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| **Minutes of Annual Meeting**  **held at the Intercontinental Hotel, Vienna**  **on Wednesday 8 May 2019 at 5.20 pm** | 13320354_1 |

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| **Attendees** |  |
| Executive Committee Members | 79 voting members at the start of the meeting and the meeting was quorate |
| Head Office (HO) – minutes | Chair: Honorary Secretary Beatrix Doerr |

| **ITEM** |  |
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| **1.** | **President opens the meeting** |
|  | The President welcomed everyone to the 2019 Annual Meeting (AM) of the European Medical Writers Association in Vienna.  It was noted that Head Office (HO) had received 2 proxy votes. |
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| **2.** | **Minutes of the 2018 Annual Meeting (AM)**  **Result of approval of minutes of 2018 Annual Meeting minutes from e-voting poll and matters arising from the minutes** |
|  | The minutes of the 2018 Annual meeting have been circulated to members online and in the AM pack and voting was carried out online. The motion was to approve the minutes of the 2018 Annual Meeting. The Honorary Secretary, Beatrix Doerr, confirmed the voting as follows:   |  |  |  | | --- | --- | --- | | **Votes For** | **Votes Against** | **Abstained** | | 54 | 0 | 17 |   The motion was therefore carried and the minutes of the AM held in Barcelona were therefore approved and signed by the Secretary.  There were no matters arising from the minutes. |
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| **3.** | **President’s Report** |
|  | Tiziana von Bruchhausen made the following comments on EMWA’s year:   * Membership consistently around 1000 (1187 as at April 2019) * Finances remain healthy * Successful conferences in Cascais, Barcelona and Warsaw * There are 442 delegates at this conference, beating previous records   **Run by members for members**   * Effective allocation of responsibilities and tasks through committees and working groups * Continuous improvement in maintaining governance * Continuous efforts to tailor EMWA to members’ needs and further our profession * Amazing complexity and excellent quality driven by our volunteers   **Training, networking, sharing**   * Workshop programme constantly extended and updated * Increasing webinar offer (10 per year; >30 in the archive) * Increasing variety of hot topics addressed by the Expert Seminar Series (ESS) * 7th EMWA Symposium * Journal: consistently good quality articles, new sections, guest editors * 3 established Special Interest Groups (SIGs) and related activities (workshops, ESS, regulatory news, journal) – further SIGs coming soon   **External activities and public discussions**   * AMWA-EMWA CORE Reference: widely used within the industry; over 14,500 downloads since its launch in 2016 * AMWA-EMWA-ISMPP Joint Position Statement on the role of medical writers in the preparation of manuscripts for publication (11 translations on EMWA website) * Continued collaboration with other associations * Board of Editors in the Life Sciences (BELs) exam at Spring conferences * MedComms Network * AMWA and ISMPP – new collaboration ongoing   **Progress of recent initiatives**   * **EMWA NewsBlast**   + Streamlined contents and format; website traffic; effective communication tool in order not to overload members with communications * **Internship Forum (IF) -> Getting into Medical Writing (GIMW)**   + Reshaped to offer a comprehensive career-focused day – start in Vienna, further development * **Ambassador’s Programme**   + Committee set up under Public Relations Office   + 20 events as of April 2019 in various locations in Europe (career events and professional academies)   + Raising awareness and gaining insight into the current training needs and trends in medical writing   + Collaboration with GIMW for future conference sessions   **New initiatives**   * **Nick Thompson Fellows and past Presidents:** valuable resources for advice and suggestions (e.g., experienced members) * **Collaboration with TOPRA**    + Contact with speakers for symposium and ESS sessions and authors of articles for the journal, MEW   + Member discount for training events * **Veterinary Medical Writing**    + Growing interest following a webinar on veterinary medical writing (30 October 2018)   + Establishment of a network of veterinary medical writers   + Launch of a dedicated section in the journal in March   + Launch of new SIG on Veterinary Medical Writing in Vienna * **Predatory Publishing**   + Working Group or SIG: internal and external activities   + Lunch seminar on Predatory Publishing in Vienna   + Planning of trainings and other activities * **Collaboration with AMWA and ISMPP**   + Preparation of an AMWA-EMWA-ISMPP Joint Position Statement on Predatory Publishing   + Sharing of ISMPP-U presentation on Predatory Publishing (available soon for EMWA members)   **We are meeting our aims to:**   * + Further our profession   + Grow the association   + Share expertise   + Maintain governance   + Provide value for money     The President thanked all the volunteers who are the backbone of our organisation. “Together towards excellence in medical communications”. Tiziana thanked her colleagues on the EC for all their support during her term of office. |
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| **4.** | **Treasurer’s Report and Annual Accounts** |
|  | The President noted that there was an informal new role for EMWA members, that of EMWA HERO, which she presented to JV for all his services to EMWA during his term of office as Treasurer.  The Treasurer, James Visanji, summarised his report, which had been circulated to members in the AM pack and online. He noted that the last accounting year was successful producing a surplus of €127,100, pre-tax.   * Attendance at Barcelona and Warsaw conferences were good * He has been working on cost control during his term of office but this could not be done without HO support * The accounts have exceeded budget with expenditure on target * There are no plans to increase membership fees, which will remain at €130 this year; they were last increased in 2013. * There are enough funds to cover the cancellation of a conference due to unforeseen circumstances   There were no questions for the Treasurer. |
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| **4a.** | **Proposal from the EC to adopt the Finance report and the 2018 Annual Accounts** |
|  | The Treasurer put the motion to approve the Finance report and 2018 annual accounts to the meeting and the motion was carried. The Treasurer confirmed the voting as follows:   |  |  |  | | --- | --- | --- | | **Votes For** | **Votes Against** | **Abstained** | | 80 | 0 | 3 |   The motion was therefore carried and the Finance report and 2018 annual accounts were therefore approved. |
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| **4b.** | **2019 Budget** |
|  | The budget details had been circulated to members in the AM pack, which was sent out in April to members and was also available online. The Treasurer stated that the budget is a conservative one, and is now out of date due to the good attendance at this conference.  The Treasurer proposed the motion to adopt the proposed budget for 2019. The results of the vote were:   |  |  |  | | --- | --- | --- | | **Votes For** | **Votes Against** | **Abstained** | | 82 | 0 | 4 | |
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| **5.** | **Proposal from EC to appoint Hartley Fowler as auditors for 2019** |
|  | The Treasurer confirmed that he was happy to recommend that Hartley Fowler should continue as EMWA’s auditors. The Treasurer proposed the motion from the EC to appoint Hartley Fowler as auditors for 2019. The results of the vote were:   |  |  |  | | --- | --- | --- | | **Votes For** | **Votes Against** | **Abstained** | | 75 | 0 | 8 | |
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| **6.** | **Executive Committee (EC) Elections 2019** |
|  | The elections for the EC were carried out online and the results were published in the AM pack. The results were as follows:   |  |  |  |  | | --- | --- | --- | --- | | **Role** | **Candidate** | **For** | **Abstain** | | Vice President | Beatrix Doerr | 65 | 6 | | Treasurer | Sarah Choudhury | 67 | 4 | | Honorary Secretary | Claire Harmer  Gauri Jawdekar-Abraham  Maria Carolina Rojido | 21  20  25 | 5 | | PR Officer | Evguenia Alechine  Maria João Almeida | 34  37 | 0 |   There were 3 candidates for the position of Honorary Secretary; Maria Carolina Rojido later retracted her application but it was too late to go out to another vote. Therefore, the EMWA EC have agreed that Claire Harmer should be offered the position, as she had the next highest vote. The meeting approved Claire Harmer as Honorary Secretary by voting with the following results:   |  |  |  | | --- | --- | --- | | **Votes For** | **Votes Against** | **Abstained** | | 57 | 1 | 14 |   The motion was therefore carried. Claire Harmer was congratulated on being appointed.  The meeting welcomed Barbara Grossman, as the new President, who thanked Tiziana for all her hard work during her term of office and presented her with a leaving gift. Tiziana will be standing down from the EC and as a Director of EMWA.  Beatrix Doerr, Sarah Choudhury, Claire Harmer and Maria Almeida were duly elected to the EMWA EC; Sarah and Claire will also become Directors of EMWA; Beatrix and Maria are already EMWA Directors. Companies House will be advised of any changes to Directors. |
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| **7.** | **2017 – 2022 EMWA Strategic Plan** |
|  | Barbara Grossman started by stating that she was very honoured to be the new EMWA President and her first duty was to thank Tiziana and present her with a gift.  The Strategic Plan is available on the website at <https://www.emwa.org/about-us/about-emwa> She noted that we are half-way through the plan and welcomed any questions or queries on the document. Barbara thanked Marian Hodges and the EPDC for all their work and also thanked all the volunteers.  Barbara highlighted the following actions for 2019/2020:   * Maintain workshops, webinars, expert seminars, symposia * Evaluate past conference information to plan for the future and address needs of members by expanding the spectrum of topics – these are evaluated by the EPDC and workshop leaders * Support subcommittees and special interest groups to tailor EMWA’s offer to members’ needs * Raise public awareness of Medical Writing by broadening contacts and synergies with universities and research institutions – more interaction with TOPRA, AMWA, ISMPP etc. * Continue to develop our contacts with other professional organisations, looking for reciprocal promotion and collaborative opportunities – there will be a Joint Position Statement with AMWA and ISMPP on Predatory Publishing |
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| **8.** | **Any Other Business** |
|  | **Journal**  Phil Leventhal, the editor in chief of the journal, asked members to come forward with ideas for the journal. There will be a new section on Software and anyone who can help should contact Phil.  **Presentation of 10+ and 20+ workshop leader badges**  Marian Hodges (MH) presented badges to the following workshop leaders who have given 10+ workshops:  Andrea Rossi  Diarmuid De Faoite  James Visanji  Tracey Farrow  Virginia Watson  … and the following workshop leaders who have run 20+ workshops:  Alison McIntosh  Elise Langdon-Neuner  Gillian Pritchard  Lisa Chamberlain-James  MH also thanked all the workshop leaders who are presenting at this conference. There will be a meeting of the EPDC committee on Friday afternoon at 1.30pm, which members are welcome to attend. This will give members the opportunity to ask what the committee do and comment on the editorial programme. A workshop leaders forum will follow this meeting at 3.00pm.  John Carpenter thanked all those who do work for EMWA, especially James.  There were no further questions from the meeting. |
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| **9.** | **Close of Meeting** |
|  | The Honorary Secretary thanked everyone for attending the AM and the meeting was closed at 18.05. |

Signed …………………………………………………………….. Date ………………………………