



Minutes of the PREPSEC International meeting Monday 29th of August 07:30 Washington State time, 10:30 Eastern Standard Time, 14:30 Sigrid Time and 16:30 Scandinavian time.

Present: Bengt, Kim, Kelli, Bettina, Cecylia

Regrets: Knut

Regrets from Kim to Sigridur: unable to connect Skype with you

The meeting was lead by Bengt, as vice-president of the Board.

1. Approval of the resolutions of the Board meeting August 15 2016

Resolution

The Board had already approved the minutes from the meeting August 15 . There were no objections and the minutes are published on the web pages

2. The conference

Introduction

Things are moving steadily forward with preparations for the conference. All presenters are encouraged to get their printing needs (one page only preferable) in to Kim by week's end.

Everyone received the schedule and abstracts. There is one request to alter an abstract that must be done by August 31.

It is not possible to see our videos on the English Facebook site, as Cecylia does not have administrator status for this. Our regular website will not accept them either so Cecylia will post a link to the Polish website with instructions there.

Registration update:

Poland: 60 registrations and invoices issued, 27 have paid. School is now in so this should be regulated by next week. Cecylia's team of volunteers are also calling back schools to remind them of their interest in the conference and need to register.

Europe: a minimum of 37 participants are expected to join us, with 15 payments received in full to date.

3. Practical issues to be done

Kim and Cecylia are still waiting for presenters to complete their tasks. Only one presenter, however, has not confirmed their attendance.

A Conference Schedule was sent to Board members for feedback and has been finalized.

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

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

Resolution

The conference organizers will send out the final schedule to all presenters and the schedule and abstracts will be posted on the website this week.

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

An addition was made to the meeting agenda:

The Quality Assurance Committee will present to the Board on Wednesday, after having met together Tuesday afternoon. Kim will inform Robert and Niels.

Bettina will arrive at noon on Tuesday. Bengt will arrive Monday and we suggest beginning the meeting at 10:00, leaving key issues until the afternoon when Bettina is present. Knut will make up an agenda.

Kim drafted a letter re appointing national representatives which all found satisfactory. She was given the names of those to send this to.

Resolution

The letter to national association leaders, regarding their PREPSEC International representatives, be sent as written.

4. Date for the next meeting.

October 3 : 07:00 Washington State time, 10:00 Eastern Standard Time, 14:00 Icelandic Time and 16:00 European time

