**Notes of AFINet Trustees Meeting: 14 Sept 2023**

**Present**: Gallus Bischof (chair), Anne Whittaker (notes); Tuuli Pitkänen, Cassandra Bortolon, Ed Sipler, Eileen Farrar.

**Apologies**: Gill Velleman, Richard Velleman, Jim Orford, Doreen Van Namen.

Candice Groenewald, Alicia Ventura – no apologies given.

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| No | Item | Actions |
| 1 | **Previous minutes - agreed**Noted that Richard said signatory for account does not have to be in UK, however, Richard also agreed to continue as Treasurer. AGM to agree new trustee members. |  |
| 2 | **2023 Rotterdam Conference report and evaluation**Overall feedback very positive.Agreed to continue face-to-face conference biannually (possibly week beginning 1st Sept, 2025).Discussion re continuing virtual conference on alternative years. Next virtual conference Sept 2024 first week, announcing dates in early 2024.For further discussion at AGM and with new trustees. | All |
| 3 | **AGM (later today)**Trustees to step down: Gill Velleman, Jim Orford and Doreen Van Namen. Trustees to be re-elected: Gallus Bischof, Cassandra Borges Bortolon, Tuuli Pitkänen, Richard Velleman, Ed Sipler, Candice Groenewald, Eileen Farrar, Alicia Ventura, Anne Whittaker New trustees: 14 people to be proposed as new trustees as Emmi Kauppila (Finland), Zeliha Yaman (Turkey), Ruth McGovern (England), Rob Campbell (Australia), Joel Tremblay (Canada) Trustees noted that members need to assist with activities such as communication strategy and various committees (conference organisers), however, we are keen for the new trustees to bring new ideas and projects to the table.Agreed it would be good to send a welcome letter to new trustees and offer to meet them online sometime soon after the AGM to have a short ‘welcome and introduction’ session. They could be encouraged to prepare ideas for the Trustees meeting in December. ACTION POINT: Gallus to send welcome letter next week.  | Gallus |
| 4 | **Book update**26 chapters received and currently being edited. Submission deadline end of this year should be achievable. Springer have suggested open access for the book for a fee – agreed this would be ideal. Gallus said he would donate his editor fee for this purpose, but further funding would need to be raised. AW suggest SSA. ACTION POINT: agreed to discuss book and open access funding with the new trustees as well.  | All |
| 5 | **Conference proceedings book**Agreed to publish conference papers (n=23).Candice agreed to be lead editor for this and will approach authors and progress. Gallus has offered support to Candice.ACTION POINT: Candice to update on progress of book | Candice |
| 6 | **Communication strategy**Newsletter – discussed technical aspects of producing it and also challenge of creating/generating content.Webinars – Eileen has discussed similar issues with Richard regarding the webinars.Webinars scheduled are advertised on the website (up to January 2024).Discussed problems with some recipients not being able to receive the newsletter or open links via existing mailing route. Suggestion to send out another email with one link to Newsletter on AFINet website. ACTION POINT: Eileen to investigate further. | Eileen |
| 7 | **5-Step Method study**AW provided update on progress with this grant proposal. AW spoke to Professor of Statistics at CTU in Aberdeen and he will attend the next research group meeting in early Nov. Group also need to identify intervention delivery sites in UK. |  |
| 8 | **Future Dates and Minute Taking**Discussion re minute taking – agreed better that one person responsible for taking meeting notes (action points) as existing system not always working. Tuuli suggested Emmi as Secretary could do this. To be confirmed after AGM.**Dates for next meetings:**7 Dec 23 – Candice minutes14 March 2024 - Eileen13 June 2024 - Ed12 September 2024- Alicia12 December 2024 - Richard |  |