

## **PCE Europe board meeting minutes 12<sup>th</sup> March 2014.**

**Present:** Daniela Roes Siffelová, Pat Helsen, Clair Higgon, Sylvia Rasch-Owald, Angelique Timmerman

**Apologies:** Simone Anderhub,

### **1. Welcome and taking the minutes**

Minutes taken by Clair.

### **2. Minutes board February 2014**

The minutes of the meeting held on 19<sup>th</sup> February 2014 were agreed with the minor amendments by Angelique and corrections to spelling of names.

### **3. GA April 2014.**

#### Shape of PCE Europe options paper

The wording of some of the options on the paper were discussed and removal of the words ' withdrawal' changed to ' consider of membership'. A few additional sentences need to be added to outline that the discussion of the paper is twofold , financial and future of PCE Europe's capacity to represent the membership meaningfully.

Angelique will make the adjustments and liaise with Pat to send to member organisations.

**Action: Angelique, & Pat**

#### Final Agenda and board activities.

The final agenda to be sent to member organisations was agreed and will be sent to member organisations.

**Action: Angelique & Pat**

It was decided that the board would produce a report on board activities to present at the GA and this did not need to be circulated prior.

**Action: Angelique**

### **4. Financial Report**

#### Missing information from members on payments/ possible solutions.

Clair reported that there were a few members that had not paid for the 2013 – 2014 fee.

There are problems regarding who the payments had come from and the purpose of the payment. After discussion with the bank it is clear that only limited information can be placed on the online account. Clair is in contact with Di English to find out what additional information comes with the bank statements and in the letters informing her of payments made.

**Action: Clair & Di**

Having accurate information on the person that will make a payment on behalf of the organisation and membership numbers would be of benefit to the

accounting. Angelique will draft an email for Pat to send out with the final agenda and papers.

**Action: Angelique & Pat**

Letter reminder for 2014 payments.

Clair has drafted a letter to go out with the invoice for payments for membership. Angelique will make some minor amendments to the letter.

**Action: Angelique , Clair &**

**Di**

**5. Symposium in Prague**

Daniela gave the meeting information that 160 people from 20 countries had now registered for the Symposium.

The workshops and presentations had now been agreed and abstracts were now available on the web site.

Information on how to get to the Symposium will also be posted on the web site.

Daniela will send an updated list of those registered to the board.

**Action: Daniela**

Encounter/community group or workshop from PCE Europe board

Community group space has now been identified.

The board discussed the possibility of holding a discussion forum or workshop. It was agreed that in principle it was a good idea and that due to personal time constraints it would be difficult to find the time to put something worthwhile together.

Joining with the activities offered and networking throughout the symposium was felt to be a realistic way forward.

Daniela will convey this to the Organising committee

**Action: Daniela**

**6. EAC Website.**

It was noted that the board had attempted to access the web site to view the information held there but could not find it. Clair had emailed the webmaster to ask for access.

**7. Certificate committee**

There is no news from the certificate committee. Sylvia noted that she had been contacted by two people who had made an application and payment some time ago and had not yet received the certificate. Sylvia will contact the Certificate Committee to see what was happening.

**Action: Sylvia**

**8. AOCB**

There has been a confused request from a Greek organisation regarding EAP validation. Sylvia will follow it up

**Action: Sylvia**

Angelique requested that board members fill in the sheet that outlines the tasks that each board member undertakes.

**Action: All**

Date and time of next meeting: Wednesday 16<sup>th</sup> April 2014, 18hrs European time.