

SIETAR Europa Annual General Meeting

April 22nd 2015, 19@CET

AGENDA:

- 1. Welcome and Verification of Quorum**
- 2. Acceptance of last minutes and appointment of minute Committee**
- 3. President's report about the work of the Board of Directors in 2014 and introduction of the new Directors**
- 4. Report from the Treasurer: accounts of 2014. Presentation of auditors' report, Approval of accounts 2014**
- 5. Election of auditors for the accounts 2015**
- 6. Presentation & Approval of Budget for 2015**
- 7. Other business**

1. Welcome and Verification of Quorum

Board Chair **Livingstone Thompson** called the meeting to order at 19:00 CET and verified that a quorum of the Board was present at the meeting. Those in attendance were: Katarzyna Artemiuk, Sigvor Bakke, Cordula Banzantny, Hanneke Brakenhoff, Claude Bourgeois, Ursula Brinkmann, Candela Fernandez, Barbara Covarrubias, Ana del Barrio Saiz, Barbara Gibson, Mathias Ekhas, Saskia Lackner, Maura di Mauro, Pari Namazie, George Simons, Deborah Swallow, Livingstone Thompson, Linda Vignac, Monika de Waal, Sabine Wagner, Angela Weinberger, Francien Wieringa, Henning Zorn

Staff: Manuel Garcia Ochando, Christine Longé

2. Minutes

The minutes can be found on the SEU homepage and have been approved anonymously.

3. President's report

The period June 2014 to this April 22nd 2015 AGM was dominated by efforts to reposition SE as strong functioning organisation. This included efforts to address issues related to the Vision 2025, Internal and external communication and collaboration between national SIETARs, SIETAR Europe and other SIETARs around the world.

Vision 2025

After a number of strategic meetings and conversations between the Board facilitated by the Committee of Finance and Development, a draft vision document was circulated to National SIETARs for their comment. The aim is to determine the priorities of the SIETAR Europa for the next decade. The outcome of this process will see the articulation of a vision statement and the determination of a set of strategies.

Internal and External Communication

As an organisation that conducts most of its meetings virtually it is understandable that we placed a fair bit of attention on how we communicate. We purchased the Go-to-Meeting platform to facilitate not only meetings of the boards and committees but also make them available to National SIETARs free of cost. For increased efficiency the hosting of the website has been moved to a Spanish-based company. Some National SIETARs have migrated their websites accordingly but others still do their own hosting. Ensuring consistency between the appearance, content, accessibility and operation of the websites is something we will insist on.

A number of webinars were organised by the Events & Membership Committee to facilitate ongoing conversation between members on different issues related to the field of interculturalism.

The Communications committee saw the strengthening of external communication with careful management and postings on LinkedIn and Facebook, as well as scheduled mailing via Mailchimp.

The SIETAR Journal continues to be an important communication organ. Some of the leading interviews from the journals over the years were redacted into a publication, *Dancing to a Different Tune*, 2014, edited by Patrick Schmidt.

Collaboration

A number of National SIETARs have improved their bilateral collaboration with joint projects. The collaboration has also improved at the international level with the Global Connection conversation, in which the Chair of the Communications Committee represents SIETAR Europa Board and in a conversation of presidents of local SIETARs from Europe, the USA, Argentina, Australasia, British Columbia, Brazil, India, Japan and Young SIETAR. The Global conversations have addressed issues related to international branding of the organisation and how best to serve the needs of members around the world.

SIETAR Europa Today

With the formation and formal recognition of SIETAR Switzerland, the number of National SIETARs has grown to 11. There are about 50 direct members not connected to any National

SIETARs. There are signs of renewal and development, with rapid growth evident in a **Poland, Switzerland** and once again in the **United Kingdom**. Slight decline is evident in **Germany** but there is a strong organisation and robust programming. **Ireland** has not seen some slowing down and will need re-booting. **Spain and Bulgaria** are experiencing changes at the leadership level. **Austria, France, Netherlands, Italy** continue with signs of vitality and good programme of activities. The future of the national groups seems secure although some work is needed around programme development and leadership building.

Board of Directors

Since our last AGM there have been a few changes to the Board of directors and we want to express our gratitude to Tzvetana Guerdjikova of SIETAR Bulgaria, Mathias assumed the role of representative of the recently formed SIETAR Switzerland. The Table below indicates the current members of the board. After the congress some changes will take place.

SIETAR	Board Representative
Austria	Saskia Lackner
Bulgaria	
Direct Member	
Direct Member	Pari Namazie
France	Claude Bourgeois
Germany	Sigvor Bakke
Ireland	Livingstone Thompson
Italy	Maura di Mauro
Netherlands	Hanneke Brakenhoff
Poland	Katarzyna Artemiuk
Spain	Candela Fernandez
United Kingdom	Deborah Swallow
Switzerland	Mathias Elkah

Activities since June 2014

The period since the last AGM has been dominated by three areas of activities: (a) Congress (b) Officers and Working Committees (c) Review of vision and mission

(a) **Congress:** Preparations are well on the way for the congress in Valencia, with over 300 participants already registered.

(b) Officers and Working Committees:

(1) Presidency: Livingstone Thompson, who has been president since September 2013, has completed his term. He will be succeeded by **Claude Bourgeois** of SIETAR France, who was appointed at the Board meeting on April 22nd, 2015.

(2) Executive Officer: The contract of the executive officer will expire in June 2015, at which time the board will make a decision about the post.

(3) Working Committees: In addition to the Communication, Finance and Development, Membership and Events, Congress, all of which have been working, the board has advertised for volunteers to lead the Grants and Projects and Research and Publication. The working committees create space for a wider participation of the membership in the programmatic development of the organisation.

Other Matters

- (a) Summer School: A preliminary report from the survey of interest in the summer has indicated a positive feedback. The survey is being broadened to wider network to determine the interest in the possible, content, location and mode of delivery, among other things. A few institutions have indicated interest in collaborating.
- (b) Organisation of Public Interest: The Executive has recommended the registration of SIETAR Europa as an organisation of Public interest in the Netherlands. This registration will allow SE access some privileges in relation to tax and public funding.
- (c) Making and Managing Investment: Board will be asked to consider setting up entity (like Trust or Foundation to make and manage investment)

4. Report from the Treasurer: accounts of 2014. Presentation of auditors' report, Approval of accounts 2014

As we pointed out in the last AGM, the wealth of SIETAR Europa fluctuates from year to year: It always rises in congress years, and falls in the years between congresses. Therefore, our CEO's suggestion to prepare a budget over two years starting after the Congress.

So the current contribution system does not guarantee SEU's survival IF there is no congress. Meaning SEU depends on the biannual congress celebration and this is why we are working on different strategies to create different sources of income.

27.000 Profit Tallin 20.000 balance profit 2013 were operational expenses related to the congress

Balance Sheet:

	2014	2013	2012
Balance sheet total (Euro)	36586	63319	40506

Total expenditure and total income:

	2014	2013	2012
Total income	27630	130843	24988
Total expenditure	53199	109973	37677
Profit (loss)	(25569)	20870	(12689)

Membership contributions in 2013 & 2014 :

	2013	2014
Direct members	7201	2790
National SIETARs	13993	14961
Total	21194	17751

Expenses in 2014:

	Budgeted	Status
HR	22000	20383
Office/Admin.	1500	1317
Media & Com.	5600	6334
Accountant	1500	1576
Bank Fees	300	375
Board Meetings	10000	10151
President's	500	547

Funds		
Provision	5000	782
Total	46400	41466

Expenses of Board meetings:

March 2014 - Valencia	5985€
October 2014 - Berlin	4165€

Auditor's report:



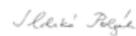
Auditors' report

Review of the accounts for Sietar Europa for the year 2014

We have reviewed the attached set of accounts for 2014 for reasonableness. Based on our review of the accounts, trial balance, G/L and journal entries, we can confirm that the accounts and associated transactions appear reasonable based on the information we have received and the answers to the questions that we have raised.

However, we would like to point out that we have not performed a formal audit of these accounts and we are unable to give any opinion or other guarantee that the accounts represent a true and fair view of Sietar Europa's activities in 2014.


Dr. Klára Falk-Bánó



Ildikó Polyák

Done on 20 April 2015

5. Election of auditors for 2015

The auditors Klara Falk and Ildiko Polyak have been elected by the board if they are willing to serve again.

6. Presentation and approval of budget 2015

Budget 2015 (first half): Income

- Direct Members: € 3600
- National SIETARs : €7300
- Bank's Interest: € 500

Total: € 11400

Budget 2015 (first half): Expenses

■ HR	€11000
■ Accountant and Bank fees	€ 900
■ Board meetings	€5000
■ Provision	€2500
■ Media & Com. (journal)	€2800
■ Office/Admin.	€750
■ President's Funds	€250
■ Total	€23200

The budget was approved by the board and SEU members anonymously.

7. Other business

Questions regarding the date of the AGM arised and why it was not planned at the congress in Valencia. President Livingstone Thompson explained that the board once decided to have a virtually AGM at the same date every year (April). But as members were in favour of having a face-to-face AGM the decision was made to have it –if possible- at congress times to have time to discuss matters (all in favour).

There being no other business, the President thanked the members and staff, the participants and closed the General Assembly.