



Execute Committee Meeting Minutes - WEBSITE

Location: Skype
 Date: 25 October 2013
 Time: 13:00 Irish time
 Present: Dana Burduja (President), Jacob Hofdijk, Jugna Shah (Vice President), Janette Green, Brian McCarthy (Secretary), Jeff Hatcher, Kristiina Kahur, Martti Virtanen, Syed Aljunid, Carles Illes, Olafr Stenium, Paula Monteith.
 Unavailable: Jiro Okochi, Virginia Jordan (Treasurer), Jean-Marie Rodrigues

Please note that there were some difficulties with the Skype connection and as a result some members of the EC either could not connect, had difficulty contributing or lost connections. The agenda for this meeting was

1. Review of previous action items
2. PCSI Members' issues and concerns – for information and as support for:
 - a. Mission and Vision of the Association (operational plan on addressing this item)
 - b. Organization of next year's conferences (including update from Dana and Jeff, agreement on LOC and SC composition for both)
3. Organization of 2014 Schools: Summer, Winter and CIHI – updates from schools directors (Olafr and Jeff)
4. Next EC meeting Agenda and time, EC face to face meeting proposals (Dana, Jiro)
5. AOB

1. Review of previous minutes.

Jacob reviewed the previous action items (as circulated by Dana) with the EC.

ACTION ITEM	Detail	Status
1	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.	JM provided the original charter, Dana is following up the translation and identification of several major

		differences
2	Jiro and Janette still need to review our website and find places where we can add in extra wording/language to make PCSI broader and so that it comes up when people do web searches.	Ongoing
3	Jeff agreed to finalize these details by the end of October and to send new information to the Secretary to post to the website.	On the Agenda
4	Dana will respond via email about who will be on the LOC and the Scientific Committee for Qatar and for Sweden	Completed; Need to assess based on EC comments
5	Jacob and Janette to formalize all responses and create a final process document. (Scientific Committee and Executive committee project)	Ongoing
6	Dana and Ginny to arrange with Poul-Erik and Jean-Marie to visit France to transfer over the financial accounts	At the time of minutes distribution, this was planned for early December 2013
7	Brian to set-up the SKYPE call	Completed
8	Dana and Jugna to circulate the member's issues	Completed

Dana noted that Kristiina has agreed to coordinate the “Action Items” and to summarise them all in one document/spreadsheet. Dana also indicated that the goals in the Excel document are strategic goals. Jugna suggested that a column is added the spreadsheet to indicate if a goal is urgent. Dana also suggested that we inform Kristiina when an action is complete.

2. Members issues and Concerns

Dana circulated four pieces of correspondence where members of the PCSI raised concerns surrounding the direction of the PCSI, recent conferences and other issues. Dana asked Jugna to summarise the main points from this correspondence.

Jugna reported that there was a common tone/theme in the correspondence questioning the content of the conferences. She felt that the organisation is addressing the concerns but that there was more work to do. The principal themes are how do we elevate the standard of the conferences and how do we create more value for the participants of the conferences.

A summary of the suggestions/concerns are as follows.

- Concern about the level of academic content at the conference
- Concern about the failure of keynote speakers to appear at the conference and suggestions about how to choose a keynote speaker.
- Suggestions about areas of patient classification which PCSI should move towards.

Dana felt that we should now be looking to address these concerns and this should be reflected in the forthcoming conferences.

2a. Mission and Vision Statement

Dana asked for suggestions on how we incorporate the member concerns in the mission and vision statement documents. She suggested that we need to review the current drafts of these documents and suggested a subgroup to do this and, perhaps, to brainstorm. Dana also suggested that we appoint a facilitator for this group to report back to the EC. Dana asked for volunteers from the EC for this task.

The EC felt that it would be a good idea to circulate the current draft of the mission and vision statement, and they would be in a better position to decide on whether they can contribute. The following member of the EC indicated a willingness to take part (subject to review of the draft documents; Jugna, Jacob, Janette. It was suggested that Jiro would also take part given he was involved in this before.

ACTION: Dana to circulate the current draft of the mission and vision statement to the EC.

2b. Future conference

Dana indicated that she had decided on who should be on the LOC and SC from the EC for each of the conferences and thanked everyone for their commitment and acceptance.

3. 2014 Schools (summer and winter)

Olafr briefed the EC on the current arrangements for the summer school to be held in Singapore. He indicated that there will be a faculty of 8 people (Jacob, Jean Marie, Jugna, Kristiina, Jiro, Terri, Karl and Olafr). He indicated that the next step is to publish the faculty and the agenda on the website. He also indicated that Jugna and he are working on the programme (and any changes).

Jeff reported on the current situation surrounding the summer school. The plan is for this school to be held in the week of April 28th to May 2nd (2014) and it is hoped that this will be held in Lisbon. Ceu Mateus is the local contact point for the school and she told Jeff that she will be able to finalise dates and venues in the forthcoming weeks. The plan is to hold the school in a local university in Lisbon. Jeff also reported that he had started looking into returning to Dublin as backup plan.

Dana asked that he send an update by 10/11/2013 on the current status of the school.

In regard to both schools, Brian asked that information is provided on the website for the schools.

ACTION: Olafr and Jeff to provide information for the website.

ACTION: Jeff to provide an update for the winter school by 10/11/2013

4. EC Meetings

Dana raised the question of when the EC will meet face to face. Jiro circulated documentation to everyone which attempted to estimate the cost of airfare for all members of the EC should a meeting occur in Singapore. On the basis of this, it was not feasible to meet in Singapore for a face to face meeting. It was proposed that we meet at the edges of the winter school in Lisbon.

5. AOB

Note that some people had left the meeting at this point.

- 1) Jeff raised the Issue of the CIHI/PCSI winter school to be held in Canada. He said that CIHI were finalising a letter for the PCSI in regard to this. Dana asked that this letter is circulated to the EC.

ACTION: Jeff to circulate the letter to EC when finalised

Martti raised an issue surrounding the conference in Goteborg. Dana indicated that she had separate correspondence from our partner in Sweden and she would follow up with this. Dana asked that all correspondence in relation to the Swedish conference should be CCed to herself.