

HOPE BOARD MEETING-MINUTES

Vienna May 9th 2016 Kardinal Konig Haus

Item	Task	Responsibility	Time
1	Opening and Welcome Welcome made by the President, Jan Haverkate.	President	
1.1	Apologies No apologies Present: Jan Haverkate President (JH) Anja de Jong Vice-President (AdeJ) Robert Kirsch Treasurer (RK) Marie Sherlock Secretary (MS) Monika Almassy (MA) Katarzyna Wilucka-Haczkowska (KW-H)		
2	Formalities of Vienna Meeting	President	

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2.1	<p>Appoint a Chairperson and Minutes Secretary, and seek permission to record the meeting.</p> <p>Jan Haverkate HOPE president appointed as chairperson, with Marie Sherlock appointed as secretary.</p>		
2.2	<p>Approve Agenda & Timetable</p> <p>Monday 9th May Session 1: 09.30-12.30</p> <p>Friday 13th Session 2: 14.00-16.00</p>		
	<p>Agenda approved.</p>		
2.3	<p>Matters Arising</p> <p>None</p>		
3	<p>Previous Board Meeting</p>	Secretary	
3.1	<p>Minutes of last meeting in Deal UK, 8th & 9th October 2015.</p> <p>Minutes approved by the Board.</p>		
3.2	<p>Matters Arising</p> <p>None</p>		

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4	Correspondence	Secretary	
4.1	Read, Distribute and Respond where necessary		
4.2	The Report made by the HOPE Ambassador on his meeting with representatives of Hospital Educators in Romania, the Ministry of Education in Romania, and medical representatives from the children's' hospitals in Bucharest. Also sent by email to the Board.		
4.3	All correspondence seen prior to meeting and agreed.		
4.31	Matters Arising None		
5	Finance	Treasurer	
5.1	<p>Treasurer's Report</p> <p>Robert Kirsch created a PowerPoint describing the financial activities during the past year.</p> <p>This presentation is available on the reserved areas for the Board on the website.</p> <p>Robert Kirsch also described the processes to ensure that there is currently only one HOPE bank account.</p> <p>Following a discussion it was decided that the treasurer will propose to members at the GA in Vienna, that the profits from last year should be divided and added to this year's and next year's budgets rather than putting the sum in a savings account.</p>		

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	See Treasurer's (RK) PowerPoint.		
5.2	<p>Financial Archive</p> <p>The treasurer and president are in discussion during the course of this Congress with the ex-treasurer Maria Schmidt about the transfer of the financial archive and all documentation relating to HOPE.</p> <p>MS described the information about the digital storage space that currently exists on the HOPE website. This space has been created by Fabrizio Mencarini, the webmaster for HOPE and it was proposed that Fabrizio could give the Board a short presentation about how to use this. It is currently uncertain whether Fabrizio can attend the Congress in Vienna. If this is the case Robert Kirsch suggested that Fabrizio be invited to the next board meeting in Poznan in October 2016 to further this discussion, and also as recognition for his very considerable contribution to managing the HOPE website. This was agreed.</p>		
5.5	<p>Matters Arising</p> <p>Invite Fabrizio Mencarini webmaster to the next HOPE Board Meeting in Poznan in October 2016.</p>		
6	Board Activities	President	
6.1	<p>President's Report</p> <p>Initial thanks expressed from all the Board to Jan for his work and negotiations during the preparations for the Congress in Vienna.</p>		

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6.2	<p>Forthcoming Changes to the Board; Treasurer and Secretary</p> <p>MS secretary and RK treasurer are stepping down from the Board. MS outgoing secretary has suggested that Amy Blyth, her colleague from Chelsea Community Hospital School, London, to take over the role of secretary. Amy is attending the Congress, and MS will discuss this role further with her during the course of the Congress. MS has confirmed with the Board that she will be a background presence to support Amy Blyth if she takes over this role.</p> <p>For the role of treasurer the Board agreed that it is necessary to have a replacement treasurer before the end of the Congress. Theodora Armenkova (Bulgaria) was suggested as potential replacement. JH will approach Theodora about this after the CM's meeting, and depending on the outcome RK will be available to provide handover support and back up.</p>		
6.21	<p>Matters Arising</p> <p>Amy Blyth (UK) and Theodora Armenkova will be approached about joining the Board of HOPE.</p>		
7	HOPE Membership	President	
7.1	<p>How to pay memberships fees during future congresses?</p> <p>A discussion was had about the payment of membership fees during a Congress year. Historically this has caused some confusion as in years when there is not a Congress fees are usually collected by the individual CM for each country; however during Congress years organising teams have sometimes collected the membership fee as part of the Congress fee.</p>		
7.12	Matters Arising		

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	Request for the Poznan Congress organizing team to consider this point and ensure a clear system is decided in advance. RK treasurer and KW-H as part of the Poznan organizing team will discuss independently and implement the best option during the Poznan Congress.		
7.2	Can you attend a Congress under an organisation membership? Clarification was sought on this matter and the outcome is yes an individual can attend, however that attendee will only have one vote for that organisation.		
7.21	Matters Arising None		
8	Re-establishing HOPE's status as an INGO under the Council Of Europe's legislation	President	
8.1	Feedback from meetings with President of ENOC. The Ombudsperson for ENOC, Marc Dullaert has had to step down from his role. This happened at the beginning of April 2016. During earlier communications between JH and Marc Dulleart, HOPE had been invited to the ENOC conference in Vilnius in September 2016.	President	
8.12	Matters Arising JH will continue to attempt to get an update from the new Ombudsperson. JH will also establish if the invitation to the ENOC Conference in Vilnius in September 2016 is still a possibility.		
8.2	Feedback from research into membership of the Council Of Europe	Treasurer	

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	RK explained that through personal contact to the president of The Council Of Europe and has sent an introductory email to this person. A reply is pending.		
8.21	Matters Arising RK to forward these contact details and initial email to JH to follow up.		
9	STATUTES & INTERNAL REGULATIONS	President	
9.1	<p>Countries which do not have a CM, only a CP (Contact Person). Can we develop an agreement for this situation to be accommodated for one night in the same way as during a HOPE Congress?</p> <p>RK described that from the perspective of the treasurer of HOPE it is often not clear when a person is a contact person (CP) or a committee member (CM). Historically there has been some ambiguity confirming this role. This was clarified by JH and AdeJ. RK went on to identify the following important consideration; that it is necessary to maintain an updated list of CMs and CPs. By doing this a CM can be asked annually if they are still interested in the role of the CM. This will ensure that the minimum tasks of membership fee collection and communication can be undertaken. RK also expressed some concern with regard to the current arrangement of a CM having access to the CM's mailing list.</p> <p>The Board also discussed the advantages of allowing a CP to have the same financial support to attend a CM's meeting during a Congress.</p>	Treasurer	
9.12	Matters Arising		

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	<p>JH to discuss access rights to the CM's mailing list with the relevant people during the course of the Congress week.</p> <p>It is also agreed that a contact person can have the same accommodation rights as a CM during a congress.</p>		
9.2	<p>Policy for Internal Regulations for HOPE</p> <p>A policy for reviewing the Internal Regulations proposed by JH prior to meeting was discussed and agreed by the Board.</p>	President	
9.21	<p>Matters Arising</p> <p>Policy to be presented to members at GA for vote.</p>		
10	Vienna Congress May 2016	President	
10.1	A discussion happened which identified factors for consideration for next Congress in Poznan.		
10.2	<p>Matters Arising</p> <p>Poznan organizing team to ensure that venue can accommodate all participants who potentially wish to attend.</p>		
11	HOPE Membership	Vice-President	

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11.1	<p>Update from AdeJ on the proposed design for the new HOPE membership cards.</p> <p>RK suggested discussing with the next treasurer the need to establish a clear system to identify current memberships. He explained that he felt there needed to be clear communication lines within the structure of HOPE between the relevant members of the CMs, BMs and webmaster. This will provide clarity and ensure that people who manage the memberships can do so effectively, and that members have the appropriate access rights.</p> <p>This needs to be on the agenda for the next Board Meeting, in discussion with Fabrizioo.</p>		
11.2	<p>Matters Arising</p> <p>AdeJ will pilot new membership cards in The Netherlands.</p>		
12	Newsletter	Monika Almassy	
12.1	<p>Thanks given to MA from all members of the Board for the production of newsletters during the past year.</p> <p>RK suggested that the newsletter prior to a Congress should not contain all the reports and agendas as we are required by the HOPE Statutes. He suggested that the necessary documents should be referred to within the Newsletter and readers directed to the website, and that the newsletter should primarily focus on projects that are happening within school and education settings.</p>		
12.2	Matters Arising		

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	<p>Three newsletters agreed each year in April, September and December. The September newsletter will be a review of the Congress in Vienna.</p> <p>It was agreed that by the Board to be unnecessary to print the minutes and GA agendas in the ultimate newsletter before a Congress. It was suggested that instead members can be directed to the HOPE website where these documents will be available.</p>		
13	<p>HOPE Congress in Poznan Update</p> <p>So far, there have been meetings with the officials in the City Hall of Poznan. Together with them we have recorded a video clip promoting the event. Work has already been done in identifying a suitable Congress venue and accommodation. Also the Poznan organising team will hire an event management company to deal with the organisational aspects of the Congress.</p> <p>As for the promotion of the event itself, the Mayor suggested that the information about the Congress should be put on the official Poznan website with a link to the Polish HOPE congress page. Other ideas discussed were arranging with a taxi company to provide special discounts for congress participants travelling to and from the airport and around the city. In addition the Poznan organising team have had meetings with Polish HOPE members to create a network of people who will be involved in congress preparations.</p> <p>The proposed dates for the Congress are 15-18 May 2018</p> <p>The current working title for the Congress is “Hospital school as an element of equal education-preventing exclusion of children and their families affected by an illness”.</p>	Katarzyna Wilucka-Haczkowska	
13.1	Matters Arising		

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	To provide frequent updates on progress to the Board.		
14	Report of the HOPE Ambassador	President	
14.1	<p>The Hope Ambassador decided that he would not attend the Congress in Vienna due to the limited spaces available.</p> <p>The Ambassador has previously provided a report on the collaborative work that he has undertaken to support the teachers in Romanian supporting the development of a policy for teachers there. See report on HOPE Website.</p>		
14.2	<p>Matters Arising</p> <p>None</p>		
15	Workshops	Moni Almassy	
15.1	<p>There are five workshops:</p> <ul style="list-style-type: none"> • LeHo Project • Map of Hope • Website Review • Hope Facebook • The Hope Charter <p>A brief update will be given during the CM meeting by each workshop leader and also during the GA.</p>		

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15.12	Matters Arising None		
15.2	<p>Transparency for the activities of the Workshops:</p> <p>There are now 22 translated versions of the Charter of HOPE on the website. JH has asked if there is any visible result from The Map of HOPE Workshop. This could not be confirmed by the Board members present. JH has suggested that even when work is under construction it should be clearly available. MA believes it is and will identify and inform.</p>	President	
15.21	<p>Matters Arising</p> <p>MA to identify and inform members of the location within the HOPE website of The Map of HOPE workshop.</p>		
16	Gifts for organising team from Austria at the GA	President	
16.1	JH proposed to provide umbrellas, wine and flowers for the Viennese organising team. This was agreed		
16.12	<p>Matters Arising</p> <p>AdeJ to arrange buying the flowers.</p>		
17	Date and Location of Next Board Meeting	President	

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17.1	As the Poznan officials would like to meet with the Board of HOPE, it was suggested that the next Board meeting be held there in October 2016.		
17.12	Matters Arising Date to be confirmed at meeting after GA.		
18	Any Other Business	Secretary	
18.1	AdeJ asked when the topic of the Congress in 2020 could be introduced. It was agreed to do this during the CM's meeting. Applications will be invited from the CMs. MA suggested we talk together as a Board, prior to the CM's meeting about what we think the requirements for an honorary membership. MA identified that the last honorary memberships were issued in 2000. The Board agreed to ask the CM's if they have proposals and ideas about the criteria for this topic.		
18.12	Matters Arising To invite CMs to consider the following during the CM's meeting: <ul style="list-style-type: none"> • if their national HOPE network could host the Congress in 2020 • the criteria for honorary membership AdeJ and JH will arrange the selling of HOPE merchandise during the Congress.		

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	JH will ensure that voting cards are available for GA.		
19	Closing of Board Meeting	President	
19.1	Reviewed and agreed minutes, decisions and conclusions.	Secretary	
19.12	Matters Arising Meeting closed at 12.40		
	Meeting with new Board on Friday 13th May		
	Board Members Present		
	Present: Jan Haverkate President (JH) Anja de Jong Vice-President (AdeJ) Robert Kirsch Treasurer (RK) (outgoing) Fergal McNamara Treasurer (FMcN) (new) Marie Sherlock Secretary (MS) (outgoing)		

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22.1	Agreed that board should check Belgian legislation on this area and discuss further in Poznan October 2016.		
22.12	AB and MA to contact INGOs regarding their data protection policies.		
23	Representation of non-EU members on HOPE committee		
23.1	There was discussion around representation of non-EU members on HOPE committee. Options are to have one CM per non-EU country, or one CM who represents all non-EU countries.		
23.1	Matters arising To be discussed further in Poznan in October.		
24	Electing committee members		
24.1	Discussion around process for electing committee member for a country and whether this is currently clear enough. Guidelines to be developed clarifying the roles and responsibilities of the CM representative.		
24.12	Matters arising		

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	Include this issue on the agenda for Poznan. Send out list of national members to committee member.		
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