

## April, 24<sup>th</sup>. Skype call minutes

### Participants:

1. President - Jens
2. Vice-President - Eugenie
3. Secretary - Fatima
4. Treasurer - Thierry
5. Social Committee Officer - Alexander
6. Social Committee Assistant - Ekaterina
7. Social Committee Assistant - Christian

### Agenda:

Checking if everything is ready for the EUCO:

[Certificates](#)

[BESP and TCA prizes](#)

[Bank account troubles](#)

[Presents for HOC, CRs and Board members](#)

[ERIC Glasses for Plenary](#)

[Bracelets for Service Project](#)

[Voting bulletins](#)

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Topic and discussion	Tasks	Responsible	Due date
<p><b>Certificates</b></p> <p>We need to make certificates for: Plenary speakers, workshops facilitators and attendees, HOC, CRs and Board</p> <p><b>Eugenie</b> will provide names of all Speakers  <b>Jens</b> will ask Justin about the layout and ask Matthieu to print it out in Warsaw</p>	<p>Provide names of all Speakers</p> <p>Ask Justin about the layout</p> <p>Ask Matthieu to print it out in Warsaw</p>	<p><b>Eugenie</b></p> <p><b>Jens</b></p> <p><b>Jens</b></p>	
<p><b>BESP and TCA prizes</b></p> <p>Alex has ordered everything already.  All the 6 prizes together cost 340eur</p> <p>Social office decided they don't need help from Peter Offer to give the awards, so they will do it alone, and he will get some time for a speech.</p>	<p><b>Provide the proofs of payment to Thierry</b></p> <p><b>Pay back to Alex</b></p>	<p><b>Alex</b></p> <p><b>Thierry</b></p>	
<p><b>Bank account troubles</b></p> <p>Bank where ERIC account is located requested the new postal address of ERIC. Until then our account is frozen. To solve it, we need to make and give to the bank minutes from a Board Meeting containing a voting for the new postal address.</p> <p>Proposal is to use Thierry's address in Luxembourg for it.  No one objects, so the new address of ERIC will be:</p> <p>57 route d'Arlon  1140 Luxembourg  Luxembourg</p>	<p><b>Make the official Minutes</b></p>	<p><b>Fatima</b></p>	
<p><b>Presents for CRs, Board and HOC members</b></p> <p>Last time it was flowers, we can make it this time as well.  We need to know, how many people there are in the Board  Since the account is frozen, we can take money from the ERIC fees, for the roses as well as for certificates.</p>	<p><b>Ask for the list of HOC members</b></p>		
<p><b>ERIC Glasses for plenary</b></p> <p>Alex have those already.  We made 250 glasses. And the price is 625eur  Matthieu was worried about people might not stay after the coffee break, so maybe it's a good idea to give it in the end of the Plenary</p>	<p><b>Bring glasses</b></p>	<p><b>Alex</b></p>	
<p><b>Bracelets for Service Project</b></p> <p>Kate has the bracelets with her, she will bring it to the EUCO.</p>	<p><b>Bring bracelets</b></p>	<p><b>Kate</b></p>	

<p><b>Voting bulletins</b></p> <p>Fatima's idea is to make voting bulletins for the ERIC meeting same way as it was done in Deuko: no multiple choice questions but just a number of a question. That prevents CRs voting before the presentations are made and the voting process is started.</p> <p>Also, if a special paper for printing out business cards is used, it should be easier for CRs with many votes to use and for Fatima - not to cut all the 1200 bulletins out herself.</p> <p>Price varies between 50 and 100eur for the needed amount. As soon as Fatima finds a company which sells it in St.Petersburg or can deliver it in time, she will tell the costs, so that the final decision can be made.</p>	<p><b>Find the needed paper and get prices</b></p> <p><b>Decide whether to buy it or do old way</b></p>	<p><b>Fatima</b></p> <p><b>Board</b></p>	<p><b>Asap</b></p>  
<p><b>Presentations</b></p> <p>Everyone should make presentations for the ERIC Meeting as well as for the Plenary. The deadline for that would be May, 1<sup>st</sup>.</p> <p>Fatima will resend the email with all the details and timing once again.</p> <p>Thierry will be looking after timing of presenters</p>	<p><b>Re-send the email</b></p> <p><b>Send presentations</b></p>	<p><b>Fatima</b></p> <p><b>Board</b></p>	<p><b>Asap</b></p> <p><b>May, 1st</b></p>
<p><b>Agenda for the Gala</b></p> <ol style="list-style-type: none"> <li>1. Peter Offer Speech</li> <li>2. E.R.I.C. President speech 3-5min</li> <li>3. BOM Results 3-5min</li> <li>4. Thanks to Current year CRs and Board (depending on how far they sit, 5-10min)</li> <li>5. TCA results (10min)</li> <li>6. Next Board presented + short speech of the new president (3-5min)</li> <li>7. BESP results (10min)</li> <li>8. Thanks to the HOC (depending on how big is HOC and whether there will be Matthieu's thank you speech, 5-7min)</li> <li>9. Next HOCs (3-5 min)</li> </ol>	<p><b>Send the Agenda to HOC EUCO</b></p>	<p><b>Fatima</b></p>	