



E.MAlumni Association

MINUTES

Meeting	E.MAlumni Association - Board meeting
Date	24 October 2010 – 17:00 to 19:45
Location	Teleconference
Participants	Giorgos Kosmopoulos (GKos) – E.MAlumni President Corinna Greco (CGre) Lydia Malmedie (LMal) Filipa Schmitz Guinote (FSG) Sara Melkko (SMel)

Agenda

- 1) Update on the meetings on Venice
- 2) Relations among EMAlumni, EIUC and Networking officer
- 3) Communication among the board members and decision-making process
- 4) Division of tasks
- 5) Bank Account
- 6) Legal issues with the Statute and minutes of the last meeting
- 7) Website
- 8) Any other business



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Gkos has asked the participants to insert any items to the agenda, SMel raised the issue of the means of communication among the board members.

Gkos informed the participants that Igor has contacted him apologizing for not being present due to his professional commitments. He also said that Christiane Schwausch (CSch) has informed him that she will be present (through phone but not communicated that in the board) but he had no info why she is not present today. Finally, SMir informed the Board that she was unable to attend due to a family issue.

Item 1

Gkos has updated the members on what happened during his meeting with the EIUC board in Venice. During the meeting he presented the philosophy of the association and also a list of projects with a draft budget. The EIUC board received the presentation very positively, asked some clarifications on the plan and declared their unanimous support. Concerning the support they could offer, the model discussed is that of the co-financing of projects. The EMAlumni should present its projects to EIUC with a projected cost and EIUC will co-finance a part of this costs.

Moreover, Gkos addressed the Graduating ceremony (5 minutes speech) while he and the Networking officer prepared and signed welcome letter for the graduates.

Finally, he was present during the Universities Fair where he had the opportunity to discuss with the current students which show a great interest in the Association.

Item 2

Gkos raised the issue of the cooperation with the Networking Officer of EIUC and the forms this cooperation should have in the light of his discussions with EIUC Secretary General and the Networking Officer himself.

The Networking Officer has sought to get clarification of his status in relation to the Association and has proposed that to the benefit of the association and in order for him to be able to fulfill his duties best, until a SG is appointed, the networking officer's tasks could entail some of the responsibilities of the future SG.

The Board understands that he is not asking to be appointed Secretary General as such. The EIUC has, however, expressed clearly that they cannot cover the costs of a Secretary-General, so it is impossible for the Networking Officer to fill the post of



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Secretary-General or assume its functions. Moreover, as discussed in July, the Board agrees that the Secretary-General should be financed by the core budget of the Association, as this will guarantee reliability and independence.

The Board considers that the position of the Networking Officer is very important to the aims and the functionality of the Association. It was agreed that there is no need to formalize the Networking Officer's status vis-à-vis the Association, as his role will naturally become clearer as the projects develop. However, Gkos believes that, since the issue has been stirred up, we could explore the idea of some kind of formalization as it might be mutually beneficial even though it is clear that it is EIUC primary responsibility since it is their staff and therefore we should always observe the framework EIUC has set in July.

The Board will discuss the issue with the Networking officer and with the EIUC Secretary General, in order to clarify the areas of cooperation between the Networking Officer and the Association (possibly through a simple MoU).

Item 3

On the issue of the communication among the board members, SMel pointed out that she was under the impression that any communications would go through the website forum and this is why for some time she has neglected her email. Everybody agreed that this was an issue. Most of the members have forwarded their emalumni accounts to their personal ones and this is why it has been proven more practical to them to use the email instead of the forum, especially since the latter still lacks the possibility of subscription. Gkos informed the Board that according to the Webmaster the function should be ready soon (RSS feed). However, it has been decided that at least until subscription to the forum is ready, we will continue using the email as means of communication.

Concerning the decision-making process for day-to-day activities, a focal point system is set up for each task. The focal point is responsible for coordinating the relevant activity and communicating with the alumni, the Networking Officer and other Board members as needed. If a decision from the Board is deemed necessary on a particular issue, the focal point will flag it out by inserting "Action needed" in the subject of their email and other Board members will respond to the request timely. Should there be conflicting opinions, the focal point can exercise his discretion, taking into account all comments/opinions received and make the final decision.



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Item 4

There was a long discussion concerning the allocations of the tasks and the status of the projects we envisage. All the members have agreed to accelerate the pace and to report to the board reporting .

The project of the newsletter was discussed and the Board agreed to go ahead with FSG's proposal as a base. Further improvements can be made at a later stage. FSG will make a call for people who wish to join the editing team.

LMal also referred to the mentoring scheme, she and SMir are in the process of drafting the application forms.

Regarding the diversity working group, LMal will discuss the issue with Prof. Marrella while she is in Venice.

SMel referred briefly to the project of the Human Rights Defenders cluster. There was a general agreement that the project is very important and successful especially given the very limited time afforded. SMel also proposed to restructure the selecting committee and was agreed that various improvements be incorporated next time. People who came back with feedback should also receive a proper answer and that we should encourage people to do so even with critical comments.

There was also agreement that the design of the projects should also look to draw people to our website.

FSG will prepare a draft action plan based on what was discussed today possibly accompanied by a draft budget. It was agreed that this plan should be made public as soon as possible and also accompany the request for fees etc.

CGre said that she has retrieved the old promotional material of the Alumni and that she is working towards updating them and editing them. She was also tasked take a more proactive stance towards creating the regional clusters.

Gkos should also engage with the current student representatives to explain the extent to which the E.MAlumni can assist current masterini and also explore the possibility of establishing a contact with past student representatives.

The allocation of tasks is as follows:

Task	Focal point	Priority level*
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Finances/admin		
Bank account	CSch	1
Create a detailed operating budget for the year 2010-2011 (as per art.14(7)d)	GKos/CGre	1
Statute revision working group	Gkos	3
Guidelines and tips for fundraising	GKos/CSch	2
Communications		
Enhance website	FSG/CGia	1 (in process)
E.MAlumni promotional materials and PWP presentation	CGre	1 (in process)
Newsletter (template and content)	FSG	1 (completed)
Action plan for publication	GKos/FSG	1 (in process)
Outreach & activities		
Diversity working group	LMal	3 (in process)
Coordination of local clusters	CGre	3
Communities of practice	Igor	3
Coordination of poll to identify an annual theme	FSG	2
Mentorship scheme	LMal /SMir	3 (in process)
Organisation of 2011 GA	GKos	3
Suggestions to improve the E.MA program	GKos	3
Professional database	SMel/CGia	3
Promotion of EIUC/E.MA	CGre	2/3 (in process)

***Priority levels:**

- 1: Urgent
- 2: December 2010
- 3: Continuous/by June 2011

Item 5



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The issue of the bank account was not discussed as CSch was unable to attend. Gkos has informed the members that according to the info he had from CSch this bank account should be opened in Belgium but no further discussion took place.

Item 6

Gkos has informed the board that Cristiano has clarified the issue of the fee exemption for the new masteroni with a legal consultant. It is possible to have exemptions as long as the board adopts an official decision (Standing Order). The Board members agreed that the previous decision is still valid and that now they should go ahead to publish the minutes of the previous meetings. It has also been agreed that Gkos will try to create a reflection group among the EMA community regarding possible amendments to the statute in order to enhance its functionality. This is not urgent though.

Item 7

Concerning the website, the members have agreed that no major restructure is necessary but they would like to have the home page structured a little different. FSG was tasked to consult the EIUC Networking Officer on the matter and also find out what is possible from a technical point of view.

Item 8

Following the suggestion of the EIUC Networking Officer, it has been agreed that we should enquire the possibilities of the cooperation with the other regional masters. For the moment we cannot go as far as sharing our database of students (issues of confidentiality were also raised) but Gkos should write to the Alumni presidents in order to initiate the discussion. Cooperation on technical level and also the sharing of the job opportunities is welcome.

Additionally, following requests my masterini, the Board decided that the masterini can have limited access to the website. A sub-forum for their year will be created, in order to give them a platform for communication and to create a habit of consulting the E.MAlumni website. They will also be able to browse the job opportunities forum. However, they will only make posts inside their sub-forum. The reasoning behind this is to avoid that the E.MAlumni website be “high-jacked” by issues that only concern the Masterini.



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Finally, it has been decided that a teleconference of the Board should be held every last Sunday of the month at 18.00 (Brussels time) even if only a few people can make it in order to update each other.

Action points (urgent):

- Publish the final minutes of the July meeting on the website (FSG)
- Draft the Action Plan (FSG)
- Finalise the operating budget (GKos/CSch)
- Open the bank account (CSch)
- Draft Standing Order about exemption of membership fees for first year alumni