



**Minutes of the PREPSEC International meeting December 14th 07:00
Washington State time, 10:00 Eastern Standard Time, 14:00 Icelandic Time
and 16:00 Scandinavian time.**

Present: Kelli Parcher, Sigríður Þorsteinsdóttir, Cecylia Bieganowska, Johan Björkehed, Johannes Finne, Niels Hjelm Veirup, Kim Parker (secretary)

Introduction and information.

Kelli Parcher lead the meeting, beginning with welcoming our three new members of the board. She expressed how encouraged she is to be a part of this team and work together to move forward with the goals established in Poland in October, 2016.

Kelli stated that the main item on the agenda for today is the election of President, Vice President, Secretary, and Treasurer. She asked each of the 3 new members to say a brief word to the group. All three expressed how they had mostly met everyone face to face over time and were delighted to be able to contribute to the board's objectives.

1. Approval of the resolutions of the Board meeting November 15, 2016

The new board members had been sent the minutes from both the meeting in Poland and those of November 15, 2016. Kelli encouraged them to go back over the past year's minutes posted on the website to gain information on what has been discussed.

Resolution

The Board has already approved the minutes from the meeting November 15, 2016 by reviewing them as sent by the secretary. There were no objections and the minutes are published on the web pages.

2. Voting for the position of President, Vice President, Secretary, and Treasurer

Kelli began the voting by reading the following statutes regarding the composition of the board

4.1 Executive board

The executive board is the governing body of the PREPSEC International organization and comprises 7 members.

Decisions can be made by simple majority but decisions should be achieved by attempting to

reach full consensus in the process.

The three additional 3 members will be asked to handle other special functions of the Board to be determined in future or as required as described in the statutes.

The executive board will consist of voluntary not paid members.

Each executive board member shall perform the usual duties of the respective office and specific duties provided elsewhere in these by-laws or as assigned by the executive board.

- President: with overall responsibility for the development of PREPSEC International, calling meetings, organizing working parties to deal with specific issues, organizing a committee to hold bi- annual conferences, and organizing PREPSEC International executive board elections.

Comment: Kelli added a comment that, although not in the statutes, previous boards have wanted the President to come from within the board, with a minimum of one year's experience. This is so that there is a known history of the board's proceedings that can be related as we move forward.

- Vice President with responsibility to act in support and back-up for the president, web-site. Potentially responsible for the organization's website.

Comment: Johannes wanted clarification on whether the website was an actual responsibility of the Vice President. Kim responded that there is now a Committee for this but that the Vice President supports all committees in their endeavors.

- Treasurer: with responsibility for managing the PREPSEC International account, collection of membership fees and conference registration fees, and to liaise with other organizations and providers with regard to any financial matters. The treasurer will be responsible for maintaining the membership list and fundraising.

Comment: As one of the board's tasks is to apply as a Not-For-Profit organization, we will need to see which country this will be established in and what the laws are that govern banking etc. In the meantime, Bettina has kindly agreed to remain interim treasurer with a co-treasurer appointed until all is finalized

- Secretary: with responsibility for liaison with, assisting with the organization of the PREPSEC International web site, liaising with other relevant organizations, and taking minutes of PREPSEC International executive board meetings as well as bi-annual conference/membership meetings and election protocols.

- Three (3) Additional executive board members: with responsibility for special assignments, liaising with other European and International organizations and promoting dissemination of, and research on, PREPSEC International programs.

Meetings of the executive board should be held periodically and no less than three meetings should be held per year. The minimum number of board members present at the meeting to endorse a decision should be five (5) out of the seven (7) voting members. Voting by proxy will not be allowed.

Resolution:

The executive board elects the following, all by unanimous decision:

President: Kim Parker

Vice President: Kelli Parcher

Secretary: Johan Björkehed

Treasurer: interim: Bettina Hedegård Christensen co-treasurer: Cecylia Bieganowska

As her last job as secretary, Kim will inform the membership at large.

3. Tasks for the new Board

As President, Kim begins to run the last parts of the meeting.

Many items were discussed during our time together in Poland, however only 3 of the present board were there. The previous board laid out a vision they hoped the new board would embrace and move forward with. Everyone needs to consider this and return in the new year with feedback.

The different committees are asked to do their research to bring to the next meeting. As well, the new board review the minutes from the meeting in Poland, October 18 and 19, 2016 and help to create a time line to accomplish these tasks.

- NGO status (Cecylia and Johannes)

 - Bettina will have a total financial report prepared very soon for us

- Marketing and membership (Cecylia, Sigridur, Johan)

- The relationship between the national and international organization (Robert, Tutte, Bengt, Bjarni)

 - Kim will contact Robert to get a report on their progress

- Research committee (Bengt / Frode / Chris Hayes)

 - Kelli and Johannes will follow-up on this

- Website: Cecylia and Kristopher will work on this

NEXT Meeting

Discussion was had on best days and time of day for the new Board. Skype seems to have worked well this time so we will keep using it for now.

Next meeting: Monday January 23rd : 07:00 Washington State time, 10:00 Eastern Standard Time, 14:00 Icelandic Time and 16:00 Scandinavian time.

