**CSEAR Executive Council Meeting**

**March 4th 1pm-3pm (UK Time)**

**Topic:** First Meeting 2019

**Time**: Mar 4, 2019 8:00 AM Eastern Time (US and Canada) 1pm (UK Time)

**Join Zoom Meeting: Via Charles:**

<https://yorku.zoom.us/j/879233879>

**Meeting Minutes**

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|  |  | **Attachment** |
| 1 | **Members of Council Present**:  Prof. Charles Cho, Prof. Massimo Contrafatto, Prof. John Ferguson, Dr. Matias Laine, Prof. Robin Roberts, Prof. Ian Thomson,  **Also Present**:  Dr. Lori Leigh Davis |  |
| 2 | **Apologies for Absence**  Dr. Colin Dey, Prof. Jesse Dillard, Prof. Giovanna Michelon, Prof. Gunnar Rimmel, Dr. Carmen Correa Ruiz, Prof. Lorna Stevenson, Prof. Carol Tilt. |  |
| **FOR DISCUSSION** | | |
| 3 | **Minutes of Previous Meeting** (Approved)\* |  |
| 4 | **Matters Arising from the Above Minutes** (not on agenda below)  -None to report. |  |
| 5 | **CSEAR Sponsorship**  CIMA – Contribution to be determined.  To Do CSEAR Office: to follow up with.  **Sponsorship of Other Conferences**  Eligibility to be assessed on a case-by-case basis to run through to Council.  To-Do Lori Leigh: To draft guideline for IAs.  To-Do John: Establish a rational for funding workshops.   * Need to ring-fence a yearly amount of up to £10K. Note: this amount would not be sustainable every year. * Funds to be allocated to 4-5 major symposiums prior to conferences a year. Other events could include ‘fringe’ events. * Ideally for logistics, venue hire and general costs. Speaker expenses are expected to be minimal and to include travel (but not extensive flying costs). |  |
| 6 | **Council Elections**  Term of current Executive Council Members: up until annual UK Congress.   * Important Dates:   Required Membership Renewal by April 15th  Election to close one month later on May 15th  To Do Lori Leigh: Emails to be sent to encourage membership renewal on March 5th  Voting platform will be on ‘Election Buddy’ – Colin has worked with this programme in the past and may be able to help with the process. Costs associated with the Election Buddy will be no more than £19.  To Do: Colin and Lori Leigh to co-ordinate the online election platform. |  |
| 7 | **Building Research Capacity**  (incorporating grant applications and previous researcher development proposals)  Massimo – The next deadline is in September. Still working on with aligning with CSEAR. Requires 7 different countries.  To Do Massimo: Confirm any progress with Council. |  |
| 8 | **CSEAR Partners/Satellite Offices**  Note: the satellite offices will be referred to as “partners.”  **CSEAR Africa**: Charles: Timing for the conference is very close to the Congress, so looking for other options in the year, possibly March.  **CSEAR France**: Conference organisation is going well.  **CSEAR Italy**: Massimo: Last conference (Sept) CSEAR Italy, first initiative with GBS was in touch and will arrange University of Bergamo will offer event with professionals and academics. |  |
| 9 | **The Relationship Between CSEAR UK and the Rest of the CSEAR Communities**  To be discussed at next meeting.  To Do: Charles/Robin/Colin come up with a strategy.  CSEAR International – outreach mission to developing countries: to be discussed further in next meetings. |  |
| 10 | **Updates: EAA Corporate Reporting Committee (Gio and Matias to discuss)**  **Updates: EAA 2019 Symposium**  Ian, Charles and Gunner elected on the committee. Very good outcome for CSEAR collaborations. |  |
| 11 | **ACSEAR Sub-committee**   1. Discuss whether the Australasian IA will Sit or be Co-opted onto the Council   Ian – Promotes Australasian IA should be co-opted onto the Council.  Charles – Considerations must be made to address the time difference.  John – Memberships from the area remain the same.  **In Agreement**: Co-opted into the Council |  |
| **STANDING ITEMS** | | |
| 12 | **Vision/Mission/Values Statement** – No Further Comments |  |
| 13 | **Membership Updates**  Currently 96 members paid. Notice: There are special considerations needed to account for the members in Italy. |  |
| 14 | **Financial Updates**  The finances have been thoroughly reviewed by Lorna and Lori Leigh. Efforts have been made to streamline the accounting reporting for 2019 reporting period. There is a healthy cash balance. Previous years showed more outside funding.  There are funds available to apply to workshops, events, colloquiums and conferences world-wide.  \*\*\*Many thanks to Robin and Charles for the donations to help with the margins.  Similarly, CIMA funding is fundamental to the surplus.  The completed 2017/18 finances for the annual report will be finalised soon and made available on the member’s only area of the website. |  |
| 15 | **Satellite Office Updates** - See comments noted in item 8 |  |
| 16 | **CSEAR Conferences**   1. **Updates: Congress 2019, St Andrews**   Paper Submissions  CSEAR UK – Infrastructure is in place for paper submissions. Already received submissions. Speakers are in place.  Practitioner Forum  There is an opportunity to contact practitioners. {Please make any recommendations to Charles} Emerging Scholars Colloquium also appears to be on track for paper submissions from PhD students.   1. **Other CSEAR Conferences Updates**   UK Congress Social Activities  Connect information to the Organisation Committee and Council  To Do: Lori Leigh to email (completed March 4th)  Organisation Committee to decide (Council to guide and make a decision on funding it). |  |
| 17 | **Communications/Promotions**  Social Media (Website/Blog/Facebook/Twitter/LinkedIn): Review  Website:  All websites in the schools and affiliates of St Andrews University must be provided in a WordPress platform. Lori Leigh has had multiple meetings with the designated website designer and is in the process of transferring the website with the prioritising of streamlining and minimise content (with room to expand). The turnaround time for basic completion is estimated to take 3 months. It is advised to have completed by September. |  |
| 18 | **Outstanding Items Relating to Governance –** No comments.   * By-Laws * Terms on Council/Organising Committee |  |
| 19 | **Mentoring** - Nothing to report. |  |
| 20 | **SEAJ Updates**  Matias – We will soon be looking for a new editor. Timing will be after the Executive Council elections. |  |
| 21 | **CSEAR Profile** – No Comments |  |
| 22 | **Further Discussion Points**:  Massimo – Emerging Scholars Colloquium clarification. Carmen and Gio currently run, inline with previous 6 years. Scholars are chosen based on experience, progress within the thesis and diversity of geographies. |  |
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|  | Date of Next Meeting 2019: Doodle Poll to confirm.  Please note that the next Executive Council Meeting will take place during the first two weeks of June. The Doodle poll will be sent the third week of May. All Council members are required to answer the poll. |  |

**\*Minutes Approved**:

* 1. Note: Minutes are available to members on the members only area of the website.