



## **Minutes for the PCSI Executive Committee Meeting Helsinki, Congress Paasitorni, Paasivuorenkatu 5 A**

**September 17, 2.30pm to 7.30pm**

In Attendance: Dana Burduja (Vice-President), Jacob Hofdijk, Jugna Shah (Secretary), Janette Green, Brian McCarthy, Jeff Hatcher, Kristiina Kahur, Martti Virtanen, Steve Sutch, Jiro Okochi, Jean-Marie Rodrigues, and Virginia Jordan (Treasurer)

Absent: Poul Erik Hansen (President), Syed Aljunid, Carles Illes, Magali Pirson

### **Welcome**

Dana welcomed the group and chaired the meeting as requested by Poul Erik. She thanked the local organizing committee for their hard work and encouraged all EC members to attend workshops in show of support.

### **Mission and Vision**

Dana explained that the mission/vision document has not been updated at this stage. The reason for this was a combination of time pressures and also because of the upcoming elections which may change a number of committee members and also leadership positions. She explained that we need to address issues related to the future conferences, elections, and overall group and member dynamics/management as critical items along with our usual work and updates.

### **Resignation of EC member**

In addition to the resignation of Poul-Erik as president, Dana informed the EC that Magali Pirson had resigned from the committee.

### **Website update**

Jugna provided a brief update on the website. The resources page in particular of the website has been updated and now includes GA and EC meeting minutes. Dana requested that the Charter be added to the web-site in both English and French so everyone has access to it.

**ACTION ITEM: Jean-Marie to find the original French Charter and to scan it and provide it to the EC. Dana suggested a professional company translate the French Charter into English.**

Jiro and Janette need to review our website and find places where we can add in extra wording/language to make PCSI more broad and so that it comes up when people do web searches. We may also want to change the names of the Winter and Summer Schools so they are not tied to a season and are in fact more descriptive. For example, the Summer School could be called something like, "Foundation Level" or "Case-Mix Fundamentals" and the Winter School would be called something like "Practitioner Level" or "Advanced Principles and Applications of Case-Mix".

**ACTION ITEM: Jiro and Janette need to review our website and find places where we can add in extra wording/language to make PCSI more broad.**

### **General Assembly Agenda and Election Procedure Review**

The charter calls for 4 elected positions and 7 executive committee members to be filled. At present, we have 7 positions leaving the executive including 3 officer positions (President,

Vice President and Secretary). We need to fill these as well as committee positions while making sure we cover all of the regions per the Charter. The position of Secretary will be open and also the position of Vice-President if Dana as current Vice-President fills the President position either as an elected position or as stepping in for Poul Erik's term through 2015. If we have an election, this would be less than ideal as it would mean three officers are being elected at the same time including the President and Vice-President. It may be that the position of President is also open depending on how the Charter amendment is read/viewed by the EC and the GA. The charter wording is confusing and EC members have different views on the interpretation of the wording surrounding what happens when the president dies or resigns and the implications for elections. Following further discussion at a further meeting (see below) it was decided that the Vice-President fills in for the President until such time there is another election which means until the next General Assembly meeting when voting occurs. This was not how the issue was seen by all but it is how the majority of the EC saw the issue and wanted it handled. This resulted in three officer positions being up for election.

With respect to the election procedure, the name of the person would not be placed on the ballot. Instead each person casting a vote would show either their conference badge or their ID and initial the list of participants.

### **Presentation of the Helsinki Conference**

Brian and Minna-Lisa presented the following key facts on behalf of the local organizing committee:

- There are 198 registered participants from 32 countries. 192 membership fees have already been collected with 6 outstanding.
- Over 75 people are registered for the workshops which represents a high level of participation. Each workshop organizer will be asked to count the number of people who show up.
- The Welcome Reception will be held in the ballroom of "The City Hall of Helsinki" at 6:30. 139 participants have pre-registered and will receive a ticket to attend.
- The "Thank You" dinner for the Scientific Committee, Local Organizing Committee, the Executive Committee, and Workshop Organizers will begin at 7PM and 37 people are registered to attend.
- The Gala Dinner is scheduled from 7:30 PM to Midnight and 140 people have signed up for this.

Brian reported that the evaluation of the submitted papers is continuing but that at this stage, one reviewer had not made contact. He asked for volunteers to review one further paper to ensure that all papers were reviewed by three reviewers. Olaf, Jean-Marie, Jiro and Steve agreed to do this.

The Poster presentations will be reviewed by Jiro, Janette, and Kristina.

### **PCSI Charter Proposal Related to "Regionalization Changes"**

Jean-Marie reminded the group that in Tallinn we further discussed options on how to revise the number of regions present in the Charter. At the last General Assembly meeting two changes were proposed and the following is what was recorded in the 2012 GA meeting minutes. It should be noted that the language from the minutes appears to vary from the actual track changes language in the Charter document:

"The first change is being proposed by Jean Marie to expand the number of regions listed in our Charter to include Africa. If this change is made it means that there would be a permanent spot on the Executive Committee for Africa as a region as there is for all other regions.

“The second change is being proposed by Poul Erik and it relates to the President’s succession in the case of death, retirement from the position, or something else that may cause the President to step down before his/her term is over. In this case the proposal is that the Vice-President would take over for the President until the next General Assembly at which time an election would be held. Jugna Shah as Secretary asked if members agreed with each of these charter changes. There was a first and then a second for the proposed changes. A show of hands confirmed acceptance of both of these charter changes which means that the President will raise both of these again at the next General Assembly and if they are still supported, then according to French law we will be able to seek an amendment to the charter.”

In discussing the Charter Amendment related to regions, Jean-Marie stressed that the revision has two main aims: (1) to add Africa and (2) to reduce the overall # of EC members. With respect to the first proposal, he suggests changing the Europe region from having 5 positions to 3 positions, Asia Pacific from 1 position to 2 positions, and to leave the Americas as is, and to add in Africa with 1 position.

The Current EC configuration is as follows:

- South Europe - 2
- North Europe - 6
- East Europe – 1
- Asia Pacific -3
- Americas – 2

There are too many European regions and even if we restrict the # of regions we still have the charter which says, “Within the bureau there is at least one person coming from each geographic area”. This means we can have more than one person from each region...so perhaps this should change to say, "at least one" or “no more than” etc.

Brian raised the question of what happens if we don’t fill a region. Maybe the charter should say, “at least one member, subject to a candidate actually running? Jacob pointed out that we are creating a structure just based on where somewhere is living but what if they have no organization behind them or a tie to one that can help.

The EC looked up world regions on the internet to try and determine how many there are and finally settled on bringing forward the following to the GA:

- Europe
- Australia/Pacific (need to decide)
- Africa/Middle East (need to decide)
- Asia Pacific or Oceania (need to decide)
- Americas

Brian recommended that we work on revising the charter and bring changes to the EC GA of 2014. Others felt that we needed to raise the issue at the 2013 GA since both issues had been previously raised.

**ACTION ITEM: Jean-Marie to report on work in progress at GA**

## September 18th, 3:30pm to 5:30pm and from 8:15 – 10: 00pm

In Attendance: Dana Burduja (Vice-President), Jacob Hofdijk, Jugna Shah (Secretary), Janette Green, Brian McCarthy, Jeff Hatcher, Kristiina Kahur, Martti Virtanen, Steve Sutch, Jiro Okochi, Jean-Marie Rodrigues, and Virginia Jordan (Treasurer)

Absent: Poul Erik Hansen (President), Syed Aljunid, Carles Illes

### **Increasing/improving our mailing list and marketing reach**

Dana updated the group with information about how Thompson/Reuters has been providing Abstract Central as the abstract submission system and along with that, they have other tools including marketing tools related to reaching more of an audience. One of these is a better mailing list which we should explore with them. In addition, we really need to rely on the EC and other members of PCSI who have strong regional representation/access etc. so the word can be more widely and easily spread about our future events.

### **Qatar Conference 2014**

Husein Reka presented the current status of the forthcoming 30<sup>th</sup> conference in Qatar. He presented the following points to the EC:

- The local organizing committee has agreed to absorb whatever loss that may occur and this has been stated as such in the signed contract.
- The Hilton Hotel appears to be the best option and is being recommended by Husein. It is centrally located and close to other hotels and the rate is about \$234 but Husein agreed to ask them to drop this rate a little more since people were likely to stay for a few days before and after. The next best option is the Marriott. It also has a beach, but is not as centrally located but the per-night cost is lower, around \$150 per night.
- Marketing efforts have already begun and two keynotes have been confirmed and an additional two people are being talked with at present. Jean -Marie suggested an academic person from the region should be invited.
- The timing is expected to be: Oct 20-23<sup>rd</sup>, 2014 with Oct 20<sup>th</sup> being a workshop day and the 21<sup>st</sup> and 22<sup>nd</sup> being the main meeting dates and the 23<sup>rd</sup> could be a half day if agreed upon.
- The LOC has been formed through the Ministry of Health.
- The final name, logo, and conference theme need to get finalized.
- Social events need to be finalized.
- Abstract submission and the scientific program has to get finalized;
- Registration is expected to open in the Spring
- The Gala dinner fee is included in the registration fee but they need to check and see if the fee(s) for social events is also included in the registration fee.
- A draft budget was shown to the EC and several questions were raised and Hussein noted them and promised to follow up on them and present a revised budget to the EC within one month.
- Husein explained that he would show a Welcome to Qatar video on Sat at the closing session.

### **ACTION ITEM: PCSI to nominate members for LOC and SC**

### **2014 Schools Update (Olafr and Jeff)**

#### Summer School

Olafr provided an update on the Summer School. The 2012 and 2013 schools have been held in Estonia. In 2013, we only had 15 participants and therefore faced a slight loss compared to 2012 when we had a slight profit. If there had been three additional students, then we would not have had a loss. For next year's school, we need to get the word out, better, faster,

stronger etc. It would be useful to have lists of case-mix offices that we can email information to.

The 2014 School will be held in Singapore from Dates: June 9 – 13, 2014 at Fort Canning Lodge with local organization support coming from Ms. Grace Lim Siew Wah and her hospital. The expectation is that participants will come from the Asia Pacific region. We will need 23 participants to break-even. The location is central and located near a park and should be a good draw for people. The registration fee is going to be 1700 euros (an increase of 200 euros from past years). Both Syed and Grace think this fee is too high but have agreed to go with it since the EC has asked for this increase due to rising costs in general. This will be the initial fee we advertise but if students need some assistance, it will be considered through the hardship fund. The program of the school is expected to be the same as in Tallinn. We expect to reduce the faculty from past years of 10-11 individuals to 8 or 9 in order to contain costs. A down payment for Fort Canning lodge of 5000 Singapore dollars has been made by Olaf. The faculty for the 2014 has not been determined yet but is under review.

### 2014 Winter School

Jeff provided a brief update on the 2013 Winter School (same as the last EC and similar to what he will present at the GA). He then spent time talking about the 2014 Winter School. The following key points were made:

- Going back to Dublin in 2014 is not an option as there were difficulties in booking hotels.
- Barcelona is also not a real option
- At present, Lisbon is the best option
- Feb/March/April are the best times to have the Winter School in Lisbon but this timeframe may be hard for one of the key founders to do
- The issue of what to call/name the schools was raised
- The final location and dates have not been set yet for the 2014 school but needs to be set soon.

**ACTION ITEM: Jeff agreed to finalize these details by the end of October and to send new information to the Secretary to post to the website.**

### New Schools

Jeff provided a brief update on the request from CIHI to have a localized Winter School planned for them in 2014. The idea would be that CIHI would host and take the financial responsibility of having a Canadian Winter School. CIHI would also market this program and it would collect the money and/or suffer the losses if any occur. The school would be marketed and targeted to Canadians as the goal is not to take away from the usual Winter School. Primarily the same PCSI faculty would be involved and a “fair market rate” would be paid to faculty which would be subsidized by CIHI. PCSI would get credit by use of the logo/brand and by CIHI charging all registrants a 60 Euro PCSI membership fee payable to PCSI.

### **Scientific Committee**

Jacob opened the discussion of the Scientific Committee and the following key points were made:

- For each conference, a Chair for the scientific committee must be selected
- Marti is worried that having an Advisory Committee is an added layer that is not useful. He recommends that 3 members of the EC should help with the program but no more.
- Steve said we have a structure in place but that it doesn't always work.

- Jiro asked, how can we/they randomly select keynote speakers without first knowing the theme of the Qatar conference?
- Brian asked if we should ask/involve the GA.
- Ginny pointed out that the LOC has been empowered to make decisions so they should decide on the hotel etc. Jeff agreed and Jugna disagreed with the idea at least until a formal LOC is in place.
- Brian and others agreed that the EC needs to delegate people from the EC formally to be a part of the LOC and then those EC members get a say in the local organizing decisions.
- Dana suggested we dedicate two people for the scientific committee and two to the local organizing committee and we need to ensure continuity as we determine which people.
- Janette pointed out that we need to make final decisions about key questions that exist. For example:
  - Do we create a permanent advisory board? Yes/No
  - Would the scientific committee and the LOC be mutually exclusive or not?

**ACTION: Dana will respond via email about who will be on the LOC and the Scientific Committee for Qatar and for Sweden**

**ACTION: Jacob and Janette to formalize all responses and create a final process document.**

#### **AOB**

- Bank account related:
  - Poul Erik needs to close a Danish account
  - The President and Treasurer should have access to PCSI accounts
  - Both the Summer and Winter School accounts should have persons with access;
  - For the Canadian account, we need to have two people with access; Jeff has access but he suggests we need to have one additional person who can sign
  - Olaf needs to open an account and have one additional person added to it,
  - Jean-Marie to check if it's possible to open 3 bank accounts

**ACTION ITEM: Jean-Marie to check if it is possible to open additional back accounts.**

- The question was raised about when to have the next EC meeting since it doesn't make much financial sense to pair it with the next Summer School taking place in Singapore. Some EC members suggested that maybe the next few meetings could occur over SKYPE and that after that, we could try and pair up the EC meeting with the Winter School in Lisbon or somewhere else in Europe in the Feb/March 2014 timeframe. The main topics for discussion are expected to be the following:
  - Mission and Vision development
  - Scientific Committee Final Decision
  - Operational Procedures (Treasurer, Secretary)
  - Amendments to the Charter
  - Qatar conference details
  - Break into working groups at next EC meeting so more work can get done.

It was suggested that we again work on using web-conferencing more than we have in the past. Brian agreed to make a proposal for this and to have us on SKYPE once every 6 weeks with the following planning steps in place:

- Specific discussion topic to be shared one week prior to the SKYPE session
- Around Noon to 1 or 1-2 PM Irish Time

- Once time is agree on, Brian will send out a calendar invite for the year
- Dana to Chair the SKYPE meetings
- Actions and decisions should be taken and noted during the SKYPE meeting

**ACTION ITEM: Brian to setup Skype schedules**

### September 19th, 1: 30 - 2.00pm

**In Attendance:** Dana Burduja (Vice-President), Jacob Hofdijk, Janette Green, Brian McCarthy (Secretary), Jeff Hatcher, Kristiina Kahur, Martti Virtanen, Jiro Okochi, Jean-Marie Rodrigues, Syed Aljunid, Steve Sutch, Virginia Jordan (Treasurer), and Jugna Shah (Vice-President),

**Absent:** Carles Illes.

Following the initial GA meeting on the 19/09/2013 (in which a second vote was taken for the change to the charter regarding the Presidents dying or resigning), two members raised a question about whether the Vice-President would complete Poul Erik's term until 2015 as stated during the session or if the Vice President would fill the term until the next election ("the next General Assembly") coming up the following day. A short meeting was called to address this and to determine how to proceed.

It was a little unclear since the amendment was new and the language presented was slightly different from what was in the GA minutes from the previous year posted on the web-site. Several EC members indicate that their recollection of the intent of the amendment was somewhat different from what was stated in the morning session and consistent with the minutes but that this was also different from the charter amendment track changes version shown during the morning and in a previous GA. The issue was confusing and no consistent decision could be reached by the EC in the time available, so a vote was taken on how to address this. Following the vote, several EC members raised additional concerns and it was again discussed that asking Dana to automatically serve in Poul Erik's place until 2015 may not be the correct way to proceed for several reasons.

Several members felt strongly that the amendment was intended to have the Vice-President take over for the President only until the next General Assembly – i.e. the next time there was a voting possibility. There was disagreement by many but the current Vice-President, Dana finally asked if anyone was against the decision to raise this to the GA and letting them know that the position would be open. No one said they were against this and the EC members present for this discussion decided that the Secretary, Jugna would present this to the members prior to the afternoon keynote session.

It was agreed that the Secretary would say, "The EC would like to explain that what was stated in the morning was questioned during the break and we agree that the intent of the new charter amendment is that the Vice-President would fill in for the President until the next General Assembly meeting at which a vote would take place for positions. This means that the position of President is open for election which means that if Dana Burduja as the current Vice-President would like to run, she may and it also means that other PCSI members can also run for this office". This was made clear so that the entire GA would know that the position of President was not automatically being filled by the Vice-President as stated earlier in the day but rather was open to election.

## September 21st, 1: 30 - 2.30pm

**In Attendance:** Dana Burduja (Vice-President), Jacob Hofdijk, Janette Green, Brian McCarthy (Secretary), Jeff Hatcher, Kristiina Kahur, Martti Virtanen, Jiro Okochi, Jean-Marie Rodrigues, Olaf Steinum, Syed Aljunid, and Paula Monteith.

**Absent:** Carles Illes, Virginia Jordan (Treasurer), and Jugna Shah (Vice-President)

Dana welcomed everyone to the meeting and outlined the short agenda to be addressed. She welcomed Paula and Olaf to the meeting as they had just been elected.

Dana reported that Ginny had had a long meeting with Poul-Erik regarding the financial accounts and that the plan was to arrange the transfer of the accounts to both Ginny and Dana's names so they would have access to the accounts. Jean-Marie noted that Dana, Ginny, and Poul-Erik would need to come to France to arrange this and that at the moment, Poul-Erik remains the president. Maarti asked if official documentation from the association is needed to make changes as this is the case in Finland. Jean-Marie stated he did not believe this was necessary in France.

It was also noted that Olaf is going to open an account for the Summer School. He indicated that he must have an account to control the incoming funds from student registrations and also payments that need to be paid.

**ACTION ITEM: Dana and Ginny to arrange with Poul-Erik and Jean-Marie to visit France to transfer over the financial accounts.**

### Other key items discussed:

- The subject of participation in the EC was raised and a suggestion was made that were someone does not attend or participate in two consecutive EC meetings they will be removed from the EC. This will not apply if someone has done work for the meeting but is simply not able to attend.
- Dana indicated that the Mission statement and Vision documents will be discussed during the forthcoming Skype call. Brian will set-up a date for the call by polling the group.
- Dana indicated that issues that members have raised need to be circulated among the entire EC and these issues need to be addressed in one of the upcoming SKYPE calls. Maarti asked when the first SKYPE call will occur. Dana stated that it will be within four weeks and the length of time is planned for one hour and proposed that we address this during the first or second SKYPE call. Dana and Jugna to pull all of the emails together of member concerns.

**ACTION ITEM: Dana and Jugna to circulate the member's issues**

- Dana outlined her plan for how to allocate individuals from the EC to the scientific and local organizing committees for the Qatar and Sweden conferences. She indicated that she needs to give the matter some thought and will contact the EC via email about this. A suggestion was made that a mixture of new and older "heads" should be considered.
- The question of the next EC meeting was raised and Dana agreed to think about when and where this could be. Some suggestions included having this in Ireland since Brian is already there and it would not be expensive. Another option was to have this occur around the time of the Nordic Casemix Conference in Estonia. All of this assumes

that the EC would not be scheduled around the Winter School though that had been suggested previously. The idea of using SKYPE for the entire EC was discussed but it was decided that a very long EC meeting would be difficult to manage on SKYPE and that we need to meet “face to face”.

- Dana indicated that we must create/prepare an archive of conference material.
- DB indicated that she has been in contact with the Thompson-Reuters company regarding the abstract submission system and a mailing list system. We may have to organise a UK meeting with the company.
- Brian reported that he had spoken to the winners of the prizes and told that we would be in touch.
- Dana indicated that we have been approached by a representative from Australia regarding the possibility of having the conference there maybe in 2016. The representative seemed very enthusiastic about this and was going to check with his board to get the ball rolling.
- Jacob said that there may be a possibility of having the conference in the Netherlands in 2017.