Minutes of the 20th meeting of the Association Executive Committee
Dublin, Ireland: 7-9 June 2011

Present: Christine Roland-Lévy [Past-President], Nanny Hartsmar [President-Elect], Anne-Marie Van den dries [Treasurer], Nathan Fretwell, Susana Gonçalves [Secretary], Marta Fülöp [Research & Publications Officer], Riitta Korhonen, Beata Krzywosz-Rynkiewicz, Peter Cunningham, Teresa Carbajo Garcia [minutes]

20.1 Apologies

Julie Spinthourakis was unable to attend the meeting and Nanny Hartsmar chaired the meeting instead. Marta Fülöp was absent for parts of the meeting while meeting with the Research Working Group. Nathan Fretwell attended the Finance discussion only.

20.2 Chair's announcements

None

20.3 Minutes of the 19th meeting in Helsinki and matters arising

After minor corrections the minutes of the nineteenth meeting of the Association Executive were accepted as a true record of the meeting held in Helsinki in February 2011. All action points were undertaken or will be covered by the current meeting's agenda:

20.4 Arrangements for Dublin AGA

In Julie Spinthourakis' absence the AGA will be chaired by Christine Roland-Lévy who has received the details on the elections and finances and will prepare the proposals for next year with the help of Nanny Hartsmar

20.5 Elections

Julie Spinthourakis has sent a notification of the results that will be announced at the AGA. Due to a mistake on the wording of the electoral papers, three members were elected for two posts. Riitta Korhonen has not been elected and the EC would like to thank her for her contribution to the work of the EC and in particular for her photographical record of CiCe and CiCeA in the past years.

Of the elected candidates, it was agreed that the two most voted will take up their seat in the EC. These are Beata Krzywosz-Rynkiewicz, who has been re elected and Chris Gifford, from Huddersfield University, UK. Sandra Rone, the third most voted candidate will be kept as reserve. Marta Fülöp has been independently re-elected on her role as Research & Publications Officer. **Action:** The mistake in the wording will be explained at the AGA and a proposal will be put forward to accept / reject the EC decision. Julie Spinthourakis will contact the unsuccessful candidates.

Anne-Marie Van den dries's role as Treasurer will come up for election in October at the end of her term. It was agreed to postpone the appointment of the Treasurer until Paris, when the full EC will be present and also to allow time for reflection. A name will be put forward in Paris for election on an online AGA.

It was noted that Christine Roland-Lévy will cease to be Past President when the President Elect becomes President in October 2012.

20.6 Roles and Responsibilities of EC Members and CiCea Admin Staff

It was decided that it was imperative to prepare a breakdown of tasks/ roles for the EC and the admin staff in view of the increased costs. Nathan presented a list of tasks and suggestions to streamlining the admin work. **Action:** Nathan will send a list of task he currently does for the EC to identify which ones can be taken over by the EC

20.7 Report from Review Committee on papers submitted for 2010 OPA

The Outstanding Paper Award, formed by Christine Roland-Lévy, Anne-Marie Van den dries and Marta Fülöp reported back on their decision to award the OPA to the paper presented by Elisabeth Nasman and Maria Ericksson.. **Action:** Julie Spinthourakis and Marta Fülöp will contact the winners after Christine Roland-Lévy makes the announcement at the AGA.

It was agreed that for the next year, the Committee will inform the EC of their decision before the meeting, so that a certificate and formal letter are sent out and received by the winners in advance of the announcement.

It was also agree to award Alistair Ross a Outstanding achievement award.

20.8 Membership Update and discussion

The Membership report shows that the loss in members seems to be due to individual members opting for Institutional membership instead. The Association increased its membership with 27 new members in 2010. The figures are good if not as dynamic as they could be whished for. **Action:** It was agreed to send letters to all members stating the benefits of the Association and to explore the possibility of joining forces with CitizEd to increase membership.

20.9 Finances

Following the report from Anne-Marie Van den dries on the finances, Nathan Fretwell presented the breakdown of the administrative costs. It was decided to consider the following points to reduce costs:

- Reduce to one copy of the journal only, per issue, the allocation to institutional members.
- Raise Fees (to be discussed at the AGM)
- Nathan Fretwell to investigate how much we will save on postage and publishing costs.
- Julie Spinthourakis to send out letters to those individuals and institutions that have not renewed in the current year. Julie Spinthourakis to provide template letters for

this end. Nanny Hartsmar to write to Julie Spinthourakis regarding this. The templates are to be provided before Paris so that they can be discussed at the Paris meeting.

- Nathan Fretwell to investigate how much it costs for Intellect to post issues of the journal directly.

20.10 Research grant

The details of the award will be announced at the AGA. The awardees will be asked to contact Nathan with their bank details to receive the grant. Last year's research grant has not yet been paid. Nathan Fretwell to ensure that Ulla Lundgren receives the fee when requested and that the amount is a conversion of €1500. Recipient is to pick up any association bank charges.

20.11 Research Centre Network

The Research Centre Network is not being used as much as it could. Christine Roland-Lévy and Peter Cunningham reported on the possibility of the Reims and London centres being closed following internal restructuring at their institutions. **Action:** To improve use of the Research Centres it was agreed to send information to all members of the teacher mobility grants programmes that can be used to fund stays at the centres. It was also agreed to investigate the possibility of arranging thematic workshops and seminars and invite CiCeA members to attend via the Erasmus agreements between universities.

20.12 Newsletter

To ensure the quality and accuracy of the newsletters all EC members are asked to read and comment on the circulated drafts as soon as possible.

20.13 Website

Progress on the website has been delayed due to ill health but all materials should be updated in the next couple of weeks. Action: Julie Spinthourakis, Anne-Marie Van den dries and Susana Gonçalves to revise existing materials and remove any out of date documents.

20.14 Journal

Nanny Hartsmar suggested making changes to the cover of the journal to make it easier to read on the shelf, although this may not be possible as the design may be fixed. It was agreed to also call Intellect attention to the varying internal layout of the articles, which makes it look untidy at times. **Action:** Peter Cunningham to find out from Intellect of any scope for design modification.

The next special issue of the journal will be by Alistair Ross. It was agreed to prepare a submission for a special CiCeA issue of the journal, which typically needs one of two year's notice and preparation and in general to encourage CiCeA members to submit papers to the journal. **Action:** Themes and contributors to be circulated for discussion at the next meeting in Paris.

It was agreed to contact Ian Davies to find out how to publish an insert for CiCeA in the journal. **Action:** Peter to contact Ian Davies

20.15 CitizED, York (UK), 24-26 May 2012
The next CitizED conference will take place in York (UK), 24-26 May 2012. If the CiCe bid is not funded, attendance to the conference will not be funded.

20.16 Any other business

20.16.1 EC Meeting in Paris
The Paris meeting will take place on Tuesday, Wednesday and Thursday morning. Agendas will be circulated shortly.

20.16.2 Rota for CiCeA desk
Nathan will be manning the desk on Friday and if available EC members will take turns to maintain the desk on the Thursday afternoon and Saturday morning.

20.16.3 School Visits
The School visit will take place on Friday morning and places have been allocated already.

20.16.4 Procedures of the Association

20.16.5 Google Calendar
Teresa Carbajo Garcia will set up a Google calendar and will present its functionalities in Paris.

20.16.6 *Overview of Administrative Work by Nathan Fretwell*

The Admin office at London met carries out a number of tasks for the Association:
At present the Association pays for 28 days of administrative support to IPSE per year.

1 - General Administration of the Association:
Invoicing:
This involves preparation and mailing of individual invoices. Most invoices are sent in September (those for renewal invoices) and October (for new subscriptions) although new members can and do join throughout the year.
This should take 2.5 days over the two months, although it can be more time consuming as all invoices have to be prepared and emailed individually depending on the different cost bands.

Payments:
Monitoring and recording monies received and sending out receipts. Again, this is a very time consuming task owing to the sometimes incomplete information on the remittals and the fact that all receipts are individually made.

2 - Journal:
Mailing of the Journal
Although time consuming it is may not be cheaper/possible to ask Intellect to post the journal from their end. In the last year the Association paid for 200 copies of which 170 were posted. Contractually the Association buys a minimum 70 copies with CitizEd receiving another 30, plus an extra number that are bought on top of that.

Editorial Work
At present Nathan assures the bulk of the editorial work. This has escalated of late and is one of the main costs on the Association. It may be taken up by the CitizeD and CiCeA board

2 – End of the year / Financial reporting
Time consuming but difficult to delegate as the files are all kept in London and remote access to the bank is not straightforward. Nathan is happy to assure most of the reporting on behalf of the treasurer.

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