



Minutes of the PREPSEC International meeting Monday 15th of August 07:00 Washington State time, 10:00 Eastern Standard Time, 14:00 Sigrid Time and 16:00 Scandinavian time.

Present: Knut, Kim, Kelli, Sigridur

Introduction and information.

The main topics discussed were the decision whether to move forward with the conference in Poland or not as well as planning the two day Board meeting ahead of the conference.

1. Approval of the resolutions of the Board meeting May 23rd 2016

Resolution

The Board had already approved the minutes from the meeting May 23rd . There were no objections and the minutes are published on the web pages

2. The conference

Introduction

Kim previously set up a budget for the conference with a small profit if we manage to have 200 participants. Presently we have approximately 50 participants from Poland and 40 from the rest of the world. In addition, Cecylia has got approximately 6000 Pzł donated for materials by the Marshal's Office of Lower Silesia as an honorary patronage. With this in mind, the budget has been reworked and there seems little problem with covering the costs of accommodation and travel for the keynote speakers. We have 25 workshops confirmed. Cancellation may lead to a lot of work reimbursing registrations already paid, we would miss the chance to meet a lot of committed PREPSEC people from around the world, and cancellation also may lead to negative publicity for PREPSEC. Cecylia still hopes for more registrations from schools in Poland which could increase profit. The event committee also might want to bring in specific issues that they want to discuss with the board

Resolution

The board decides to carry on with the conference. The registration period is extended up to the conference date or till it is fully booked with 200 participants.

3. Practical issues to be done

Kim and Cecylia have set up a to do list for workshop holders and has sent this to them:

- confirm your attendance by replying to this email
- pay your registration (as agreed, when submitting the workshop request to “do this on a voluntary basis and pay the conference registration fee.”)
- review your abstract,(see attached) correcting what is needed and sending this back to me at parker.kimberlee@gmail.com
- send a photo to Cecylia, making sure this is done on the horizontal, at **cbieganowska@gmail**
- also send her a video (instructions attached): you can see Knut’s, Robert’s and mine on Facebook. We are sure yours will be just as good!!
- we will print a one page handout for your workshop, that will be ready on-site. This must come to me by **SEPT. 1** so I can make any corrections in translation for you, send it back for approval and reach Cecylia's desktop by **Sept 15th**. After these dates, you are responsible for yourself.
- before, or soon after the conference, please write a small article about your presentation topic so we can post it on the PREPSEC website. Again, I will be happy to touch up the english and send it back for your approval before posting.

Knut expressed concern on limiting the handout to one page. It was explained that this decision was made due to the expense and volume of paper. Sigridur agrees and suggests that one’s email address be on the handout and interested people can contact the presenter for further information.

Knut also suggested that we meet with the presenters to explain our request for a small article to post on our website.

Requests for additional tasks for the event Committee:

A Conference Schedule be sent to Board members to give feedback and, once changes are made, finalize. This should be posted on the website soon.

Names and countries of those that have registered be sent to Board members so they can encourage others to come

A brochure with the schedule, presenters’ bios and the abstracts be made and given out at the conference.

3. Issues to be discussed during the two days before the conference.

Initially the idea for arranging the conference was to have a couple of days to plan the future for PREPSEC face to face and not through more or less unstable SKYPE-meetings. In addition we also hoped that some of the committees could use some time to discuss their work. The following are suggestions of issues that we should discuss.

Statutes of Board vis a vis upcoming elections, who and how many are due to resign, including which vacated positions will need to be filled in a new board

How to improve the web pages and marketing the organization

Should we apply for a NGO status? What are the advantages? Which country should this be based in?

New conferences – possibilities for research / dissemination of the programs

Updates from all committees

Appointing national representatives.

Planning the PREPSEC general meeting during the conference.

When it comes to committees it is unclear if some of these people will have the opportunity to meet during the pre-conference. Robert, Niels and Shannon from the quality assurance committee will be there and will have a chance to work further. There also might be a possibility to discuss the relationship between PREPSEC International and the national organizations. Kim will draft a letter to the existing national organizations, referring to our statutes, asking them to think of suggestions for reps and suggesting some potential tasks for these people. She will send this back to the board first for approval/adjustments.

Resolution

The event committee together with Knut will work on a specific program for the 2 days before the conference. All board members are invited to bring in issues to be discussed as soon as possible

4. Date for the next meeting.

Hoping All can be at a meeting August 29 : 07:30 Washington State time, 10:30 Eastern Standard Time, 14:30 Icelandic Time and 16:30 European time

