



Minutes Council Meeting 29.11.2019 Prague

Present: Oya Atalay Franck (President), Dag Boutsen, Johan de Walsche, Dalibor Hlaváček, Mia Roth Čerina, João Pedro Xavier, Andrea Kleinert (management support), Céline Monbailliu (secretary)

Excused: Roberto Cavallo, Harriet Harriss, Sally Stewart, Ilaria Valente, Tadeja Zupančič.

Agenda

Welcome by the President Oya Atalay Franck.

The agenda is accepted.

**1. Apologies**

Roberto Cavallo, Harriet Harriss, Sally Stewart, Ilaria Valente, Tadeja Zupančič.

**2. Minutes of the Previous Meeting and GA**

The minutes will be published in the days to come.

**3. Finances / new Member Applications**

Finances

The old accounts at ING were transferred to KBC, there are still some documents that need to be signed.

*Action:* DB will find out where the USD in the bank account are from.

*Action:* With regard to the Annual Conference 2019 Céline Monbailliu has to clarify with Rosie Romero whether the payments for Maruša Zorec and Will Hunter have been transferred or whether they are still open.

Furthermore, there is a revenue from the AC in Zagreb, for which the secretary needs to issue an invoice so that it can be transferred to the EAAE accounts.

*Action:* Stefano Musso has sent the invoice for the publication of the Conservation Network Workshop to the secretariat. This has to be paid asap to the publisher.

*Action:* Céline Monbailliu will also remind the schools that haven't paid their annual fee for 2019 yet.

Fees for Education Academy Workshop

So far the workshops have been for free (except for dinner, individually paid). As agreed in the council meeting in Ghent, for the Workshop in Prague on 29./30. November a few of € 30 was charged. Dalibor Hlaváček reports his experiences and the council discusses about pros and cons of fees for Academy workshops.

*Decision:* The council agrees that the workshops' goal is to build up a strong community within EAAE and therefore should be offered as basic service. The council decides that as long as the workshops are organized and given by EA member schools and its staff there will be no fee. It must be clearly communicated, that the school that hosts the workshop has to come up for infrastructure and coffee breaks. Dinner should be optional for the participants, so that it's up to the hosting school whether they offer it or ask for a contribution.

However, special trainings by external experts have to be paid by the participants (such as the Kaos Pilots in Valencia 2018).



### New Member Applications

- Kennesaw State University
- Shams Institute of Higher Education
- TU Dublin
- Università degli Studi della Campania "Luigi Vanvitelli"

*Decision:* The council basically agrees on the new schools, but Céline Monbailliu has to figure out what kind of membership they apply for. If the category is unclear, it has to be discussed in the next council meeting.

*Decision:* In order to avoid uncertainties about the status and respective researches/inquiries, Dag Boutsen and Céline Monbailliu create a form that needs to be filled out for an application. The form will contain information about the accreditation of the school (national/international agency) as well as its date of issue and duration.

Dag Boutsen and Céline Monbailliu are asked to also check the statutes and whether further information might be required from potential members.

*Action:* The form will be sent to the council together with minutes to be approved. The fact that the council as competent authority decides upon admission of a school should be specified in the statutes, where it currently says that the General Assembly has to approve new members.

Dalibor Hlaváček proposes to include an info-sheet, where the benefits of the associated membership is stated. This information is available in the minutes of previous meetings (e.g. Ghent 2018 and Zagreb 2019).

*Decision:* The Council workgroup Ilaria Valente, Sally Stewart and Harriet Harriss has already prepared this info in accordance with the change of the membership fees. The group can finalize the info-sheet and send it to Céline Monbailliu for further use. Céline Monbailliu will get in touch with Sally Stewart for this.

Oya Atalay Franck reminds that there are two member lists that need to be merged. Inge Lens' list with the actual (and former) members as well as an updated list with schools of the council members' countries that were contacted and invited to join EAAE by Oya Atalay Franck.

*Action:* Going forward Céline Monbailliu needs to coordinate the updating of the list, so that the schools can be approached again before the Annual Conference.

### **4. Organisation Tasks Secretary / Webmaster**

Céline Monbailliu will take over the job as secretary and webmaster from Rosie Romero. Due to HR regulations of KU Leuven the contract with Rosie Romero could not have been finalized.

Oya Atalay Franck presents again the different kind of tasks for the secretary/webmaster as well as the management support from her school for the tasks of the President. The secretary should act as a central back office over a long time and provided continuity when presidency and council members change.

Oya Atalay Franck also stresses out that there are two different type of activities: repeating tasks (daily business) and projects/extraordinary tasks such as the redesign of the website (the latter are not financed via regular budget). The activities and services of EAAE have gained a lot of momentum and volume in the last two years.

During the transition period the daily business clearly has priority.

So far the President's management support was paid by Oya Atalay Franck's school. If Andrea Kleinert continues to support the President and the council with continuously high workload the ZHAW should be reimbursed for this.

Dag Boutsen stresses out that having a more efficient technical system (including and linking member database, website etc.) will help to professionalize daily tasks and make them less time-consuming. Oya Atalay Franck agrees that on the long run EAAE needs a professional CRM system.



*Decision/Action:* Dag Boutsen and Céline Monbailliu will prepare a proposal with a few scenarios about the redesign of the website to be presented in the next council meeting. According to the President, the following three main aspects have to be considered: 1. technical updates (membership, database, invoicing, etc.), 2. "bugs"/usability (e.g. "Wordpress" as sender of the newsletter), 3. Corporate Identity/branding (structure, design). Furthermore, questions on how to archive e.g. AC websites and how to include Social Media need to be discussed as well.

Dag Boutsen and Céline Monbailliu consult the communication group (Dalibor Hlaváček, Mia Roth Čerina, Tadeja Zupančič) who has already discussed ideas and suggestions on how to reorganize the EAAE web page and its interlinked systems.

The council is aware that a redesign will need a person in charge and a lot of extra resources aside from the daily business.

Dalibor Hlaváček suggests that the backend for the conference websites could be standardized in terms of a basic structure, so that it would not have to be programmed from the scratch every year.

*Decision/Action:* The council discusses the pros and cons and comes to the conclusion that this suggestion should be carefully analyzed by the communication group and also be included in the above mentioned proposal for the next meeting.

## **5. Pending Matters**

### YTAA 2020

Oya Atalay Franck informs that the YTAA 2020 has been launched on 23. November 2019. Martine de Maeseneer, Vice-Dean International Affairs Faculty of Architecture, KU Leuven, will act as a jury head. Further information can be found on their website: <https://www.ytaaward.com/current-edition/>.

Oya Atalay Franck asks the council members to encourage their schools and further institutions to participate.

### End of Term of 3 Council Members

Three members of the council will end their first term by the next Annual Conference: Oya Atalay Franck and Ilaria Valente can run for re-election. Harriet Harriss' mandate can't be renewed because of her new role as Dean of Pratt Institute that is not a full member school. A possible second term of the President has been discussed.

### EAAE/ARCC International Research Conference 2020

Ilaria Valente will report on the state of affairs in the next council meeting.

There is a suggestion for a special session on circular economy and sustainability that was brought up from an ARCC member. Oya Atalay Franck welcomes the idea as it could be perfectly connected with EAAE's Deans Summit and the EAAE/ACSA Teachers Conference 2021, maybe even with the EAAE/ARCC Conference 2022.

### Applications for Annual Conference 2021

There were three applications handed in until 22. November 2019.

*Decision:* Since there are not enough council members present to take a decision this will be postponed to the February meeting.

*Action:* Céline Monbailliu will inform the schools accordingly and invite the schools to hand in a.o. missing documents until mid of February 2020.



### Annual Conference 2020

Dalibor Hlaváček informs that CTU has designated a core team to organize the Annual Conference. In addition, they hired an external company for the infrastructure tasks (CTU has experience in working together with them). Currently invitations are sent out to the keynote speakers and panelists. There will be three panels with 5–6 panelists each, which cover different fields (architects, urbanists, landscape architects). Dalibor Hlaváček is aware that they have to keep the gender balance in mind. Suggestions for female panelists should be sent to him (cc Oya Atalay Franck) asap.

The council recommends to simplify the title of the conference.

*Decision:* Instead of "New Dimensions. Reflection on the Enlargement of Scale and Overlapping of Disciplines", the title will be "New Dimensions. Enlargement of Scale and Overlapping Disciplines."

### EAAE/ACSA Teachers Conference 2021

Harriet Harriss has suggested KULeuven for co-chairing the conference.

*Decision:* The co-chair should be from another country than Belgium since the last conference was in Antwerp. The discussion will be continued in the next meeting when Harriet Harriss and Johan de Walsche are present.

## **6. Next Council Meetings**

*Decision:* There will be an extra meeting on Saturday, 29. February 2020, in Zagreb (4 of the council members will meet there for the Architecture's Afterlife project on 28. February).

- Thu, 23. April 2020, Oslo.
- Fr, 12. June 2020, Valencia.
- Wed, 26. August 2020, Prague (Saturday, 29. August 2020)

## **7. Varia**

### Periodical Database

There is no longer a free version for NGOs from the hosting firm of the Periodical Database available. Débora Domingo Calabuig is in touch with them to find a suitable solution.

*Decision:* The council decides that if the fee is moderate, the database should remain with this provider.

### Consolidated Schedule Timetable for EA/AR Activities

The dates can be included in the timetable that Oya Atalay Franck showed at the General Assembly in Zagreb.

### Change of Statutes

Johan de Walsche collects inputs for changes.

*Decision:* An in-depth discussion will be held in one of the next meetings.

Winterthur, 1.12.2019, Andrea Kleinert