date of arrival for the GA in order to book the hotel in advance. Daniela will send an e-mail.

Action: Daniela

6. Document to inform new members about PCE Europe

~ The document was agreed with the suggested changes. Daniela will put it on the website together with the document on "How to become a member" prepared by Angelique and revised by Clair. Angelique will send the document to Daniela.

~ Some minor changes on the membership webpage were discussed, e.g. the headings of paragraphs, with the information for new members in the bottom of the webpage.

Action: Angelique & Daniela

7. Certificate committee

Daniela will contact Sylvia about the certificate for the Hungarian Association that needs to be sent.

Action: Daniela, Sylvia

8. Others

~ In order to be more transparent, it was agreed that in the January 2014 meeting the board will discuss a more detailed description of the individual functions of the board members to be published on the website. Angelique will write a draft description and send it out the board members.

Action: Angelique

Date and time of next meeting:

Wednesday 11th December 2013, 18hrs European time.