**Notes of AFINet Trustees Meeting: 12 December 2024**

**Present**: Gallus Bischof (chair), Emmi Kauppila (notes), Jacqueline Carhoun, Robert Campbell, Eileen Farrar, Ruth McGovern, Tuuli Pitkänen, Joël Tremblay, Richard Velleman, Anne Whittaker, Zeliha Yaman, Mélissa Côté

**Apologies**: Cassandra Borges Bortolon, Meike Haefker, Candice Groenewald, Ed Sipler, Alicia Ventura

|  |  |  |
| --- | --- | --- |
| No | Item | Actions |
| 1 | Minutes of last meeting– agreed. New co-opted Trustee, Jacqueline Carhoun, welcomed to the team. |  |
| 2 | **Conferences**1. **Online Conference 19.-20 September, 2024**

Overall, the conference was deemed a success, with 95 registrations from 26 countries, positive feedback from participants, and the conference generating a profit of approximately £2 000. Suggestion to start planning for the next online conference at or shortly after the Quebec Conference. Gill Velleman was thanked for her detailed Report.1. **AFINet Open Space** event to encourage members to become more actively involved. To ensure productivity, the event will include a structured format. The possibility of organizing the event twice a year was discussed, along with the idea of hosting sessions in different languages to broaden international participation and inclusivity. For the first Open Space event, the tentative date was set for early April 2025, with outputs potentially presented at the Quebec conference to maintain momentum and facilitate follow-up actions. **ACTION POINT:** Gallus to draft an initial invitation to circulate among trustees for feedback and to be later shared in the Newsletter.
2. **Quebec Conference** **21.-23 May, 2025.**

**The Call for Abstracts** is open, with a submission deadline of January 19, 2025, a potential extension of the deadline possible if needed. An issue with the abstract submission system was raised, where the character limit was incorrectly set at 1,500 characters. **ACTION POINT:** The Quebec Organizing Team will correct the character limit promptly to ensure submissions meet the intended requirements.**Bursaries:** Exact amounts and deadlines for applications were not specified. Bursary support will be allocated based on demonstrated need, with a priority given to participants from LMICs and those without access to institutional funding. **Registration Fees** set at CAD $425 for ‘Early’ AFINet members, CAD $525 for ‘Early’ non-members, with reduced rates for students (CAD $150), local practitioners (CAD $150), and experiential experience participants (CAD $75). Discounts or bursaries will be available for LMIC participants and those without institutional funding. Trustees, keynote speakers, volunteers, and bursary recipients will not be required to pay registration fees. **ACTION POINT:** Quebec Organizing Team to oversee venue logistics, including room arrangements, AV equipment, and catering coordination. It was suggested that the lowest fee (at the moment CAD $75) was set to at least equal the actual cost of food and any other expenses which increase on a per-capita basis), thus ensuring that each person does not create an increasing deficit. **The Draft Programme** remains flexible, with adjustments to be made based on the volume of abstracts received and confirmed speakers. It includes pre-conference workshop, keynote speeches, parallel sessions, and poster presentations over three days.**Budget** was presented with three different estimates to account for low, medium, and high attendance scenarios. Core expenses include translation services, venue costs, lunch, and light refreshments (coffee, tea, and snacks) during breaks. The conference dinner will be charged separately. Participants attending the workshops on the Wednesday will cover their own lunch expenses directly through the venue's catering services. **ACTION POINTS:** Trustees will review and sign off on the budget after final adjustments are made to align with the financial goals and values of AFINet; There will be another meeting in January 21, specifically to discuss the Quebec conference. All Trustees are welcome to join.**Marketing and Communications**: Efforts will focus on social media, newsletters, and outreach to researchers and organizations, particularly in the U.S., Canada, and LMIC regions, to boost participation and highlight bursary opportunities.Universities in England and Scotland have placed strict limits on funding for international travel - this is expected to reduce the number of UK-based participants submitting abstracts or attending the conference.**ACTION POINT:** Quebec Organizing Team to document the procedures and lessons to guide future international conferences. | GallusQuebec organizing teamQuebec Organizing TeamAll TrusteesQuebec OrganizingTeam |
| 3 | **Status of Book Projects** was not discussed. |  |
| 4 | **Webinars** were not discussed. |  |
| 5 | **Communications**1. **Newsletters** The next issue is scheduled for mid-December. ACTION POINTS: Trustees encouraged to submit contributions.
2. Jacqueline is working on creating a section on the AFINet homepage to feature member research or projects and updating the interactive map where members can report their research activities by location.
 | All TrusteesJacqueline |
| 6 | **Dates for next meetings**1. 13 March 2025
2. 12 June 2025
3. 11 September 2025
4. 11 December 2025
 |  |

Emmi Kauppila 2024