**Notes of AFINet Trustees Meeting: 7 Dec 2023**

**Present**: Gallus Bischof (chair), Emmi Kauppila (notes), Anne Whittaker, Cassandra Borges Bortolon, Ed Sipler, Eileen Farrar, Joël Tremblay, Richard Velleman, Rob Campbell, Ruth McGovern, Tuuli Pitkänen, Zeliha Yaman.

**Apologies**: Candice Groenewald

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| No | Item | Actions |
| 1 | Minutes of last meeting- agreed  Introductions to new Trustees |  |
| 2 | **Conferences**   1. **2024 Online Conference 19.-20.9.2023**   Conference planning group formed:Alicia, Anne, Cassandra, Gallus, Eileen, Emmi, Richard, Ruth  ACTION POINTS: Richard to set the date and write an announcement for the December newsletter; Richard to convene conference planning group in January; Richard to invite Gill Velleman to first planning group to provide insights on the financial process; Gallus to set up platform for abstract submissions; Richard to look up abstract submission dates from 2022 online conference and add to Newsletter announcement.   1. **2025 Quebec Conference**   **Schedule:** end of August – venue is free, aligning with the priority to keep conference costs low.  **Funding:** Available funds: about £6,000 from the previous conference; Goal to secure additional funding for bursaries for attendees from low- and middle-income countries.  ACTION POINT: Joël to inquire about potential financial support from the Health Ministry of Quebec and any others (eg National Addiction or Family organisations).  **Conference Format:** Discussion on pros and cons of a hybrid conference format:   * Concerns about potential preference for online participation affecting in-person attendance. * Need to highlight the benefits of in-person attendance. * Importance of in-person discussions was emphasized. * Desire to ensure conference accessibility for a wider audience. * Suggestion to stream certain parts and make all/most sessions available online post-conference, as has been done with previous AFINet Conferences.   **Keynotes speakers and topics**: Quebec Conference planning group to make suggestions for Keynote speakers. It was suggested that there should be at least one concentrating on Children and Families, and at least one on Adults who are AFMs; but other Keynote themes were also suggested such as putting AFMs into policy documents? Quebec Group also to suggest possible themes for the call for abstracts – but that the final shape of the programme would need to be decided only after reviewing submitted abstracts.  ACTION POINT: Joël to ask Trustees for keynote speaker suggestions, and to consult with Trustees before inviting any Keynote speakers.  **Reporting protocol on conference organizing committee meetings**  ACTION POINT: Joël to provide regular reports during Trustee meetings, and in case of urgent matters, directly email the Trustees. | Richard  Gallus  Eileen  Joël |
| 3 | **Status of Book Projects**   1. **Springer Book:** Expected completion within the next two months Possibility for open access publication, subject to arranging funding of €14,000. Partial funding through AFINet available, but additional external funding is required.   ACTION POINTS: Joël to ask his research team for funding;  All encouraged to check if their institutions have open access book funds   1. **Rotterdam Book:** Proposal has been sent to publisher. | All |
| 4 | **Communication strategy**  Needs Identified: 1) Technical assistance with the newsletter, specifically in graphics. 2) Development of a cohesive communication strategy 3)  Regular updates and improvements to the website, with a need for someone knowledgeable in web design and management.  Volunteers for Assistance: Alicia Ventura, Ed Sipler, Rob Campbell and Zeliha Yaman.  ACTION POINT: A request for additional volunteers: Anyone capable of aiding in communication tasks (such as graphics, communications strategy development, or website management) is encouraged to come forward to assist. | All |
| 5 | **Any Other Businesses**   1. Gallus provided an update on 5-Step Research Study Plan 2. u’Good Initiative seeking proposals from researchers in in the Global South who embed a relational wellbeing lens in youth research. <https://www.nrf.ac.za/ugood/ugood-launch/>   ACTION POINT: Richard to write a brief note about this for the December Newsletter. | Richard |
| 8 | **Dates for next meetings and minutes:**  14 March 2024  13 June 2024  12 September 2024  12 December 2024  Emmi has been designated to take minutes in future meetings. |  |

Emmi Kauppila

December 2023