



**EAIR Annual General Meeting Prague (Czech Republic)
Tuesday 10 September 2002**

DRAFT MINUTES

About 100 members were present at the meeting.

1. Announcements

The *minutes* of last year's AGM were approved without changes.

The Chair informed the members about the *outcome of the elections* for membership in the EC: Lee Harvey and Karl-Axel Nilsson were re-elected, Bert Hoogewijs was newly elected and will succeed Anita Ax as the Treasurer of EAIR. The Chair also thanked Anita Ax for her years of dedicated service.

Furthermore, the Chair *appealed to all members* of EAIR to participate more actively in the nomination and election of candidates for the EC.

The Chair announced the necessity to *revise EAIR's Constitution*. A revised Constitution will be submitted for decision at the AGM in 2003.

2. Reports on Activities

The *Chair* informed the members that a strategic planning document will be designed and presented at the AGM in 2003. She further promised a written report from next year onwards.

The *Vice-Chair* encouraged wider involvement in the Forum and pointed out that the newcomer reception was a successful event at the start of the Forum, which will be repeated next year. He reported about the plan for a membership drive addressed in particular to underrepresented countries and professional groups. He also reported about seminars in which EAIR is involved as an organisation so that EAIR members can participate for a reduced fee.

The *Secretary* informed about a few more details concerning the membership drive and reported that everything was running smoothly.

The *Chief Editor of TEAM* reported about the changes in the editorial group, which has been enlarged to comprise a team of four plus himself. A strategic document has been adopted by the TEAM team to speed up the process of informing presenters about the acceptance or rejection of their papers in order to be able to inform everyone by March in the year following the Forum. He noted with regret that one of the founding members of the Editorial Board for TEAM has resigned. He also informed the members that all four issues of TEAM Vol. 8 were published on time.

The *Manager of the Secretariat* reported that the move of the Secretariat in Amsterdam was envisaged to take place in May 2003. She also reported that her assistant, Pamela Lee, was still working part-time in the Secretariat's office.

3. Reports on Finances

The outgoing Treasurer, Anita Ax, started her report with a reflection on her work and was pleased with the results of building up a stable reserve after getting rid of the deficit.

She informed about the report of the Audit Committee, which had approved of EAIR's finances. As Bert Hoogewijs, was elected as a new member of the EC and will be her successor in the function of Treasurer, Anita Ax proposed George Mulder from the University of Groningen as the successor of B. Hoogewijs in the Audit Committee. The participants in the AGM accepted her proposal.

The Treasurer reported that the budget for 2002 was accepted by the EC in March 2002. The small deficit, which was projected, is expected to turn into a positive outcome due to a successful Forum. The proposal to raise the membership fee for 2003 by the annual inflation rate from €110 to €115 Euros was accepted.

She also explained a change in calculating the budget for overheads being now divided into 70 percent on the Forum budget and only 30 percent on the budget of EAIR. This division is new and figures are based on experience. It is hoped to achieve a more realistic budget estimate with this change.

One member requested that the profit and loss account as well as the budget be presented on one sheet for easier overview.

4. Future Forums

The local organisers of next year's EAIR Forum taking place in Limerick (Ireland) made a presentation about the host university and its surroundings and invited all members of EAIR to come to Limerick next year. They also announced that there will be some special surprises to celebrate the 25th EAIR Forum.

A delegate from the Technical University of Catalonia in Barcelona (Spain) greeted all members of EAIR and invited them to come to the 26th EAIR Forum in Barcelona in 2004.

The Chair asked all representatives of universities interested to host an EAIR Forum to send a written invitation to EAIR. A representative from University of Latvia (Riga, Latvia) took the opportunity to convey an oral invitation to EAIR to have a future Forum in Riga.

5. Greetings from Sister Organisations

Rick Voorhees from AIR greeted all EAIR members and invited them to come to the AIR Forum in Tampa, Florida.

Raj Sharma, Chair of the South-East Asian branch of AIR, greeted all members of EAIR and invited them to join the Forum in Kuala Lumpur.

Raj Sharma, also Chair of the Australasian branch of AIR, greeted all members of EAIR in this second function and invited them to come to the Forum of that branch as well.

6. Comments on Prague Forum

It was noted that the increase in the number of Tracks (from 6 to 7) provided more choices for Forum participants.

All members present at the AGM were reminded to fill in the evaluation forms.

No further comments on the Prague Forum were made.

7. Any Other Business

The Secretary informed the members that a CD with music interpreted by the orchestra, which played at the reception in the Bethlehem Chapel, was available at the Agentura Carolina desk.

The Chair thanked the President of EAIR and the members of the EC for their cooperation and closed the meeting.

B Kristensen
Chair

B M Kehm
Secretary