



Steering Committee Ad-hoc meeting

Brussels – 26th October 2006

MINUTES

Present: József Berács, Graham Hooley, Sönke Albers, Gabriele Troilo, Nina Payen

This Ad-hoc meeting was called by The President to discuss some specific issues before the Executive Committee meeting scheduled on October 27, 2006

There was no formal agenda, but following points were discussed:

1. EIASM Service Contract
2. Support for Doctoral Students
3. Liability Fund
4. Job Market
5. Elections 2007

József stated that members of the Steering Committee would meet 2 times per year as follows

- Ad-hoc Steering Committee meeting: a short meeting on the day prior to the Interim Executive Committee meeting in October to discuss specific issues.
- The Steering Committee meeting in March.

The dates will be set in advance.

For 2007 the dates are:

Friday 9th March: Steering Committee Meeting

Thursday 25 October: Ad-hoc Steering Committee meeting

Action Points

Action Items	Who	When
EIASM Service Contract Changes in contract as to recommendation addressed in Point 1	Gabriele Troilo Nina Payen	Before Nov 6, 2006
On EIASM administration fee of 25 € per registered delegate refers to only 'accepted papers' or to all submitted papers - Clarification needed. Nina Payen to follow up with Nicole Coopman.	Nina Payen	Before 6 Nov, 2006
PhD Bursaries: Gabriele Troilo will report this item at the Executive Committee meeting.	Gabriele Troilo	Report at Executive Committee meeting – 27 Oct 2006
Job market: Proposal to pilot the new initiative at the Reykjavik Conference 2007. Gabriele Troilo will report this item at the Executive Committee meeting.	Gabriele Troilo	Report at Executive Committee meeting – 27 Oct 2006

1. EIASM Service Contract

Gabriele Troilo, V.P. Conferences reported on the meeting he had at EIASM to discuss the EIASM proposal to administer the conference website for EMAC conferences. He met with Nicole Coopman, EIASM Administrative Director, Pieter Cooreman, EIASM IT Manager and Nina Payen, EMAC Executive Secretary.

He reported on the following:

- The website already exists and is used for all EIASM conferences and meetings. It is currently used for another European Association conference, which EIASM is administrating. It is a user –friendly platform
- The conference website is a critical tool for the success of the conference. The time and effort as well as the costs to develop the conference site are high. The EIASM offer provides the following benefits – firstly to ensure a standard service offered to delegates and a standard image of EMAC and secondly it will save time and money for the conference organizers and help not 're-inventing the wheel' for each conference.
- The price as proposed by EIASM is reasonable. A comparison was done with the current market price.

However Gabriele mentioned some legal and financial issues for the contract. The contract as proposed is between EMAC and EIASM for the supply of the website. Is it necessary to have another contract between EIASM and the conference organizers?

It is agreed to have

- one contract between EMAC and EIASM for the supply of the website and
- one between EMAC and the conference organiser in which it will be stated that EMAC will provide the website through EIASM and will specify the contribution from the conference organiser to EMAC to cover the cost of the website.

Sonke Albers asked whether the EIASM administration fee of 25 € per registered delegate refers to only 'accepted papers' or to all submitted papers. The point needs to be clarified by EIASM. Gabriel then explained the different costs, i.e. EIASM administration fee for registration: 10 € per delegate and 25 € per registered delegate for the paper submission handling - which would make a total administration fee of 35 € per registered delegate.

It was agreed to make some changes in the contract provided by EIASM, as follows:

- the transfer of the conference fee by EIASM to the conference organizer
- In the Paper Submission handling section – to change the last paragraph so that it reads: *EIASM administration fee: 25 € per registered delegate (agreed price between EMAC and EIASM for a period of 3 years).*

Nina Payen will follow up on this as well on the clarification for the administration fee with Nicole Coopman,

Followed then a discussion on who would bear the initial cost of 2000 Euros for the set up and development of the website. Graham reminded that there is also the annual cost of 200 Euros for minor changes (400 Euros for substantial changes) and the cost of 300 euros per year for the registration of the URL and hosting of the website, Decision was reached that EMAC will bear the initial cost of 2000 Euros and 500 euros will be asked from the local organizer to cover the other yearly costs.

The Steering Committee approved. The President will sign the agreement and Gabriele Troilo as V.P. Conferences will proceed with the implementation.

The deadline for the signing the agreement with EIASM is Week November 6, 2006.

The future conferences as proposed are:

- Audencia Nantes in 2009 – contract to be signed in Reykjavik
- CBS for 2010 (still need to be agreed, in view of some changes at CBS)
- Potentially St Petersburg in 2011

2. Support for Doctoral Students

Gabriele Troilo reported on the proposal for PhD bursaries – proposal that was agreed at the last Executive Committee meeting in Athens. It is still in the early stage of the process. He has identified and currently working on 2 ways of securing the funding:

- Funding from E.U via the Marie Curie Actions. Marie Curie funding is available to help universities, research centres and businesses to organise conferences and training courses. It is mainly targeted at small conferences/workshops. It could be a possibility for funding the Doctoral Colloquium.
- A second funding possibility is via companies' funding. Gabriele has already been in touch with Procter and Gamble Poland. He would get in touch with other companies involved in marketing. He would welcome any contact from the members of the Steering Committee.

Sonke Albers raised the question of how this search for funding will impact the local conference organisers who are also looking for sponsors

Graham asked how Steering Committee would proceed with the practicalities of the bursaries in reference to the 5000 Euros EMAC bursaries that were already approved by the Executive Committee. He pointed out that the 5000 Euros could cover 10 bursaries for example on early bird registration.

Followed a discussion on the criteria for the bursaries. Are the Doctoral Colloquium students also eligible to apply for these bursaries, bearing in mind that they already have a 50% discount?

Sonke Albers suggested that the criteria could be based on the following:

- Quality of papers submitted
Or – highest rating for the papers submitted
Or – to Eastern European students

Graham Hooley reminded that the main objective for offering the bursaries is to offer to young researchers the possibility to attend the conference.

Two channels for the bursaries were proposed:

- Business funding would be open to everyone
- EMAC bursaries could be granted to the 10 best papers submitted. This would mean a ranking of the papers submitted by PhD for the Best Paper Awards. In this case the evaluation of the papers should be made earlier. Doctoral Colloquium students would also be eligible if they present a paper. The bursaries should only be opened to current doctoral students. It is important to communicate the specific criteria for the bursaries. The Reykjavik team would need to be informed about this urgently. Gabriel Troilo will specify the criteria and communicate to the Reykjavik team.

Gabriele Troilo will report this item at the Executive Committee meeting.

3. Liability Fund

Further to the proposal of a 'Liability Fund' discussed at the last Executive Committee meeting in Athens, Sonke Albers indicated that EMAC has a surplus and can dedicate an amount as a contingency fund. This 'contingency fund' would be indicated as a position in the balance sheet. József Berács was of opinion that this should not be specified in the Balance Sheet.

After discussion, it was decided to leave this item at the moment and to check what would be the situation under the Belgian law.

4. Job Market

Gabriele talked about the possibility of creating a job market at the next EMAC conference in Reykjavik. He explained briefly on the Job Market as developed by EIASM and which EIASM would provide free of charge to the associations. He also mentioned that EIASM has organized it for another Association that it manages.

Sonke Albers mentioned that at AMA conference in the U.S., the job market is playing the first role versus the conference itself.

Graham Hooley thought that it was worth experimenting while still stressing the danger of having U.S. universities recruiting in Europe.

The fear of a job market taking over on the conference was expressed but this was considered as not being a major threat at this stage.

Gabriele Troilo will report this item at the Executive Committee meeting.

5. Elections 2007

József Berács presented the 2007 Elections. The position of President Elect will be open for the 2007 elections. While this is done on the basis on nominations from all EMAC members, it is important that the candidate should know EMAC so as to ensure continuity. The core nominations will come from the open nomination call but the Steering Committee will review these nominations at the Steering Committee meeting in March.

The President thanked the members who were present at this meeting and closed this 'ad-hoc' Steering Committee meeting.