

**Minutes for the PREPSEC International meeting November 15<sup>th</sup> 07:00  
Washington State time, 10:00 Eastern Standard Time, 14:00 Sigrid Time and  
16:00 Scandinavian time.**

**Present:** Knut, Bengt, Bettina, Kelli, Kim

**Regrets:** Cecylia, Sigridur

## **Introduction and information.**

Knut thanks all and especially to the Event Committee for arranging the successful conference in Poland. This meeting is his 45<sup>th</sup> and last as president in PREPSEC International. He leaves with some sorrow, but also with a feeling of satisfaction because PREPSEC now is a relevant democratic organization with a lot of energy. In Poland we decided to have this last meeting before the election just to summarize what we already had discussed and decided in Poland. We will therefore go through the main issues from the board meeting in Poland.

## **1. Approval of the resolutions of the Board meeting October 18<sup>th</sup> and 19<sup>th</sup>**

### **Resolution**

The Board has already approved the minutes from the meeting October 18<sup>th</sup> and 19<sup>th</sup> . .  
There were no objections and the minutes are published on the web pages

## **2. The main issues for the new board**

### **a) The new election:**

Resolution: an election will be held for 3 positions on the board, ending with the creation of the new board December 9, 2016. New positions will be decided by the new board.

As only 2 nominations have yet to be received, it was agreed that the date be extended by 48 hours until November 18, 2016. Additional nominations will be sought this week.

## **b) National Representatives**

- Poland and Finland have sent their candidates. It is also probable that Knut will be Norway`s representative and Bengt for Sweden. We must check with the membership to see if there are 15 active members and inform the national representatives of how many they have. Since we are beginning our membership in January, we will ask these representatives to commit to recruiting a minimum of 15 members, according to the statutes. This should be done, however, by January 2018.
- The new board needs to create this Committee in order to clarify the role of the National organizations, the tasks of the national representatives, and the statutes that reflect this. As well, they would look at the relationship between the international and the national organization, including the sharing of membership fees.

## **c) NGO**

- Resolution: We resolve that we will pursue the establishment of a registered organization and that Cecylia will reach out to explore the options. Knut informs us that this process is quite straight forward for small non-profit organizations in Norway but the “international” status might be different. The new board shall move forward with this.
- In the meantime, Bettina has agreed to keep the bank accounts open and continue her role as Treasurer until a smooth transition can take place. The board is grateful to her for this.

## **d) New conferences**

- The ambition is that there will be another international conference in 2 years and a master training next year. Host for these will be announced in the new year. We hope there will also be national Conferences in the meantime.

We can have 3 types of Conferences

- Joining other conferences
  - This helps to disseminate our information to new markets
  - Others do the work to set up the conference
- Having our own:
  - we should have a host for international conferences
  - the board should initiate this every second year
  - we could add on a week to offer full trainings afterwards for interested people
- National conferences (need to collaborate with them so we do not compete)
  - These are very important to keep practitioners motivated and being regional is more affordable
  - Could have a one day conference, then a one day for Master Trainers

## **e) Marketing and Website pages**

The Marketing Plan was reviewed and we will begin the development of the website and Facebook. Here we have to set up a date where the old web-page is closed down.

At the moment Cecylia and Kristopher are looking into this. Knut requests a date from them to quit the old website.

## **f) Assessment.**

The board made the following resolution:

We create a committee to investigate a tool that can be used to assess all the modules and the competencies each module can address. In doing so, we will do our own research on what parts of each module address which risk factors.

The new board has to appoint a committee with a specific list of tasks and a time line. The Implementation Guide authors should be consulted and, in the final stages, an outside consultant may be considered.

### **Proposition to resolution:**

As soon as the 3 new members of the board have been elected the new board will distribute new positions in the board. Simultaneous the different committees continues their work, especially

- NGO status (Cecylia)
- Marketing (Cecylia / Sigridur)
- The relationship between the national and international organization (Robert will launch this committee)
- Research committee (Bengt / Frode / Chris Hayes)

## **g) Farewell**

The remaining members thank Knut, Bengt and Bettina for their years of service and leadership .

## **NEXT Meeting**

### **Resolution:**

Kim as secretary and member of the election committee takes responsibility for calling in the new board before Christmas.