



Minutes Council Meeting 07.12.2018 Zagreb

**Present:** Oya Atalay Franck (President), Ilaria Valente (Vice President), Hugo Dworzak, Dalibor Hlaváček, Inge Lens (secretary), Roberto Cavallo, Mia Roth-Cerina, Tadeja Zupančič, Johan De Walsche

**Excused:** Koenraad Van Cleempoel (Treasurer), Harriet Harriss, Emma Boelen (webmaster), Sally Stewart

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 2018**

Account on 27.11.2018

31.100,05€ + 378USD + 111.833,87€ (savings)

Total in 2018 (up to 27.11.18):

71.926,85€ (+ 11.057,00€ Erasmus+)

Total out 2018 (up to 27.11.18):

66.851,43 (+ 1.000,00€ Erasmus+)



Income and spending 2018 compared to the budget approved at the GA in Bordeaux

IN	Budgeted	Actual
• Membership fees (140 schools @ 500€)		
<b>total</b>	<b>€70.000</b>	<b>(€61.356,85)</b>
<b>OUT</b>		
• General council costs	€10.000	(€4.017,65)
• Secretariat	€40.000	(€44.075,34)
• Website	€5.000	(€4.220,76)
• Support to academies & thematic networks	€15.000	(€6.619,47)
• Accountant	€5.000	(€4.392,18)
• General assembly	€10.000	(€0)
• Other costs (bank + taxes)	€0	(€3.526,03)
<b>total</b>	<b>€85.000</b>	<b>(€66.851,43)</b>

Comments from the secretary:

- The In and Out from Erasmus+ are presented separately, as they are not part of the general EAAE budget.
- December is generally a month with little transactions so this overview already gives a good indication of how the EAAE will end the year financially.
- Overall, the Council made a good estimate of the budget and less was spent than budgeted.
- The cost of the secretariat seems a bit higher than budgeted, but this is in fact not the case: In the past we categorized expenses from the secretariat's attendance to council meetings under the 'general council costs'. Since this year, they are categorized under 'secretariat' for clarity, which explains the higher number than was budgeted.
- There were no unexpected or additional costs (such as bank costs) budgeted in 2018. This has been included as a new category in the budget of 2019.
- Income from membership in 2018 is lower than predicted (140), yet better than last year.

Comments from the council:

- There was a substantial sponsoring in 2018. The president underlines that this cannot be taken as granted and planned as a fixed sum for further budgeting. The membership is the main income source of EAAE.
- Johan De Walsche had a positive experience with the participation fee in the Education Academy workshop in Valencia. Roberto Cavallo adds that we might think about creating output from the workshops and Academy events to make it more attractive for people to pay for these events.



- Ilaria Valente draws the council's attention to the Jean Monnet call ([https://eacea.ec.europa.eu/erasmus-plus/news/call-for-proposals-jean-monnet-activities-2018\\_en](https://eacea.ec.europa.eu/erasmus-plus/news/call-for-proposals-jean-monnet-activities-2018_en) - deadline in February) as a potential way to increase the income.
- The workgroup on economy/membership is extended with Hugo Dworzak.
- More council meetings will be organized in Belgium to reduce the travel cost of the secretariat, and because of its convenient location for several other council members.
- Oya Atalay Franck asks all council members to keep an overview of the expenses of their schools for EAAE (travel, stay, not only for council meetings but also for further activities of networking, workshops, etc.), as they are not visible in the budget. These are quite substantial costs, which the schools of the council members carry and therefore, relieve the budget of EAAE.

#### 4. Status of 2018 membership

##### Membership

On 07.12.2018 the EAAE has 130 paid members, of which 9 associated memberships and 121 full school memberships. This number brings the EAAE membership at its highest level since 2013. The list of the current memberships will be distributed with the minutes such that the council members can verify the membership status of the schools in their network.

##### New school applications

- Full members  
Kyiv National University of Construction and Architecture, Ukraine
- Associated members  
Al-Nahrain University, faculty of Architectural engineering, Iraq

**Decision:** Both schools are accepted as members (formal acceptance at the General Assembly in Zagreb).

#### 5. AC/GA 2019 Zagreb

Mia Roth-Cerina presents the state of affairs of the organization of the Annual Conference and GA in Zagreb 2018:

##### Deadlines

- Call for papers launched on December 17<sup>th</sup> on website.
- March 15<sup>th</sup>, abstract deadline.
- April 15<sup>th</sup> abstract notification.
- August 28<sup>th</sup> conference.



### Website/communication

- Website [www.eaae2019.arhitekt.hr](http://www.eaae2019.arhitekt.hr) is being developed.
- For the registration the developers will work with an automatic payment platform.
- Contact address: [eaae2019@arhitekt.hr](mailto:eaae2019@arhitekt.hr)
- It would it be useful to have three calls: call for students, call for papers and promotional call (for companies, publishers, ... who want to sponsor or get a space for promotion at the conference).

### Participation fees and registration

- It is important that schools have paid their membership before registering at the members' rate. Zagreb will communicate with the secretariat to find a way of including the membership status in the registration module to avoid mistakes.
- An early bird rate will be offered to motivate participants to register early and also book their accommodation soon, as the hotels have agreed to keep a certain number of rooms in option until June/July.
- Registration opens in February.

### Student involvement

The possibility is raised that students organize a student conference or workshop before the actual conference (based on the topic of the conference) and present their results at some point during the conference (perhaps in an exhibition).

### Comments:

- A contribution by students in the programme of the conference should be carefully integrated.
- Someone with a good view on the structure of the conference and its content could be involved in the final part of such a student workshop to help the students with the preparation of their output.
- It would be interesting to use the opportunity of the meeting in Zagreb to focus on the existence of EASA (European Architecture Students Assembly) and reach out to them to work together.

### Keynotes

- Some suggestions have been made, but no invitations have been sent out so far.
- Important to ask speakers to focus in their presentation on the (sub)themes of the conference.
- In particular the keynote at the opening is important.

**Action:** The council is asked to send suggestions for keynotes to Mia Roth-Cerina as soon as possible. These have to be discussed in the steering committee, before sending out the invitations by the end of the year.

### Steering committee

The steering committee must be functional and respond very quickly: Roberto Cavallo is added to the group. Also Dalibor Hlavacek will be more involved in the organization of the Zagreb conference in preparation for the 2020 conference in Prague (see below).





## 6. AC/GA 2020 – applications

Two applications were sent in before the deadline:

- Oslo School of Architecture and Design, Norway
- Faculty of Architecture of the Czech Technical University in Prague, Czech Republic

The proposal of both schools is presented.

The proposal of AHO is read out loud by President Oya Atalay Franck. It contains a clear and much appreciated statement of intention, but no budget is presented at this point.

Dalibor Hlavacek presents the proposal of Prague.

The proposed title would be 'new dimensions'. Questions:

- 1) Role of the architect?
- 2) Universality of Architectural education?
- 3) Overlapping Professions?

The university in Prague has experience with the organization of large events and possibilities for sponsorship are being explored. Concrete options for locations for the event and short excursions are presented.

**Decision:** Based on voting (excluding Dalibor Hlavacek) the council agrees on Prague as the location for the GA and conference of 2020. However, the proposal of Oslo is much appreciated as well and could be a convenient location for the Dean's Summit to be organized in 2020. Oya Atalay Franck will inform the heads of both schools.

## 7. Communication: access to website / web content

### Update on adjustments to website

A presentation prepared by Emma Boelen is displayed. It shows the updates that have been made to the website and a spreadsheet with errors/updates requiring follow-up.

Steps that have been made so far: (3.539,25€ VAT included)

- Analysis of the website while keeping in mind the remarks and requests of EAAE (€ 907,50 VAT included)
- Switching the site to the new hosting server and the new domain name server
- Updating the performance issues with the members export
- Switching to live environment with the most recent information on the website
- Taking offline the unpaid members
- Adjusting invoicing system
- Adjusting the dates in the newsletter





Steps that will be taken:

- Adding News items to the homepage ( 675,00 euro excl BTW )

**Actions:**

- The communication group is asked to define priorities together with Emma Boelen in their meeting in February.
- The question is raised whether we need a service level agreement with Pure Communication. The communication group is asked to discuss this with Emma.
- Johan De Walsche, Tadeja Zupancic and Mia Roth Cerina should have access to the pages of the Academies as soon as possible such that we can be more agile in our communication to the membership about our activities and events.
- The pages of the academies need restructuring. Tadeja and Mia contacted Emma with their ideas.
- The site needs to be urgently evaluated by Dalibor Hlavacek and Emma Boelen.

Transfer of data from past EAAE conferences

Tadeja Zupancic briefly presents the possibility to transfer data from past conferences (e.g., the conference website) to the EAAE website, such that we have an archive of this information.

**Action:** Dalibor Hlavacek takes this up with Emma Boelen in their evaluation and plan for the website.

Possibilities for EAAE publications

Roberto Cavallo presents several possibilities for publication at the Faculty of Architecture & the Built environment in Delft University of Technology.

- Possibility to use BK-books (open access monograph press). Could be interesting for the books we already have, or for the books we still plan for.
- Open journal system (open access journals): Could be interesting for proceedings. The system uses open source software, so there is no cost involved. Books/journals or separate articles can be found in google scholar. The editorial process, however, is time demanding, so this option is more useful for future publications than for past publications.

Comments and questions:

- It should be clear that EAAE publications are not publications from TU Delft. Roberto Cavallo informs that this can be discussed with the person in charge of the system.
- It would be good if EAAE has a graphic design for pdf files that is directly workable in these applications.

**Decision:** The council sees opportunities in this proposal. The Zagreb conference could be a good try-out. Roberto Cavallo, Johan De Walsche and Tadeja Zupancic look into this offer more deeply. Emma Boelen is asked to join in later to discuss possible links to the EAAE website.

Note: In the afternoon the workgroup (JdW, DH, TZ, MRC, RC) work further on the issues and actions for the subjects above.



## 8. Next meetings

- 1 February 2019: Antwerp meeting 9h00-17h00
- 12 April 2019 at 12h00 in Lisbon until 17h
- 7 June 2019 Belgium (location to be decided). Full day, can switch to half day if necessary

## 9. Varia

### Reflections after the ACSA conference in Quebec – brief report by Ilaria Valente

- Could EAAE be in touch with other international organizations, eg in Latin America or Australia? The organization in Australia has strong relationships with schools close to Australia, e.g. in china. The dean's summit could be a platform to discuss worldwide networking.
- The Canadian part of the network has an interesting tradition for the EAAE.

### EAAE/ARCC Conference in Valencia 2020

- All topics need to be defined soon to be able to launch the call for papers. Ivan Cabrera i Fausto is asked to share the list of topics with the council to discuss in February.
- A proposal for a keynote speaker from EAAE is needed.
- The conference should not be co-labelled with other events.
- EAAE will not pay for any participation in the ARCC Conference in Toronto – this is not a joint conference of EAAE and ARCC. Hence, the promotion of EAAE/ARCC 2020 can be made by the ARCC President.

### ACE – brief report by Hugo Dworzak

Hugo Dworzak attended the ACE annual meeting in November. The program was dense and interesting. Koenraad Van Cleempoel gave a talk (although not under the flag of EAAE) during the meeting. The meeting was a step forward in consolidating the relationship between EAAE and ACE in that it was agreed that EAAE would be invited to future ACE annual meetings and get the opportunity to propose a speaker on future meetings.

### Position Paper on Architectural Education – brief report from Johan De Walsche

The Education Academy launched a draft of the position paper on architectural education. The members were asked to give their feedback. Two comments were received, one positive and one rather negative. The call for feedback is extended until 30.01.2019.



### Teachers' conference

A reminder for the call for participation in the Teachers' Conference needs to be launched.

**Action:** Emma Boelen is contacted to add this reminder to the newsletter.

### Awards and sponsoring

- The possibility of a PhD award is discussed. Oya Atalay Franck stresses that we need to prioritize. There is the EAAE Young Talent award and we may need to consider whether we also invest our time in a PhD award or in a Teacher's Award (or any other awards).
- Velux asked to actively promote the Velux award in return for sponsoring. While the Velux award is very different from the Young Talent award, they are both student prizes. The branding of EAAE Awards must remain very distinct.

**Action:** Oya Atalay Franck will be in touch with Velux to discuss the possibilities.

### Support to projects

- ERASMUS+ KA2 CBHE JOINT project (request from Els Hannes, UHasselt)  
**Decision:** the project is supported
- Creative Europe Project A-Place (request from Leandro Madrazo, FUNITEC- School of Architecture La Salle)  
**Decision:** the project is supported

### Request for partnership

The Association of Architectural Education contacted EAAE to distribute the communication of the CONF/CfP aae conference 2019. They ask for possibilities to start a partnership with EAAE.

**Decision:** Inge Lens will contact the AAE to invite them to become an institutional associated member

## **Lunch Break**

## **9. Individual meetings of workgroups**

Communication: Johan De Walsche, Dalibor Hlavacek, Tadeja Zupancic, Mia Roth-Cerina, Roberto Cavallo

Economy: Oya Atalay Franck, Ilaria Valente, Hugo Dworzak, Inge Lens

Questions on Zagreb-Budget: Uni Zagreb Vice-Dean Finances, Inge Lens

Inge Lens, 11.12.2018