

Minutes PCE Board Meeting – Skype
Monday 14th March 2016 (18:00 EU – 5pm GB)

Those present: *Angelique T., Clair H., Daniela R., Sylvia RO*

Apologies: *None*

Chair: *Angelique*

Minutes: *Clair*

1. Community Check-in

Daniela had a short time to be present at the meeting so we went straight to business

2. Minutes of the Meeting (22nd February 2016) were agreed.

3. General Assembly

The board will discuss the time available for each agenda item at the personal board meeting prior to the GA.

- Number of delegates present

At this time only a few people have indicated their attendance or sent apologies. The deadline for the questionnaire is end of March so expect that people will let us know when they return the information requested. Daniela will compile a list of those attending and circulate to the rest of the board.

Action: Daniela

- Report on the activities of the board

Angelique will prepare an over view of the activities of the board to present at the GA

Clair will present her finance report

Daniela will inform the board about the changes to the website and seek feedback on the communication on her role as PR.

Sylvia will present information on the certificates.

- Questionnaire to members

Daniela will collate the information received and prepare a paper and /or a presentation on the information gathered

Action: Daniela

- Invitation WAPCEPC delegate

Angelique has been in correspondence with Tricia McCann and Greet Vanaerschot. It is hoped that Greet can join us. It was noted that Elektra will be present at the GA. Nearer the time Angelique will liaise with WAPCEPC to ask what issues they would like to present to the GA

Action: Angelique

- **List with contact and travel details.**

Board members will email Daniela with their travel and contact detail.

Daniela will make a document to circulate to the organising committee and other board members.

Action: Daniela

4. Candidates for board membership

Sandra (from France) has not yet been back in touch with any suggestion for someone who may be willing to candidate. Daniela may see her soon and will update us.

5. AOCB:

Letter for membership renewal

Clair has sent the letter to Di who has sent it to member organisations.

Certificates for Symposium attendance.

Sylvia will send Angelique's electronic signature to Daniela and Daniela will write to Fabienne with a copy of PCE Europe logo and Angelique's electronic signature

Availability before the GA

Clair informed the board that she would not be able to respond to emails after the evening of 6th April

Next board meeting:

Friday 15th April 2016 at 10am