

**Activities of the Board Vienna-Poznan
May 2016 - October 2016**

- Preparation, proofreading, correction, verification, and submission of HOPE documents/publications on the website:
 - ✓ Post congress NL (September)
 - ✓ Agenda and draft minutes for Poznan Board Meeting,
 - ✓ Board Meeting minutes from Vienna,
 - ✓ Committee Meeting minutes from Vienna,
 - ✓ General Assembly minutes from Vienna,
 - ✓ Data Protection Policy

- Support and communication with members of organizing team for congress in Poznan 2018
- Preparing and participation in Board meeting in Poznan
- Takeover of the Treasurer and Secretary's roles by Fergal McNamara and Amy Blyth
- Workshops:
 - ✓ Map of HOPE
 - ✓ HOPE FB
 - ✓ Children's rights
 - ✓ Honorary membership
- Ensuring HOPE ambassador's participation in ENOC conference
- Correspondence with CMs and HOPE community
- Communication with the notary in Belgium, the Belgian Tax Ministry
- Taking over the last part of the financial archive of HOPE
- Development of membership cards
- Outlining/defining tasks of CMs,
- Putting forward new suggestions for HOPE PR materials.