**Notes of AFINet Trustees Meeting: 17.40 - 18.50 CET, 15 June 2023**

**Present in Rotterdam:** Gallus Bischof (chair), Jim Orford, Tuuli Pitkänen (notes), Cassandra Bortolon, Anne Whittaker; Dorine Namen, Richard Velleman, Gill Velleman.  
Present in teams: Eileen Farrar, Candice Groenewald, Alicia Ventura (18.13)

Visitors present in Rotterdam: Emmi Kauppila (Finland), Zeliha Yaman (Turkey)  
**Apologies:** Ed Sipler

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| **No** | **Time** | **Item** | **Actions** |
| **1** | **17.25** | **Welcome**  Gallus welcomed everyone to the meeting. First day of the ongoing conference had been very successful.  a. Mins taking – Tuuli (Transcript recording did not work)  b. Mins of Last Meeting  Meeting transcript was enclosed, however, no minutes were available from Alicia V.  c. Update on membership 620 and countries 55 |  |
| **2** | **17.30** | **Trustee Recruitment and current tasks**  **Succession planning & Skills needed/or extra assistance:**   1. Update on asking suggested people  * Six people have been interested and two of them were present in the meeting today. * Emmi Kauppila is ready to be our secretary. * Some tasks that include editing would be good to include English natives (such as webpage, newsletter, twitter…) * We continue to search interested people.  1. Webinars  - Next webinar will be in September.  - Promotion of webinar is important. Eileen is willing to help. 2. Newsletters  - Anne and Eileen will continue, but contributions for content is needed. Participants will be informed and reminded (language help provided for non-natives). 3. Website updates  * Editing has been done by Secretary at moment. We will look for a candidate for updating  1. Finance  * Richard: Need to find out if a non-resident can be signator for an UK bank-account. We might need a vice-treasurer?  1. Tasks of the secretary include Data/Information reports for Trustee and Reminders of Dates/Agenda/Minute taking  * It is good to check what could be done by Emmi and what kind of help will be needed  1. Succession planning for Chair/Treasurer   - Gallus is ready to continue.  - We intent to create a position of vice president up to two positions. If possible, already in the next AGM**.** | **Richard**  **Gallus** |
| **3** | **18.15** | **Book Update: For Information**  Many chapters late, but we are proceeding. | **Gallus** |
| **4** | **17.55** | **Future AFINet projects**  A new book could be done based on the presentations in the conference. Editors would be needed to the editorial group. Aquestion will be asked from the participants – is there interest in writing as well as in publishing and editing. | **All** |
| **5** | **18.10** | **AGM - 14 Sept**   1. Action for meeting/Notice  - Invitation has to be sent out at least one month beforehand. - We will inform about the AGM and tell that people can stand up for Trustees. 2. Further planning of AGM will be done by email**.** | **Gallus** |
| **6** | **18.15** | **Communication Strategy**   1. The Webinar programme already is scheduled until January 2024, Riichard is on contact with other suitable candidates. 2. Newsletter update   – next issue, early July  - The next newsletter will have a new format.  - The chairs have been asked to summarize the main points (250-500 words what did we get out of the session, take home learning points). These reports can be utilized in the next newsletters.   1. We will ask for feedback of the conference with mentimeter. 2. Press releases/Twitter strategy   There is discussion in Twitter and Facebook going on during the conference. This can be gathered and analysed later. | **Richard**  **Eileen**  **Dorine** |
| **7** | **18.25** | **The next Conference**   * Income of this conference would need to be saved for arranging the next conference. * Limited amount of money can be saved on the bank account * Gill had talked to Joel T about hosting the next conference in Quebec, and also a solution to the conference income. There is potential to transfer from Holland to Canada so that the funds can be used for bursaries in 2025. * Discussion about the timing and location of the next conference: face-to-face preferably bi-annually with the option to have virtual conferences every other year. Florien Meulewaeter from Belgium has also offered to host a conference in the future. Gill had talked to Florien but it was looking unlikely. | **Richard** |
| **8** | **18.30** | **Future Dates and Min Taking**  14 Sept 23- Anne. Followed by the AGM.  7 Dec 23 - Candice  14 March 2024 - Eileen  13 June 2024 - Ed  12 September 2024- Alicia  12 December 2024 - Richard |  |
| **9** | **18.45** | **Closing the meeting**  Gallus thanked those in attendance and for their contributions.  Big thanks to Dorine for organizing the conference. Also, special thanks to Eileen, Gill and Richard. And to all of us!  Meeting was closed 18.48. |  |