



**Present:** Oya Atalay Franck (President), Ilaria Valente (Vice President), Hugo Dworzak, Dalibor Hlaváček, Inge Lens (secretary), Emma Boelen (webmaster), Roberto Cavallo, Mia Roth-Cerina, Sally Stewart, Koenraad Van Cleempoel (Treasurer), Tadeja Zupančič, Johan De Walsche

**Excused:** Harriet Harriss (present through skype)

## Agenda

Welcome by President Oya Atalay Franck.

The agenda is accepted.

### 1. Apologies

### 2. Minutes of the previous meeting

The minutes are accepted.

### 3. Finances (annual accounts)/ new members

#### 3.1. Finances

Account end 2018

31.925,05€ + 378USD + 111.833,87€ (savings)

Total in 2018:

72.551,85€ (+ 11.257,00€ Erasmus+)

Total out 2018:

67.084,39 (+ 1.000,00€ Erasmus+)

Inge Lens clarifies that the remainder of the Erasmus+ budget stays with the EAAE. A few transactions on this budget might still happen.

**Action:** Koenraad Van Cleempoel will ask Karl Otto Ellefsen and Ivan Cabrera I Fausto for an update on the finalization of the project's publication.

#### 3.2. Membership renewals

The secretariat has sent out 151 invoices (for the first time through the emailing system of the database) in the second week of January to the primary contact addresses.

A wave of reminders will be sent out late February to a more extended list of contacts per school, all receiving a personal email. A follow-up is planned in March or April (2nd reminder).

On 31.01.2019, 29 members renewed their 2019 membership.

**Action:** Inge Lens updates the memberships list and sends it to the council members such that they can contact schools personally.



More and more US schools find their way to the EAAE. Harriet Harriss asks if we can actively promote the association of the US schools. In addition, in the context of Brexit, it would be good to connect more to the British schools. An invitation letter may be a good starting point.

**Action:** All former US associated members are contacted by the secretariat to renew their membership. Oya Atalay Franck and Harriet Harriss write an invitation letter to be sent out to the British schools.

### 3.3. New school applications

Full members

- Karlsruhe Institut Für Technology (KIT) (Germany)
- Moscow School of Architecture (Russia)

Associated members

- Beni-Suef University (BSU), faculty of engineering (Egypt)
- Cal Poly, Faculty of Architecture (California, US)
- National Union of Architecture and Landscape Students in France (Union Nationale des Etudiants en Architecture et Paysage - UNEAP) (France)

**Decision:** All new members are accepted (full members to be formally approved by the General Assembly).

To speed up the process by which the Council judges new full school membership requests, it is agreed that a request is approved by the council if the president agrees and if no objections are formulated by any other council member within 5 working days after reception of the request.

## **4. Future models of membership / economy**

### 4.1. Models of membership: membership categories

The question is raised whether the different membership categories should be updated, along with the new model for the economy that is being developed. President Oya Atalay Franck proposes a model with three general categories:

- 1) Members (schools, institutions, individuals → paying membership fee)
- 2) Collaborating partners (sponsors → paying sponsorship fee)
- 3) Strategic partners (e.g., ACE, ELIA, ... → mutual exchanges without paying fee)

The Council adds that it is important to come up with clearly written, carefully formulated and detailed scenarios about what we offer to each category of members, what we expect from them and how membership fees are being calculated. The membership should receive a written proposal of these scenarios to be able to give feedback.

**Action:** By the next Council meeting, a decision on a model to propose to the member schools should be made, including a timeline (when do we want feedback from the schools?). Workgroup (Harriet Harriss, Sally Stewart, Ilaria Valente) meets via slype and prepares a written proposal by mid-March.

### 4.1. Models of membership: economy

Vice-president Ilaria Valente proposes a possible scenario to calculate membership fees for full school members, based on two parameters: 1) the GDP of a country (or other established criteria to differentiate countries, such as the criteria used by Erasmus+), and 2) the number of students enrolled in a school. Starting from a basic fee, the model allows for the calculation of individualized school membership fees based on fair and objective criteria.



Comments:

- Although the proposed model is clear and transparent, the psychological factor should not be underestimated.
- Should we present different scenarios to the member schools (e.g., a simple raise of 20% for all members)?
- GDP is a fairly straightforward parameter, yet the number of students might be more difficult to verify and justify: larger schools will have to pay more, yet they do not get more benefits in return.
- Do we want to differentiate between schools based on the GDP of a country? It may create a sense of inequality that doesn't seem to fit with the unifying nature of the organization. Perhaps a different criterion than GDP (e.g., the official Erasmus+ criteria) would be more suitable as they allow to rationalize differences without making clear distinctions between schools.
- In addition to raising the fees, it should be clear to the members what this extra money should be used for. Also, it is important to simulate each model we propose, to see what income it will generate.
- It is important to show to the members how the membership is shifting over time in terms of its geographical spread, and to clearly communicate that we are also working on other ways to generate income (e.g. sponsorship).

**Action:** Inge calculates the number of full member schools in each country (from 2010-2018) and sends it to Ilaria Valente who will make simulations based on this input.

The EAAE may benefit from applying to certain calls, such as the Jean Monnet Support to Associations call or calls within the Creative Europe framework. The Council is aware of the existence of these calls and their relevance to the EAAE, yet we currently lack the resources to write proposals and submit them. Also, contacting and regularly approaching sponsors requires significant effort and time, which we currently lack. This is a topic that needs to be considered in discussions on the future organization of the EAAE.

**Action:** Oya Atalay Franck contacts ELIA to gain insight in the way they make use of funds from Creative Europe to support their activities.

In the previous Council meeting in Zagreb, all Council members were asked to make an overview of the expenses made for EAAE by their schools in 2018.

**Action:** All Council members are asked send their overview by end of February to the President and secretariat.

## 5. AC/GA 2019 Zagreb

Mia Roth-Cerina presents the state of affairs related to the AC/GA in Zagreb in 2019.

- The website was launched
- Registration fees:
  - All members who paid their membership fee in 2018 and/or 2019 can register at member rates. The schools who didn't renew in 2019 will be contacted before and during the conference to settle their 2019 membership.
  - All fees incorporate potential transaction costs.
  - Student registration prices should be kept low. They pay for the lunches and are invited to the dinner.
  - Professors of the school in Zagreb register through the school, but the sum will be included in the budget as a point of reference for the next schools organizing the conference.



- Adjustments are made to the programme
- Keynotes:
  - Suggestions for 3 keynote speakers are discussed. Aim: a good mix on three levels: meta level - practice-teaching – regional/global activist.
  - Payment of keynotes: Lump sum of 1500€ for European based speakers and 2000€ for speakers based outside Europe (payment of flight by speaker + honorary). Hotel costs and registration is included in the conference budget. Practicalities: Since banking transaction costs/tax (Croatia/other countries) are very high, the council members will pay their registration directly to EAAE, which provides the EAAE with sufficient budget to pay for the keynote speakers directly.

**Action:** The call for participation will be distributed as a special EAAE newsletter. The Council members are asked to distribute this call through the academies, their own networks, EAAE partners, etc.

**Action:** Emma Boelen sends a GDPR formulation to Mia Roth-Cerina (use of pictures + use of email addresses for internal use by EAAE). Emma also provides Zagreb with the text fields from the EAAE database to make sure that participants' information can be easily imported after the conference.

## 6. AC/GA 2020 Prague

Dalibor Hlavacek presents some first ideas for the conference in Prague in 2020.

- Preliminary keynotes
- Venue and excursions

**Action:** The council members are invited to go through the documentation more deeply in order to give proper feedback on the keynote speakers.

## 7. EAAE/ACSA Teacher's Conference 2019 Antwerp

Johan De Walsche presents the state of affairs of the programme.

**Action:** The Council members are asked to invite their network to submit papers/posters.

Reviewers: we have a long list of reviewers from the ARCC conference and the Council members can also suggest a few names/emails. ACSA will send an invitation to review to these people. As they might not all accept, it is best to have a fairly extensive list.

**Action:** Johan De Walsche sends a request for names to all Council members.

## 8. EAAE/ARCC Conference 2020 Valencia (topic, EAAE keynote speaker etc.)

Ilaria Valente gives a short overview of the state of affairs.

- Topic: the architect and the city.
- Keynote:
  - choice of keynote will be important to give direction to the fairly broad topic.
  - Budget keynote: lump sum 3000€ all included (honorary, flight, hotel)



## 9. Communication (budget newsletter/online communication, various other topics)

### 9.1. Decisions about updates/corrections to the website

Webmaster Emma Boelen points out that there is no clear workflow regarding the Council's approval of (smaller) corrections or updates to the website that require a budget. As a consequence, these issues remain unsolved for quite a long time which hinders the proper working of the website and secretariat (for issues regarding the database or invoicing system).

**Decision:** The webmaster asks the approval from the president and communication work group if issues arise. If the President agrees and the Council members from the work group have no objections, the issue may be solved with the communication office.

### 9.2. Feedback meeting Delft (31.01.19): publishing

Roberto Cavallo briefly summarizes the meeting he had in TU Delft together with Dalibor Hlaváček, Emma Boelen, Mia Roth-Cerina, Tadeja Zupančič, Johan De Walsche and the publisher of TU Delft. This meeting followed up on the presentation in Zagreb about possible ways to publish through the TU Delft platform.

The Council members present at the meeting received detailed information about the way this publication platform could work for the EAAE. It is possible that a parallel track for the EAAE is created, such that the EAAE can operate in a more or less independent way (clearly distinguished from publications from TU Delft). They all agree this platform could offer a great benefit to the EAAE membership.

In order to make this system work a template should be made and the technical system should be set up (establish a platform of publication). After this, some operational agreements need to be made. The upcoming conference in Zagreb may be a good test case to see the actual result.

**Decision:** The communication team is asked go ahead with this project and plan the process further.

### 9.3. Web presence of eFiade project

It is important that we publish output of the eFiade project on our website. Given that we are increasingly engaging in project and activities, the website may need some restructuring to better allow for the publication of content related to these project and activities.

**Action:** Emma Boelen will publish information about the eFiade project on the website asap and inquires about prices for a restructuring of the website.

## 10. Varia

- EAAE received a requested for cooperation from 'Construction Products Europe'. Koenraad Van Cleempoel followed up on this, but the communication ended without clear engagement.
- Sponsoring: Oya Atalay Franck is in touch with several potential sponsors, among which VELUX. She will keep the Council informed on the outcome of these discussions.
- Archiving old conference websites: Emma Boelen has looked into the possibility to construct an archive of the websites of the EAAE General Assemblies. In order to achieve this the following is needed:



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l'Enseignement de l'Architecture

- Site archived via HTTrack Website Copier
- Space available on the webserver for the self-contained version of the website
- Relinking all existing links on eaae.be

**Action:** Emma is asked to ask João for the Porto site. Tadeja will contact Bordeaux. Roberto is asked to contact TU Delft. Ilaria will ask Polimi.

- Martha Thorne from IE University has sent an application to organize the conference in 2020 after the deadline. Although the proposal was much appreciated, she was informed by Oya Atalay Franck about the choice for Prague as the venue for the conference in 2020.
- Treasurer Koenraad Van Cleempoel announces that he will resign from the Council after this year's GA. This means that the position of treasurer will be vacant in Zagreb. The Council thanks Koenraad very much for all the work he has done in the past years for the EAAE

#### Next meetings:

- Friday 12.04.19, Universidade de Lisboa, Lisbon (location and coordination to be decided).  
Manuel Couceira de Costa, Oya Atalay Franck, Inge Lens
- Friday 07.06.19, Belgium, Brussels (location and coordination to be decided) Johan De Walsche, Dag Boutsen
- Tentative Wednesday 28.08.19, University of Zagreb, Mia Roth-Cerina
- Tentative Saturday 31.08.19, 9-10h, University of Zagreb, Mia Roth-Cerina

Inge Lens, 04.02.2019



**EAAE / AEEA** AISBL/IVZW

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