**Notes of AFINet Trustees Meeting: 12 March 2025**

**Present**: Gallus Bischof (chair), Emmi Kauppila (notes), Cassandra Borges Bortolon, Jacqueline Carhoun, Robert Campbell, Ruth McGovern, Tuuli Pitkänen, Joël Tremblay, Richard Velleman

**Apologies**: Eileen Farrar, Meike Haefker, Candice Groenewald, Ed Sipler, Alicia Ventura, Anne Whittaker, Zeliha Yaman

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| No | Item | Actions |
| 1 | Minutes of last meeting– agreed. |  |
| 2 | **Events**1. **AFINet Open Space event** coming up in April, with 26 people registered. **ACTION POINTS:** Trustees asked to promote the event within their networks; Emmi to advertise on LinkedIn; Eileen to send a reminder in the next newsletter.
2. A second Open Space targeted at New Zealand and Australia is schedule for May. **ACTION POINT:** Local supporters to promote the event within their networks.
3. **Quebec Conference** **21.-23 May, 2025.**

**Registrations:** 130 inscriptions so far – the goal of reaching 100 participants achieved. The early bird registration deadline extended by two weeks to encourage more sign-ups. A suggestion to offer free inscriptions was discussed - for instance, local clinicians from institutions facing financial difficulties. **ACTION POINT:** Nearly all speakers have confirmed participation but follow-up is needed with those who haven’t completed payment; plan to launch additional publicity for Quebec residents and nearby regions.**Programme: T**he conference is designed to have multiple simultaneous sessions with roughly 20 participants per room.**Technical setup:** A company has been hired to manage the sound and direct translation services, ensuring that sessions are available in several languages. The main room sessions will be video-recorded, and the sessions in the smaller rooms will be recorded in audio format.**Remote participation:** A panel where two speakers are unable to attend in person was discussed. While the conference generally does not enable remote participation, an exception was agreed upon for this case. Given that the panel focuses on LMIC, the importance of having representatives from these regions involved was emphasized. Options such as pre-recorded presentations or allowing live remote participation were considered.**Media and promotion:** Media and outreach plans were discussed. Ideas included organizing a press conference or engaging local media during the event **ACTION POINT:** Developing a media plan (e.g. planning a press conference, targeted outreach, social media promotion).**Photographing** the conference was discussed. to ensure that high-quality images are captured for later use on the website and promotional materials. **ACTION POINT:** Suggestion to designate a student volunteer to take on this responsibility.**Conference budget** has been signed off by a sub-group of Trustees. **ACTION POINT:** An updated conference budget should to be shared with all Trustees.Discussion on a 2027 conference host. **ACTION POINT:** Rob offered to consider potential venues and options. | All TrusteesEmmiEileenRobQuebec Organizing TeamQuebec Organizing TeamQuebec Organizing TeamRob |
| 3 | **Book projects**1. **Springer book:** Proofs have been sent to authors. There is optimism that the book will be published in time for the conference, which would maximize its impact. If the book is ready as planned, it will be promoted during the conference. **ACTION POINT:** Gallus to contact Springer for an updated timeline and to confirm details about the availability of printed copies.
2. **Rotterdam book:** Authors are currently working on revisions from the first round of feedback. The plan is for the book to be published in September.
3. **September book:** Cambridge Scholars Publishing has accepted the book proposal. However, an open access contract—previously hoped for—was not achieved. This has led to considerations for exploring other publishers for future AFINet books.
4. There are no plans to publish a book based on the next conference. Instead, producing a special edition of the journal featuring selected contributions from the event was discussed.
 | Gallus |
| 4 | **Webinars**1. The January webinar was noted for its strong turnout, with 74 registrations reported.
2. The upcoming webinar on maternal alcohol dependence scheduled for the 20th has attracted fewer registrations than usual. In response. **ACTION POINTS:** Additional promotional efforts on LinkedIn.
3. The webinar speakers for the upcoming series have been confirmed until January 2026. Reminders and promotional communications sent by Eileen) will play an important role in sustaining registration and engagement.
 | Emmi |
| 5 | **Website migration**1. Paul is leading the project and is tasked with developing a detailed migration plan, with a target launch by mid-May to coincide with the upcoming conference.
2. Funding for the website migration is short, with only one donation received so far. The plan is to continue seeking donations and prioritize targeted requests for institutional donations—organizations are likely to have unspent funds before the financial year ends. **ACTION POINTS:** Richard volunteered to directly approach well-known individuals who might be in a position to donate. Trustees encouraged to get in touch if they think of any potential donors who could be approached; Eileen and Emmi to continue reminding members via newsletter and LinkedIn.
 | PaulRichardAll TrusteesEileenEmmi |
| 6 | **Dates for next meetings**1. 12 June 2025
2. 11 September 2025
3. 11 December 2025
4. 12 March 2026
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Emmi Kauppila 2025