

MINUTES

Meeting	E.MAlumni Association - Board meeting
Date	17 July 2010 – 14:00 to 17:30 – 18:30 to 19:45 18 July 2010 – 09:00 to 15:15
Location	Lido, Venice
Participants	Giorgos Kosmopoulos (GKos) – E.MAlumni President Christiane Schwausch (CSch) - Treasurer Corinna Greco (CGre) Lydia Malmedie (LMal) (Minutes day 2) Victor Bojkov (VBoj) Igor Vorontsov (IVor) Filipa Schmitz Guinote (FSG) (Minutes 1) Sophie Mirgoux (SMir) – via skype only on 18 July 2010 (10:00 to 13:00)

Saturday 17 July (14:00 – 17:30 and 18:30 to 19:45)

1) Agenda:

- (1) Preparation of the meeting with the EIUC board
- (2) Appointment of Vice- President and establishment of decision-making rules of the E.MAlumni Board
- (3) The issue of the Secretary General
- (4) Goals, strategy and planning (membership fees, concrete initiatives to further the aims of the Association)
- (5) The statute
- (6) Organizing the work of the E.MAlumni Board (division of labour)
- (7) AOB

Agenda point 1: preparation of meeting with EIUC Board

The meeting with the EIUC Board had initially been planned for 18 July at 12:00. However, due to other commitments of Prof. Fischer, it had to be rescheduled for 17 July at 17:00. For this reason, preparation of the meeting with the EIUC Board was moved to first agenda point.

GKos briefed the E.MAlumni Board on his informal conversation with Prof. Benoit-Romer on 16 July:

Prof. Benoît-Rohmer is very supportive of the E.MAlumni initiative. She suggested using the alumni population to identify trainers and speakers for EIUC initiatives. She had some comments on possible financial support by EIUC:

- General approach of EIUC Board is co-financing
- Sponsorship for this Board meeting is exceptional
- Possible areas for financial or in-kind support by EIUC: website maintenance, promotional materials, 2011 General Assembly or other events, certain travel costs for Board members on an ad-hoc basis.

- Procedure: develop a plan of action with fairly detailed cost estimate and present it to EIUC Board.
- Networking officer: EIUC is unable to cover costs of hiring a person to hold the position of Secretary General. Possible alternative would be to continue the current arrangement with the EIUC Networking Officer (include E.MA Alumni website administration in his job description).

GKos assured Prof. Benoît-Rohmer that one of the aims of the current E.MA Alumni Board is to ensure the financial autonomy of the Association for its running costs (within 1/2 years), which is perfectly in line with the EIUC's general co-financing approach.

Issues for discussion with EIUC Board

Our approach:

- E.MA Alumni / EIUC are partners
- E.MA Alumni / Student reps are partners
- Service provision to Masteroni (they are our constituency)

What we could offer EIUC:

- Outreach: disseminate information about the E.MA program so as to increase the number of applicants and to contribute to raising the profile of the programme.
 - Outreach and information to prospective applicants
- Quality advice to improve the programme¹:
 - Data collection and analysis on the issue of second semester experiences: compile and analyse second semester reports and statistics on numbers of applications/university/over years > identify key issues/problems and present it to the EIUC Board to find solutions/improvements. This would need be further discussed with Prof. Marrella and Prof. Carmen Marquez Carrasco.
- Support to masterini (suggested actions to be discussed further and with EIUC where necessary):
 - Career advice at the graduation ceremony
 - Mentoring during the year ("god father/mother", one-on-one mentoring)
 - Be available to give advice to masterini for preparation of thesis topics (contact point in the Board, direct masterini to use the website)
 - Liaise with student representatives for programme improvement suggestions. This would need be further discussed with Prof. Marrella and Prof. Carmen Marquez Carrasco.
- Assist EIUC in finding trainers/speakers among the alumni
 - Professional profiling: create standard information sheet, filter and compile information available on the website.
- Diversity advisory group: provide advice to EIUC on religion, gender, sexual orientation (ensure diversity-friendly website, application information, student guide, guidelines for the study year + monitoring form)

Financial/in kind support needed from EIUC:

¹ The Board acknowledges that some alumni have had less positive experiences with the E.MA programme. The Board's approach to these issues would be to consult with alumni to accurately establish the nature and cause of such experiences and to raise these issues with EIUC at an appropriate time, in order to make suggestions for improvements to the programme.

- In kind support for promotional materials
- Seed money as a start-up for fundraising activities
- Networking Officer to work on the website: how much time would he be available to give to the E.MAlumni (approach this separately from the issue of Secretary-General)
- Travel costs for career advice at graduation ceremony and curriculum support (speakers)
- General-Assembly meeting in 2011
- Co-finance a seminar of thematic issue

1) Services to masteroni:

- Mentoring scheme: how to find a job, how to balance work/family life, how to go work in the field, how to change careers.
- Development and improvement of a professional database for facilitation of professional contacts and collaboration
- Involvement in discussion/promotion of human rights

17:30: Interruption for meeting with Prof. Fischer, Prof. Marrella, Prof. Benoît-Rohmer. A preliminary draft budget was developed to give an idea of estimated costs foreseen for the first year (see separate minutes).

----- **18:30: meeting of the E.MAlumni Board resumed** -----

Agenda item 2: appointment of Vice-President and establishment of decision-making rules of the E.MAlumni Board

Vice-President issue

GKos: according to the Statute the appointment of the Vice-President is his prerogative, but GKos would prefer to make this decision collegially. Recalls that he had asked Board members to express their willingness to be Vice-President in the email sent the previous week and that no one had come forward yet.

CGre: expresses her willingness to work as Vice-President.

CSch: draws attention to a potential conflict of interests, given that CGre is employed by EIUC.

GKos: acknowledges the risk of a conflict of interests, but emphasised that the added value of having a vice-president in Venice outweighs such risk plus the need for someone to represent the association (for administrative tasks too) since it is registered in Italy/Lido. Should a conflict of interest arise, CGre can defer to GKos.

CGre: Agreed with this approach

The other Board members present do not oppose the nomination of CGre as Vice-President.

Decision-making process in the E.MAlumni Board

The following was agreed (with the subsequent agreement of Sara Melkko, who was not present at the meeting):

- As a general rule, decisions of the E.MAlumni Board are made by consensus.
- Should a Board member want a vote on a specific issue, he/she shall notify the President within three days from the day the issue at stake is raised. The President will organise the vote. Decisions subjected to a vote are made by a simple majority. In case of a tie, the President has the decisive vote.
- As a general rule, voting is open. A secret vote may be requested to the President, who will then instruct the website administrator to organise a secret poll online.

----- *Meeting adjourned (19:45)* -----

Sunday 18 July 2010

----- *Meeting opened at 09:00* -----

Agenda item 4: Goals, strategy and planning

Agenda item prioritised in preparation for a 2nd meeting with Prof. Fischer.

GKos suggests to follow the three aims of the E.MAlumni Association as spelled out in article 6 of the Statute:

Article 6 – Aim and Fields of Activity

- 1. The aims of the Association are to **promote and reinforce contacts between its members**, at a professional as well as at an informal level, **to support the activities of the European Inter-University Centre for Human Rights & Democratisation (EIUC)** and **to promote human rights and democracy in Europe and throughout the world.***

To promote and reinforce contacts between its members, at a professional as well as at an informal level:

- Searchable, up to date database of Masteroni (+ Venice School and Academy as associate members?) – target until December: 650 total Masteroni registered
- Enhancement of professional profiling
- Increasing registration of members and contacting dormant members individually
- Offering services and information on website
- Enhancing and improving the website
- Development and dissemination of a newsletter
- Identification of regional clusters to jointly develop local events and activities
- Encouraging communities of practice
- Developing a mentoring scheme for Alumni
- Organising an annual event – GA + annual theme seminar/round table discussion

Support the activities of the European Inter-University Centre for Human Rights and Democratisation

- Dissemination of information about EIUC activities in professional and personal networks (promotional materials required)
- Cooperation with EIUC in the promotion of E.MA to potential applicants:
 - Assisting E.MA Universities in the promotion and dissemination information about the E.MA programme
 - Conducting information sessions at external universities or institutions.

In order to track the success of E.MAlumni's dissemination work, the E.MAlumni Association should be included as possible option in the survey question "where did you hear about E.MA" (E.MA application forms and forms from other EIUC programmes).

--- SMir joined the meeting via Skype (10:00) -----

In order to maximise the presence of an additional Board member at the meeting, GKos redirects the discussion from the brainstorming on strategy to pending decisions in other agenda items.

Return to agenda item 2 - appointment of Vice- President and establishment of decision-making rules of the E.MAlumni Board

GKos briefly updates SMir on the discussions of the previous day.
SMir has no objection regarding the proposed decision-making rules.

GKos re-opens the discussion about the Vice-Presidency:

- SMir declares her availability to act as Vice-President, cautioning Board members that it might not be opportune that both the President and the Vice-President are from the same alumni year and live in the same city. Board members acknowledged these facts. GKos informs SMir that CGre was also willing to act as Vice-President and recalled the discussion about the potential conflict of interests. SMir did not see this as an impediment.
- GKos declares his preference for having CGre as Vice-President. The Board members present supported this decision, with the exception of CSsc.

GKos appoints CGre as Vice-President of E.MAlumni Association, in accordance with article 14(1) of the Statute.

The board acknowledges the challenge of a potential conflict of interests in relation to the appointment of CGre as Vice-President. However, the Board also sees the potential advantages of having the vice president based in Lido.

Agenda item 3 - Discussion about the post of Secretary-General (SG)

The Board decides that the salary of the SG should be financed out of core budget. As the association does not currently have a core budget, the Board does not appoint a SG at this point and will review the situation in January in 2011. The issue of the SG's salary may need to be reviewed in the statute. It could be changed to 'remuneration' which would allow for a more flexible approach and would make it possible to reimburse people in the future for project work rather than having to

have a fixed post. The Board decides that any person appointed in the future should not be linked with EIUC.

This agenda item is closed.

Agenda item 4 – Goals, strategy and planning

Membership fees

The Board decides that the membership fee is 30,- Euros per annum and should be paid until 31st October every year (except in 2010, when payment of the fee will be requested between December 2010 and February 2011). Graduates are exempt from paying the fee for the first year after graduation but will enjoy full rights as active members provided they register on the website. Should an active member experience financial difficulties, they may request the Treasurer for a membership fee exemption. This will be decided on a case-by-case basis.

The Board must formalise these provisions in the form of a Standing Order.

Agenda item 5 – The Statute

As many alumni had suggestions of changes to be made to the Statute, the Board decided to create a working group open to alumni and to present alternative draft at the 2011 General-Assembly.

This agenda item is closed.

----- 14:00: interruption of meeting due to availability of EIUC Board for a second meeting -----

15:00: de-briefing with Prof. Benoît-Rohmer

Prof. Benoît-Rohmer apologises for the absence of Prof. Fischer who had to leave to the airport.

Prof. Benoît-Rohmer informs the E.MAAlumni Board (The Board) that Prof. Fischer had discussed the draft budget with the EIUC Board. Subject to the assessment of concrete proposals, it should be possible for the EIUC to co-finance alumni initiatives that are connected to the aims and interests of the EIUC (as this can be included in EIUC's budget). It is also possible for EIUC to continue to provide support through its networking officer, in particular with website administration and hosting costs.

Prof. Benoît-Rohmer encourages the E.MAAlumni to further develop its budget and to present concrete financial proposals for initiatives.

Prof. Benoît-Rohmer announces that the EIUC Board invites GKos to take part at the 2009-2010 graduation ceremony to be held on 25 September 2010 in Venice. GKos will have 5 min to present the E.MAAlumni association.

The Board gives an overview of plans and propose the "shopping list approach" as the way to present the Board ideas to EIUC for co-financing

The Board raises the issue of suggestions for improvement of the E.MA programme: explains how it could gather ideas and suggestions from alumni (including those who were a bit disappointed with the programme) and will field them to the EIUC Board for discussion. The E.MAlumni Board would act as a mediator and facilitator to promote the constructive engagement of alumni in the development and improvement of the E.MA programme.

- Prof. Benoît-Rohmer was cautious about this idea and advised the E.MAlumni Board to bring up the issue with the E.MA academic coordinator.

15:15 – meeting closed.

Pending issues:

Agenda item 4: brainstorming on aim 3 – “promoting human rights and democratisation”

Agenda item 6: division of tasks among E.MAlumni Board members

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