

Minutes of the board meeting held 4th July 2019 Manchester UK

1: Welcome from president. Good to see so many people present!

2: Apologies

Chaosheng Zhang

Dan Middleton

Adipo Osano

Bob Finkelman

3: Attendees

Michael Watts

Anthea Brown

Sanja Potgieter

Alex Stewart

Andrew Hursthouse

Ariadne Argyraki

Paula Marinho

Jane Entwistle

Olivier Humphreys

Gillian Gibson

Akinade Olatunge

Ofelia Morton

Keith Torrance

Taicheng An

Xia Huo

4: Minutes of the previous meeting were approved.

6: Review of the conference

Better guidance is required for those holding the meeting. Although there is guidance on the website, it isn't sufficient. The info required is not limited just to the conference organisers. General feeling was for the following :

a) better guidance required for student posters. This can be an article to go on the SEGH website.

b) reduce the number of keynote speakers, as the cost is too great.

c) allow extra time for networking

d) slides from presenters need to be received in advance of the conference to enable efficient loading

e) flash sessions would be better at the end of both morning and afternoon sessions

f) posters need to be kept on display. They need to be badged at the beginning to identify those which are to be evaluated

g) the board meeting should be integrated into the programme: ideally, the day before the conference starts.

h) a longer time allocation required for the ECR lunch

i) possible integration of workshops- this used to be the case. Reintroduce them?

j) funding and sponsorship: the board was reminded that the conference is the only income received for the Society. It is imperative that the conference

generates income, not just a break -even. Sponsorship has been good for some events - we need to nurture these sponsors, and ensure that they are given timely advice of upcoming activities.

7: Future conference venues

Kenya will host the conference in 2020

Mexico is considering 2021, but will need help to make this happen

China will host a conference in October. (As per bid for 2020 main conference, but holding later in the year. There is sufficient capacity within Asia to justify this)

Portugal may go ahead as a shorter conference.

No decision for 2022, which is an anniversary year.

8: Editorial Board

Michael will speak to Sher, and revitalise and renew the list of those who are on the board, to have a broader representation of SEGH (it is our journal after all!)

Existing members of the board who have been inactive for a year or more will be removed.

9: Fellows and conference activity.

Those present who are Fellows indicated that they had spoken with new members, and encouraged them to stay in contact. Also to indicate that the journal is influential, and persuade them to publish there.

Some invites to Fellows have not been received, or have not responded. GG is still pursuing them. One refusal has been received.

10: Review of success and expansion of ECR group.

OH reported that the group had not started terribly well. However, a recent phone conference had helped. The role of the group needs to be explained more clearly twenty people had attended the lunch in Manchester Again, greater clarity required for the conference attendees, so that they know what it is for, and their eligibility to attend.

OH is taking a lead. Email list has been developed, the calls will be more regular, and active. Three tasks for the next year: develop web site and feed into it; develop social media; increase contact. Intend to develop an ECR page for the web site. The ECR group to write a paper with help from mentors.

Suggested a web page called 'how to attend a conference' as some people seem not to know what is expected of them, nor how to engage.

11: Finance

We are still in a precarious position. Income from conferences again discussed. GG indicated that it is imperative that sufficient funds should be available to enable president to travel to conferences. Thanks to AG for funding AH trip to Greece, to enable SEGH to be promoted.

Income from conferences needs to go through SEGH, not host, in order to ensure that payments are made to the society in a timely manner, and in the right currency/correct conversion rate. This also enables us to keep track of people who are genuinely members and those who are not.

Suggestion from Aki to increase cost to established members to £30.00.
Discussed and accepted.

ACTION: Africa members to be reviewed and invited to pay higher fee.

12: Activity against Business plan/KPIs.

ECRs remaining paying members **Currently, all remain paid up.**

Increase in pool of mentors **We have three new mentors from the Fellows allocation**

ECRs creating active networks **This is in progress- Olivier and Dan to talk us through process**

Number of Fellows elected **of the initial invite of 25, 18 formally accepted, one actively declined, six have been difficult to contact but we will continue to pursue this. We have three members who have re-joined, four who have accepted but not yet paid, and the rest were already active members.**

Fellows continuing to provide active support to SEGH

Fellows attending conferences **How many do we have ?**

Fellows driving new ECRs to engage.

Webmaster role re-allocated. **Done**

Number of new articles on the website. **Slow trickle**

Twitter/Yammer/ Facebook actively engages potential members.

Slide deck prepared **Done**

Evidence of growing membership across the globe independently of international conferences

Number of organisations sharing an SEGH platform increases. **SEGH and UGA now affiliated. Also see separate offering to be discussed at board meeting, for IAIA**

Number of ECRs engaged in carrying out reviews ?

Change in membership of board is regular and relevant **For discussion**

Reviewer profiles are added to the website (and old ones removed correspondingly) ?

Number of papers published through EGAH which have clear collaboration.

Collaborative papers being given at conference

The board make-up was discussed. We have several co-opted members. We need to see them be translated into active members, and put themselves forwards for election. If they do not take an active part within the first twelve months, they will be asked to withdraw. The regions need to be able to develop, ideally to hold 'local' meetings of perhaps a day or so.

ACTION: GG to review constitution – can we increase the number of elected reps in regions?

All board members should have roles, no 'free riders'. There are ToR or board members, they should be adhering to this.

Discussed offering made by IAIA for affiliation with SEGH. Proposal was circulated in advance: possible paper, but the time frame was too short. Support SEGH supported day in Seville in March. This did not seem to engender much enthusiasm. Work in progress.

13: Website

OH has been allocated role of webmaster. It is hoped that he will be able to rebuild the site, in order to enable articles to be uploaded more easily. The quote to do it which had been received from external provider is £7000. We do not have that money in the funds. Viewings of website are increasing.

AOB:

Charitable status:- is it worth revisiting? Keep under review.

Meeting closed at 19.59.

Agenda for the board meeting Thursday 4th July 2019 18.00 UK time (GMT+1)

1. Welcome
2. Apologies
3. Attendees
4. Minutes of the last full meeting (April attached, and also June.)
5. Matters arising: see below.
6. Manchester Conference: review, lessons learned.
7. Review of proposed conference venues
8. Editorial board
- 9: Review of Fellows: engagement at conference
10. Review of success/ changes needed for ECRs.
11. Finance
12. Business plan
12. Website
11. AOB.

Actions from April 2019-06-17

identifier	Action	Owner	completed
Matters arising	Outstanding request for material for web site	Everyone This has already been elevated to red status.	No. Only a few pieces received.
Item 1 business plan	ECRs to be proposed from all regions	All regional representatives.	No. None received
Ditto	ECRs to develop piece supported by members of	JE MW GG	Underway.

	board		
Item 2 business plan	All invited fellows to be contacted by letter	GG	yes
Ditto	Pen profiles of fellows accepting the invite to be collated for conference	GG	yes
Item 4 of business plan	Prepare a slide deck which can be used by all at conferences etc.	AH	Yes. Used in Greece. Successful.
Agenda item 9	All members to receive email reminding them to renew	AB	?