

**Activities of the Board Poznan-Dublin  
October 2016 - March 2017**

- Preparation, proofreading, correction, verification, and submission of HOPE documents/publications via regular mail and on the website:
  - ✓ Newsletter
  - ✓ Agenda and draft minutes for Dublin Board Meeting,
  - ✓ Board Meeting minutes from Poznan,
- Developing a powerpoint presentation “Building a national organization for Hospital Teachers”
- Finishing the publication in the Belgian State Journal of the new Statutes of HOPE.
- Support and communication with members of organizing team for congress in Poznan 2018
- Preparing and participation in Board meeting in Dublin
- Workshop review:
  - ✓ Map of HOPE
  - ✓ HOPE FB
  - ✓ The Rights and Educational Needs of Sick Children and Adolescents
  - ✓ Honorary membership
- Website changes:
  - ✓ Placing membership cards under Board tag
  - ✓ Placing ENOC and Ombudsmen list under CMs
  - ✓ Layout
- Correspondence with CMs and HOPE community
- Completing a set of new pens as HOPE gadgets and developing a list of new promotional items
- Defining tasks of CMs as compulsory and optional, and adjusting Internal Regulations to reflect those changes
- Circulating Data Protection Policy Draft among CMs
- Defining rules and putting forward proposals for honorary membership
- Researching next congress location possibilities
- Review of HOPE flyers
- Meeting with Michel Kleuters about HOPE ambassador’s work in Romania
- Contacting CMs and collection of membership fees for 2017
- Contacting the bank in Luxembourg about authorisation of the HOPE bank account
- Setting up analysed receipts and payments and a budget summary spreadsheet for 2017
- Liaising with webmaster to set up online database of members as part of the website
- Adaptation of the National Organisation for Hospital Teachers PowerPoint presentation.
- Finalising and sending the 2016 accounts to the auditors.