

**EMEYF Communications Committee
2012-02-16 via Skype**

Present: Leo Vincent, Esther Köhring, Paul Sladen, Kristin Skarsholt, Theo Wieldraaijer, Hannah Slater, Jonathan Riddell

Item 1. Minutes from AM. It was noted that the minutes taken at Annual Meeting 2011 in Brussels were still not publically available. These are currently in possession of Paul who needs to make them available. Hannah and Jonathan may be able to assist.

Item 2. Updating Job descriptions. Esther introduced that it would be useful to have the job descriptions updated both at the point of an outgoing post holder, and at the point of incoming to help people understand their roles. During the year additional points may crop up where it is valuable to add additional clarity. These should be included for future reference and to reflect the evolving roles.

Item 3. Annual Report 2011. The combined accounts go into the Annual Report along with the Treasurer's report. The data is all fine, but the presentation of the combined reports needs finalising. The report is also still awaiting the incoming Clerk's report for 2011. This is crucial to EMEYF's communication and fundraising activities. Hannah noted that both the combined accounts and reports are needed before the Annual Report can be produced.

item 4. Communication Committee email mailing list. Everyone is on the list who needs to be on. Once the incoming and outgoing post holders are comfortable that everything has been handed over, Hannah will remove the outgoing post holders.

Item 5. Communications Committee face-to-face meeting. If held, this meeting tends to be most useful if held about one month before Spring Gathering. Hannah noted that April would be a busy month and there would only be a couple of free weekends in March. Another option is to hold a Skype meeting, although this tends to be shorter. The value of a face-to-face meeting comes from setting aside dedicated time to be together. The likely driving factor is the amount of the business that may need discussing and the opportunity for the new Communications Committee to know each other as a group. It is unlikely the Committee will be able to meet at the usual time in the next month of 2012, but we would hope to be able to meet together at a future point before Annual Meeting. We ask Hannah to explore the options in terms of dates and locations.

Closing minute. We are thankful for the opportunity to communicate together, and hope that it can be a more frequent and reoccurring event that is never far away.