



## COEHRE Council Meeting Ghent, Belgium 17<sup>th</sup> of April 2018

### 1. Apologies

None

Present: Jennifer Lewis Smith, Jeroen Martens, Attila Dobos, Aija Ahokas, Ester Goutan, Annemie Spooren

### 2. Recap of events since last meeting – future conferences

The Council discussed the possibility of employing an extra member of administrative staff in order to support the Office Manager in some aspects of her work. It was agreed that there was a need initially for 0.2 WTE in the first instance to assist with outward facing duties e.g. liaison and planning of Academy events. It was proposed that this person could be based in Ghent or any member institution using skype or telephone to liaise with the Office Manager in Ghent.

### 3. Conference 2018 – Ghent, Belgium

There are no additional candidates proposed so Jeroen Martens and Attila Dobos can be re-elected without opposition. They will each prepare a short presentation to give before voting takes place in the General Assembly. It was noted that a nomination for the Nominating Committee is needed.

VACANCIES	PERIOD	CANDIDATES
Council Member	3 years	<b>Jeroen Martens</b> <i>(Arteveldehogeschool)</i> <b>Attila Dobos</b> <i>(Sommelweis UAS)</i>
Nominating Committee	2 years	

### 4. Council Members' responsibilities during conference

Responsibilities were allocated according to the detailed sheet provided.

### 5. Discussion with the conference organizing team

Jeroen represented the team. The substitution of a speaker within the Strategic Manager's Programme was discussed due to the illness of the person first proposed. Minor adjustments were made to the programme. These changes will be announced at the beginning of each day. The logistical issues of moving large groups of people between sessions were discussed and resolved.

**6. Survey.**

It was decided to use the existing survey this year. Those who complete the survey by a given date will have their details included into a prize draw for a 50 Euro Amazon voucher.

**7. Any other business**

No issues were raised

**8. Council meetings**

START	FINISH	PLACE
13.06.2018	15.06.2018	Vic, Spain