

PCE Europe board meeting minutes 19th June 2013

Present: Sylvia Rasch-Owald, Clair Higgon, Pat Helsen, Simone Anderhub, Angelique Timmerman, Daniela Siffelová

1. Welcome and taking the minutes
Minutes were prepared by Clair, the connection for the meeting was very poor with board members unable to maintain connections.
2. Minutes board May 2013
The minutes were agreed.
3. GA in Prague, April 2014
Daniela and Willi prepared a paper on proposals and questions about PCE Europe General Assembly and Symposium.
Discussion items from the proposal:
 - (a) **PCE Europe General Assembly date:** Saturday 26th of April 2014
 - (b) **Proposed Symposium dates:** Friday 25th to Sunday 27th
 - (c) **Title of the Symposium** – there was some initial discussion on what to call the symposium.
 - (d) **Speakers committee** – suggestion for members and one board delegate. Clair agreed to do this and will make contact with Gerhard Stumm.
 - (e) **Organisational committee** will be arranged by local people at present Sheila Haugh, Daniela and Willi.
 - (f) **Symposium Website** shall be a part of the PCE Europe website.
 - (g) **Rooms for the symposium** – we have enough rooms for lectures and workshops, most of them for free.
 - (h) **Translation** – Prices for translation will be researched.
 - (i) **Contact with WAPCEPC** - Clair will contact the chair of WAPCEPC to request that they advertise and promote the symposium and GA.
 - (j) **Contact with Czech institutes** - the organizing committee will send a mail to the Czech institutes and invite them to cooperate – this mail will be submitted for agreement to the board.
 - (k) **Account** – It was suggested that using the PCE Europe account for delegates to pay may be easier than the University finance system.
 - (l) **Costs** – There will be costs for the hire of the large lecture theatre space.
 - (m) **Accommodation** – Good quality accommodation has been secured.

The following agenda items were not able to be discussed due to poor connection and time constraints.

4. Certificate handling process/ labels certificates:
Time frame for application process
Contact with the Certificate Committee
Wording on the website
5. Direct contact membership
6. Role for Annie Thompson (BAPCA)

7. Date proposal board meetings 2013:

- 17th of July
- 18th of September
- 16th of October (instead of the 23rd)
- 13th of November (instead of the 20th)
- 11th of December

Date and time of next meeting:

Wednesday 17th July 2013, 18hrs European time.