**Notes of AFINet Trustees Meeting: 14 March 2024**

**Present**: Gallus Bischof (chair), Emmi Kauppila (notes), Cassandra Borges Bortolon, Eileen Farrar, Candice Groenewald, Tuuli Pitkänen, Richard Velleman

**Apologies**: Robert Campbell, Ruth McGovern, Joël Tremblay, Ed Sipler, Alicia Ventura, Anne Whittaker, Zeliha Yaman

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| No | Item | Actions |
| 1 | Minutes of last meeting- agreed |  |
| 2 | **Conferences**1. **2024 Online Conference 19.-20.9.2023.** Submission and registration forms are tested and ready, conference website and flyer progressing. ACTION POINT: Richard and Eileen to inform Paul when conference website is ready to go live; Eileen to finalize the flyer.

Decision was made to move the submission and registration opening to an earlier date. ACTION POINTS: Eileen to announce the early opening and webinar recording availability this week; Richard and Eileen to determine an exact opening date in early April; Eileen to release flyer concurrently with the launch of the conference website.Gallus offered to present new data on the CRAFT either as a member paper or as part of the CRAFT keynote panel. ACTION POINT: Richard to liaise with Ola Siljeholm and Anette Søgaard Nielsen to ask if they are happy to give a joint keynote with Gallus.Special thanks were given to Conference planning group and in particular to Eileen and Gill.1. **2025 Quebec Conference**

An agreement has been made to provide around €10,000 from the Rotterdam conference funds to the Quebec conference organizers, with hopes of reciprocal or greater financial returns. Transferring funds has been problematic due to high bank fees for international transfers. ACTION POINT: Gill to continue negotiations for solution with minimal financial loss.The conference has been rescheduled for June to accommodate all parties. New dates: 11 – 13 June, 10 June training day. | EileenRichardEileenRichardRichardGill |
| 3 | **Status of Book Projects**1. **Springer Book:** Submission process has been completed. The publication process of copy-editing queries and then checking proofs should be completed in time for the book to be published by the date of the Virtual Conference in September. Optimism about securing funding for open access publication. The University of Bath and a UK Research Initiative might contribute significantly to covering the open access costs, potentially up to €15,000. Open access would greatly increase the accessibility and reach of the book. Acknowledgement was given to Gallus for his leadership in guiding the process.
2. **Rotterdam Book:** Contract with the publishers has been finalized, and moving forward with the next steps in the publishing process. ACTION POINT: Candice and Emmi to contact authors on the progress and the next stages soon, aiming to keep everyone informed and engaged with the project.
 | Candice Emmi |
| 4 | **Webinars**1. The webinars are increasingly popular, with the latest session attracting over 70 registrants and 40 attendees. Recognition was given to Eileen and Richard for their excellent organization and sustained success in running these webinars. The sessions continue to be an effective platform for disseminating AFINet-related content. ACTION POINT: the next Webinar is Prof Barbara McCrady (15th May), Gallus offered to advertise this to the members of the German Society for Addiction Psychology. Please can all Trustees also advertise this.
 | Gallus, and all Trustees |
| 5 | **Websites**1. **The website's section summarizing AFINet related activities** Suggestions were made to engage members for updates via simple formats like Google Forms or direct communication. ACTION POINT: Eileen volunteered to take on the task of updating the website to reflect the current state of AFINet's global presence, starting with placing indicators for each country represented by AFINet members.
2. **The list of resources** was acknowledged as potentially non-comprehensive. ACTION POINT: Communications group to develop a set of criteria to guide the inclusion of new resources on the website, aiming to offload some of the responsibilities from Richard and potentially involve more members in content curation. Eileen, Candice and Emmi to work on this.
 | EileenCandiceEmmi |
| 6 | **Any Other Businesses**1. **AFINet visibility**. Discussion about increasing visibility on ORCID, ResearchGate and LinkedIn. ACTION POINT: Richard to explore and potentially apply for AFINet to be registered as an organization on ORCID and ResearchGate, and to consider establishing an AFINet page on LinkedIn.
2. **Discussion for a more defined communications strategy**. ACTION POINT: Eileen, Candice and Emmi agreed to work on this
 | RichardEileenCandiceEmmi |
| 7 | **Dates for next meetings**1. 13 June 2024
2. 12 September 2024
3. 12 December 2024
4. 13 March 2025
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Emmi Kauppila

March 2024