



Minutes Council Meeting 07.06.2019 Brussels

**Present:** Oya Atalay Franck (President), Hugo Dworzak, Dalibor Hlaváček, Inge Lens (secretary), Roberto Cavallo, Mia Roth-Čerina, Sally Stewart, Tadeja Zupančič, Johan De Walsche

**Excused:** Ilaria Valente (Vice President), Koenraad Van Cleempoel (Treasurer), Harriet Harriss, Emma Boelen (webmaster)

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 04.06.2019
- 53.202,44€ + 378USD + 111.833,87€ (savings)
  - Total in 2019 (up to 04.06):
    - 58.552,85€ (+10.000,00€ sponsoring Velux)
  - Total out 2019 (up to 04.06):
    - 47.067,50€

Comments:

- The Conservation Network wants to publish a book about the previous workshop – this publication was not budgeted. EAAE will spend approx. 4.000€ extra on this, the rest is covered by the spill over of the registration fees. The total is 7300€ excl. VAT.
- The 10.000€ sponsoring from Velux will be spent on the invited guests to the annual conference/GA in Zagreb, and hence should not be considered as 'income'.

3.2. Membership renewals

- 151 invoices were sent in the second week of January to primary contact addresses.
- Wave of reminders sent in late February to a more extended list of contacts per school, all receiving a personal email.
- Follow-up in April (2nd reminder) and in May (3rd reminder)





- Up to 04.06.19: 119 members paid their membership fee (of which 8 associated members and 111 full school members)

### 3.3. New school applications

- No new applications to be discussed.

## **4. Future models of membership / economy: draft argumentation – communication pre-AC and presentation AC**

### 4.1. Membership fees: proposal

President Oya Atalay Franck reads the proposal for the letter to the members (to inform them about the new model of membership fees) to the council. This letter was prepared by Ilaria Valente, Harriet Harriss. The letter makes several suggestions about alternative models for economy/membership:

- First alternative: raise to 600€ taking into account inflation raise since 2004. Reconsider fee every five years.
- Second alternative: raise to 680€: taking into account inflation raise and ensure financial stability of EAAE.
- Proposal to work with 'EAAE supporting members' who can contribute higher amounts and get special recognition, e.g. on the website.

Comments:

- A 15-year period of no change in the membership fees (stable since 2004) justifies a raise in the fee. A lot has changed since then, both in the world as well as within the EAAE.
- We should not come up with a proposal that may create a deficit for future Councils/Presidents (e.g., by keeping the fees fixed for a period of 5 years). A raise in the fee could be introduced for a certain legislation period (and can be revised at the end of this period).
- A raise to 650€ (as proposed on the GA in Porto) is preferred over a raise to 680€.

**Conclusion:** The proposal to be presented to the members is: Annual membership fee of 650€ for full school membership, fixed for three years, re-evaluated at end of each elective period (8 Council members votes pro, 0 contra)

**Action:** Sally Stewart fine-tunes the letter according to the decision that has been made. The letter must be discussed in the Council Meeting in Antwerp on 28. June 2019, such that it can be sent to the member schools together with the invitation to the General Assembly.

### 4.2. Future models of membership

3 types of membership categories:

- Members (schools, institutions, individuals → paying membership fees)
- Collaborating partners (sponsors, paying sponsorship fee)

- Strategic partners (mutual exchanges without paying fees, e.g. ACE, ARCC, ACSA, ELIA)
- Should be considered once the statutes will be revised.

## 5. Future of the secretariat/webmaster

Context: Johan de Walsche explains that per 15.08.19 UHasselt cancelled their agreement with EAAE to host the secretariat (including the webmaster). Koenraad Van Cleempoel, Johan de Walsche and Inge Lens are in touch with KU Leuven – Sint Lucas to arrange the transfer of the secretariat. A preparatory meeting together with Dag Boutsen (dean of the faculty) has taken place in Brussels prior to the Council meeting.

For the EAAE it is logical to choose Brussels, center of Europe and location of several of our partner organizations, as their new location for the secretariat. The Belgian connection is important, e.g. for communication with the accountant and for legal matters (EAAE is an international non-profit organization rooted in the Belgian (tax) legislation).

Dag Boutsen confirms to the Council that they are indeed willing to host the secretariat per 15.08.19. The Council expresses their gratefulness for this decision. KU Leuven has a lot of staff members and experience to organize the secretariat and, as the secretariat stays in Belgium, the transition can go smoothly and in good mutual understanding.

The change of the secretariat can be seen as an opportunity for the Council to further professionalize the organization of the secretariat:

- *Legal organization:* Together with the accountant Johan de Walsche and Dag Boutsen explore the possibility of having one staff member directly employed by EAAE, but hosted and operating from a fixed EAAE home base (KU Leuven). It could be a step in the further professionalization of the EAAE (aligning high ambitions of the associations, with the need for 'travelling light'), and entail a reduction in the cost of the secretariat (no overhead). However, it also introduces complexities that the EAAE has never had to deal with and that need to be explored carefully. It would also create a new (and additional) responsibility for the President, as the legal representative of the EAAE.

**Action:** Johan de Walsche and Dag Boutsen further discuss all legal possibilities with the accountant.

- *Vision on secretariat:* The transition could be the moment to rearrange and further optimize the working of the secretariat. The EAAE would benefit from a sharper (re)definition of the different "perimeters": (i) the EAAE president's secretary, (ii) the EAAE main secretary, (iii) web management. Ideally (based on President Oya Atalay Franck's experience so far) the administration of EAAE should be organised as below. The first three should be financially covered through EAAE. The tasks of main secretary (and coordinator) and web content



management can be performed through one person or more, hosted by the same institution/school:

- Secretary: all matters of membership/book keeping, logistics of council meetings, General Assembly, Annual Conference incl. minutes, invitations, updates, registrations for academies workshops/events
- Webmaster
- (General) Secretary/Coordinator: coordination/renewal of collaborations and agreements incl. sponsoring; communication incl. newsletter, web content management, archive; coordination among academies incl. finances; correspondence Erasmus+ or similar project collaborations; financial controlling and overview; screening initiatives and support for lobbying actions, etc.
  - ⇒ At the moment the work described under 'General secretary/Coordinator' is mostly done by the president and staff at her school. The General Secretary/Coordinator will not yet be brought to the GA, but at some point this needs to be discussed.
- Support president: preparation of president for the Council meetings, General Assembly, etc.
- Academies and Conservation Network should be financially neutral and organize their workshops, events, as well as have access and content management of their webpages.

## **6. GA 2019 Zagreb**

### 6.1. Agenda (Draft)

1. Welcome
2. Approval of the Agenda for the GA 2019
3. Approval of the Minutes of the GA 2018
4. New Member Schools: Approval and Welcome
5. The President's Report of the previous year: Council's activities
6. Activities (past and future): Academies and Conservation Network
7. Election of Council Members including Approval of Tellers

Break

8. The EAAE Economy
  - a) The Treasurer's Report on EAAE Membership and Economy 2019
  - b) Approval of the Annual Accounts 2018 and Auditor's Report 2018
  - c) *Membership fees as of 2020*
  - d) *Presentation of the Budget 2020, Determination of Annual Contribution and Vote on the Budget 2020*
9. Announcement new Council Members and farewell of departing Members





Upcoming events, announcements, etc.

- a) University of Prague: EAAE AC/GA 2020
- b) Technical University of Valencia: EAAE/ARCC 2020 Research Conference
- c) Call for Candidates for hosting the AC/GA 2021
- d) VELUX and YTAA
- e) Etc.

10. Varia

11. Farewell

### 6.2. Council candidates

No candidacies have been submitted yet.

### 6.3. Changes of statutes

Dalibor Hlavacek had screened the statutes. They certainly need clarifications and updates. At the General Assembly, it will be announced that the statutes will be revised in the future (aiming for GA 2020).

**Action:** Dalibor Hlavacek (workgroup leader), Johan de Walsche and Sally Stewart will work on the preparation of the change of the statutes. The comments from Dalibor Hlavacek and Oya Atalay Franck are already collected, the rest of the Council members are asked to also give their input.

### **7. Annual Conference 2019 Zagreb**

Mia Roth-Čerina updates the Council on the preparations of the AC in Zagreb.

- Presentations: 39 abstracts were accepted for oral presentation. Around 35 will actually be presented.
- Mia Roth-Čerina shows the design of the book of abstracts. It would be most convenient if the book of abstracts can be printed in Zagreb, or we could decide not to print the book of abstracts at all. → Will be decided once we have a better view on the number of registrations. Costs should be neutral.

**Action:** Roberto Cavallo contacts the responsible at TU Delft to verify if this is possible and asks for the timing in case the book needs to be shipped from the Netherlands to Zagreb.

- Payment of keynote lectures: 500€ (EU keynotes)/ 1000€ (US keynotes) will be paid now (to cover travel expenses) and 1000€ (honorary for lecture) will be paid after the conference (booked with memo-date on September 1<sup>st</sup>).
- Early bird deadline will be extended until July 1<sup>st</sup>. → in next newsletter and on website

### **8. EAAE/ACSA Teachers Conference 2019 Antwerp**

Johan de Walsche updates the Council on the Teachers Conference.

- Many registrations (> 140), more than initially planned. 55 EU participants, 76 US (81 including American schools in the Middle East).



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- App for the conference will be available (including information about programme, restaurants, places to visit etc.), offered by Universiteit Antwerpen.
- Session chairs are in the planning. The present council members who will be present in the conference are willing to chair sessions.
- There will be an exhibition of posters that came out of the conference call.

### **9. Joint letter EAAE and SCHOSA regarding Brexit - Lobbying**

The Council went through the letter and agrees with the content. The letter can be distributed already and will be mentioned in the General Assembly. President Oya Atalay Franck is in contact with Don Gray to make further arrangements. RIBA is also writing an additional endorsement letter, which will be sent together with the EAAE/SCHOSA statement to the European Commission of Education and Research.

### **10. Treasurer**

As Koenraad Van Cleempoel ends his term in the elections, a new treasurer needs to be appointed. This can be seen separately from the elections: The statutes state that the treasurer does not need to be elected, but can be appointed by the Council.

### **11. Varia**

- Oya Atalay Franck attended the ACE conference in early May where ACE's president mentioned the following planned EU work group: "The Council of the EU decided in November 2018 to create under the Work Plan for Culture 2019-2022 an expert group on High-quality Architecture and Built Environment for Everyone. Experts designated by EU Member States will exchange on best practices with respect to "multi-disciplinary and participatory governance models contributing to social inclusion and sustainable development of neighborhoods", putting focus on "architecture as a discipline that encompasses the right balance between cultural, social, economic, environmental and technical aspects for the common good". The OMC group shall start its work 2020, this year should be used to define topics for its work." EAAE would like to be represented in this group. Roberto Cavallo supports the President to find the addressee.
- Oya Atalay Franck asks Dalibor Hlavacek to inform the organisers of the Conservation Network's Workshop at his school that EAAE won't come up for any costs, thus that the event has to be cost neutral (i.e. costs must be covered by the income from the fees and/or through sponsoring by the school).
- Letters will be sent to various potential and former members to encourage them to renew their membership (President/ EAAE Secretariat).



**EAAE / AEEA** AISBL/IVZW

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