

HOPE CONGRESS 2018 POZNAN

**COMMITTEE MEMBERS' & BOARD MEMBERS' MEETING
AGENDA**

14th May 2018, Barcelona Room, 12.30 -16.00

Item	Task	Member
1.0	Welcome and Opening of the CMtg	President 5 min.
2.0	Suggest Chair Persons for the Meeting	President 2 min.
3.0	Appoint Minute Takers for the Meeting	Chair persons 2 min.
4.0	Apologies (Attendance list)	Chair persons 3 min.
5.0	Welcome to new BMs, CMs, deputy CMs	Chair persons 3 min
6.0	Vienna Congress follow-up - Reflections and Experiences of the organisers - GA Minutes - CMtg Minutes	Brigitte Gruber 10 min.
6.1	Approval of minutes of last Committee Meeting - Possible amendments and vote for approval. The minutes have been published on the CM's area of the website for perusal.	CMs 10 min.
7.0	Ambassador's report Ambassador's report of his activities since the last Committee Member meeting. - ENOC annual Conference in Vilnius - Advisory role (statutes and internal regulations) - Support for 11 th HOPE congress in Poznan	Michel Kleuters 15 min.
8.0	Poznan Congress Update - Latest News - Numbers - Program - Organisation - CM dinner arrangement - School visits	Kasia Wiłucka-Haczkowska 10 min.
Coffee Break		25 min.
9.0	News from the CMs - Developments in countries - Absent CMs - CM vs CP /definition - Bulgaria	CMs 30 min.

	<ul style="list-style-type: none"> - Romania - Norway 	
10.0	Number of HOPE members/memberships <ul style="list-style-type: none"> - Numbers for 2017. - Current numbers. - Global members. - Individual transfers. - Countries that have paid membership fees for 2017 & 2018. - How are the numbers compiled? - Publishing the data on-line. 	Maria Schmidt, Christine Walser, Brigitte Gruber 15 min.
11.0	Raising Awareness <ul style="list-style-type: none"> • Awareness day for Hospital and Home Teaching • Logo of HOPE • Gifts for HOPE • Small Projects Fund of HOPE • Honorary Members of HOPE • Membership cards via CMs • Sending the HOPE Newsletter 	President/ Board members 15 min.
12.0	Mailing List / Website CM page <ul style="list-style-type: none"> - CMs vs. Contact Persons - Mailchimp mailing list - Should the board contact the members directly or only over the CM (in which cases directly and in which over the CM) 	Maria Schmidt, Christine Walser 15 min
13.0	Global Address List <ul style="list-style-type: none"> - Example from the Netherlands - Target groups - Pros and cons and handling 	Jan Haverkate/ Maria Schmidt, Christine Walser, 15 min.
15th May 2018, Barcelona Room, 9.00- 12.00		
14.0	Welcome	Chair persons 3 min
15.0	HOPE Workshops: Workshop 15 / Rights and Educational Needs. Workshop Map of HOPE.	Addie Sierksma Guest speaker 15 min. Maria Schmidt 15 min.
16.0	New Board Members and their functions <u>Treasurer:</u> How does he manage: <ul style="list-style-type: none"> - Online banking? - Savings account? - Who has access / can operate the bank accounts? - In which countries do members pay individually? How many & Why?	CMs 15 min.

	<ul style="list-style-type: none"> - Current status / balance. - Financial reports 2016 & 2017. - Response to e-mails. - Reimbursement for 'extra night' of participating CMs. <p><u>Secretary:</u></p> <ul style="list-style-type: none"> - Introduction. - When did the change take place and why? 	
17.0	Board members: criteria for nomination (e.g. previous experience with HOPE) and process	CMs 15 min.
18.0	Russia: interest to join as new CMs/CPs	Marianthi Papadimitriou 2 min.
19.0	New Internal Regulations of HOPE Debate about various proposed regulations	President /All 35 min.
	Coffee break	15 min.
20.0	Data Protection policy - collection of data, storage, usage, consent, etc	CMs 10 min.
21.0	HOPE website - Modernisation of the website - Regular update of the pages - Content manager named on the HOPE website. - Content from each country - Copyright statement	CMs/Marianthi Papadimitriou Guest: Fabrizio Mercarini 10 min.
21.1	HOPE Facebook site - Data protection issues - Managers named on the HOPE facebook site.	CMs/Theodora Armenkova 10 min.
22.0	Presentations: Scientific journal about hospital teaching. “Well at School” Chelsea Community Hospital School website. “Children with medical needs: What schools and settings need to know” A NASEN guide.	Michele Capurso Guest speaker 15 min. Martin Dixon Maria Marinho Guest speakers 15 min. Marianthi Papadimitriou 5 min
23.0	Any Other Business	
End of Committee Meeting		