



2nd meeting of the current board of SBSP, Minutes

Friday 15th September 2017, 9:00 GMT/11:00 CEST/12:00 EEST

Board members present:

Pikka Jokelainen (PJ)
 Vaidas Palinauskas (VP)
 Rebecca Davidson (RD)
 Age Kärssin (AK)
 Andrew Williams (AW)
 Andrea Miller (AM)
 Guðný Rut Pálsdóttir (GP)

Board members absent (with notification):

Gunita Deksne (GD)

1. Welcome

2. Documents

2.1. Minutes of previous board meeting, of last meeting of previous board and of GA to webpage (Gunita, Andrea)

AM will finish the minutes for the final meetings before the new Board took over.
 AM was chosen as the secretary for this meeting.

3. Update on matters from previous meeting (Pikka)

3.1. Preparing an email to members, updates to website (Pikka)

PJ has created an email draft with an update for our members, aim is to make it ready by the end of the month. The contact SBSP email address needs to be changed.

3.2. Board manual (Vaidas)

VP asked Board members to update their contact information in the Board Manual. Comments to other sections were also welcome.

3.3. Grants (Gudny and Age)

The Board discussed reducing the grant application period to once a year. In addition, the online descriptions and applications need to be updated. The money amount for the grants may need to be adjusted. The SBSP's current financial situation may not allow for the full funding of all grants in the next years. These matters will be investigated by GP, AK, and RD, and possible changes will be discussed and decided in the next board meeting.

3.4. Financial matters (Rebecca)

There are still many members who have not paid their biannual dues. RD discussed that there may be some problems with the PayPal option. PayPal charges extra to transfer funds. However, bank transfers also cost, the payer. In addition, the PayPal account costs. The Board discussed other options, such as Vipps, but these options are not available to members in all countries. For now, this matter remains open – PayPal and paying to bank account are the current options.

3.5. Membership matters (Andrea)

The membership list online needs to be updated. Currently, this is the only way members can see if they are a paid member or not. The Board discussed different options for members to determine their membership status, such as special log-in online or an annual email. AM will consider these options and make a suggestion for the efficient method of keeping the members updated in the future.

The Board also discussed methods of reminding members to pay dues. This could be an invoice or a reminder email. Board members are encouraged to remind those around them to remember to pay dues. AM will prepare suggestions for next meeting.

3.6. ICOPA-bid (Pikka and Andrew)

The ICOPA pre-bid will be completed by the end of the month.

3.7. CSBSP8: Copenhagen, with DSP and EVPC! (Pikka, Andrew, Gunita)

The next CSBSP meeting will be organized back-to-back with DSP and EVPC. The date is not yet determined. However, April 2019 is suggested. Board members were encouraged to think of any other events that conflict with this date.

3.8. Social media: update (Pikka and Andrew)

Board members were reminded that all members can post on the visitors section of the Facebook page. AW suggested that SBSP's webpage and Facebook feed could be linked to other members' personal webpages. In addition, the SBSP Facebook page could be linked on the SBSP webpage.

4. Grant reports received

The Board has received reports from all the grant recipients for the last CSBSP. The Board discussed how to use these reports in the future. Testimonials could be put on the Facebook page and the website. However, this is something the Board needs to ask permission for in the grant applications in the future.

5. Using our logo for promoting our society, new ideas (Vaidas)

The Board granted VP permission to make a smaller SBSP flag for promoting purposes. VP will take the flag to a conference in South Africa. Pictures will be posted on Facebook. This flag could be used by any of our Board members to promote the society at different events.

6. The new ESCCAP maps have forgotten that our area is in Europe (Pikka)

6.1. Suggestion: a short letter to kindly remind ESCCAP about our region; inviting to our congresses, links to webpage and FB

ESCCAP's new maps do not include most of the SBSP area. PJ suggests to write a letter politely reminding ESCCAP about our work in the region and to include this region in future maps. This suggestion was supported and it was agreed that PJ drafts and all comment, PJ sends.

7. Minutes of this meeting: should we list action points more clearly in minutes?, round of comments, to the website (Gunita)

PJ suggested to put a list of action points at the end of the minutes.

8. AOB

The next meeting will be in November 2017. A list of tasks for the members is below.

TASKS FOR NEXT MEETING**PJ**

Coordinate compiling the update email to our members within a week.

Finalize and send an email to ESCCAP.

Contact the webmaster about a live-feed of the Facebook page on the SBSP main page.

VP

Finalize Board Manual within a week.

Have a smaller SBSP flag made for promotional purposes.

AM

Prepare and finalize minutes from the Board Meeting before the GA, the GA minutes, and the current Board meeting.

Update the membership list for next meeting. Think about options for keeping the membership list updated.

Make a suggestion for reminder for members to pay dues.

GD

Finalize the minutes of the previous Board Meeting.

RD

Continue to work PayPal and investigate other payment options.

PJ/AW

Prepare an ICOPA update

PJ/AW/GD

Prepare a CSBSP8 update

GP/AK/RD

Begin to revise grant applications. Begin to prepare a suggestion for revision of the grant process (award sums and application periods).

All board members

Provide comments for the SBSP letter.

Comments on the Board Manual within one week.

Remind fellow members to pay dues.

Check calendars for the next CSBSP meeting in April 2019.