

**4th COTEC General Assembly
June 18th, 2016
Galway, Ireland
MINUTES**

1.	<p>President's welcome</p> <p>The President of COTEC Stephanie Saenger opened the meeting at 14:02</p>
2.	<p>Election of GA officials</p> <p>The Meeting elected Anne Lawson-Porter to chair the General Assembly. The chair called Anu Söderström for the Secretary of the meeting. The meeting elected Rosa Baaijen and Ida Kåhlin for the Tellers of the meeting. The meeting elected Petra Schwab and Katerina Veneri as the Reviewers of the Minutes.</p>
3.	<p>Approval of the meeting invitation</p> <p>The chair stated that the meeting had been duly convened and the meeting was quorate.</p>
4.	<p>Apologies for Absence</p> <p>Apologies for Absence had been received from the following seven Member Associations: The Finnish Association of Occupational Therapists The Georgian Association of Occupational Therapists The Italian Association of Occupational Therapists The Association of Occupational Therapists of Luxemburg Malta Association of Occupational Therapists The Russian Professional Association of Ergotherapists The Serbian Association of Occupational Therapists</p> <p>The following proxies were presented at the meeting: Swiss Association of OTs held a proxy for both the Italian Association of Occupational Therapists and the Association of Occupational Therapists of Luxemburg The Swedish Association held a proxy for the Russian Professional Association of Ergotherapists</p> <p>The German association informed they will give their vote to the Greek Association during absence.</p> <p>The secretary confirmed that 24 Member Associations have the right to vote* at the meeting in person or by proxy. The meeting was quorate.</p> <p><i>Appendix 1</i></p> <p><i>* The number of votes was 23 through the meeting as the representative of the Croatian OT Association did not join the meeting at any point although they were expected to.</i></p>

5.	<p>Adoption of Agenda, including Any Other Business for Agenda</p> <p>Vice President added item 14.1 to the agenda; Executive Committee elections in 2017</p> <p>Two items were added to Any Other Business:</p> <p>Sabine Plaehn wanted to add a proposal to add a student forum with info about student placements on COTEC Website.</p> <p>Elisabete Roldão added an item about a process for monitoring the effectiveness of the GA representatives and the Executive Committee.</p> <p>Pierre Seeuws wanted to share an invitation from his association with the General Assembly.</p> <p>The meeting adopted the Agenda with the above mentioned amendments.</p>
6.	<p>Matters arising</p> <p>President of COTEC Stephanie Saenger reported on the development of matters arising from the Minutes of 3rd COTEC General Assembly held in October 2015.</p> <p>9.1 Reports of national events related to European/COTEC policy or to support COTEC work: none were received.</p> <p>10 The Executive Committee did send out clarification of the member categories.</p> <p>11 Action Plan 2016 was revised and circulated as agreed</p> <p>12 The two proposed changes were made and the adapted budget was circulated</p> <p>16 Dates of the COTEC-ENOTHE2020 Congress were changed after the meeting from May 20-24 to October 14-18, 2020</p>
7.	<p>COTEC Annual report 2015</p> <p>President of COTEC Stephanie Saenger presented the COTEC Annual Report 2015.</p> <p>The report was discussed and the meeting approved the Annual report 2015.</p> <p>Proposer Julia Skelton, seconder Theo van der Bom.</p> <p>Annual report was approved.</p> <p><i>Appendix 2</i></p>
8.	<p>COTEC Financial report 2015</p> <p>COTEC Vice President Finance Renée Oltman presented the Financial Report 2015.</p> <p>The report was discussed. Julia Skelton reported on behalf of the Auditing Committee that the books are carried in good manner and no discrepancies occur. The meeting approved the Financial report 2015.</p> <p>Proposer Katerina Veneri, seconder Iris Lüscher Forrer.</p> <p>Annual report was approved.</p> <p><i>Appendix 3</i></p>

9.	<p>COTEC 2016 INTERIM REPORTS</p> <p>9.1 COTEC President Stephanie Saenger presented an Interim Report of Actions January-June 2016.</p> <p>9.2 COTEC Vice President Finance Renée Oltman presented the Expenditure Report January-June 2016.</p>
10.	<p>ANNUAL PROCENTAGE RAISE OF COTEC FEES</p> <p>COTEC Vice President Finance Renée Oltman presented the proposal for Annual Procentage Raise of COTEC Fees.</p> <p>The proposal was discussed and based on the discussion</p> <ol style="list-style-type: none"> 1) The Chair asked the General Assembly to vote by a show of voting cards on the principle to raise the annual fee regularly. Proposal carried with 21 votes in favor, none against and two abstentions. 2) The Chair asked the General Assembly to vote by a show of voting cards for an increase in the budget 2017. Proposal carried with 17 votes in favor, 5 against and 1 abstention 3) The Chair asked the General Assembly to vote by a show of voting cards for a 2,5% increase in 2017. The proposal was defeated with 10 votes in favour, 11 against. 4) The Chair asked the General Assembly to vote by a show of voting cards for a 1,5% increase in 2017 The proposal was carried with 19 in favour, one against, 3 abstentions.
11.	<p>COTEC Strategic plan 2017-2020</p> <p>11.1 The Chair invited the General Assembly to approve COTEC Strategic Plan 2017-2020. The Swedish Association proposed to add "sexual orientation" to COTEC Values Statement / Inclusion and participation. Proposer Ann-Marie Morrissey , seconder Elisabete Roldão . Approved with the above mentioned amendment unanimously with 23 votes.</p> <p>11.2 COTEC President Stephanie Saenger presented information on the Working Procedures of OT-EU and the change of the ENOTHE Link role.</p> <p><i>Appendix 4</i></p>
12.	<p>COTEC Action Plan and Budget 2017</p> <p>The drafts of both Action Plan for 2017 and Budget 2017 had been circulated in the knowledge that the Strategic Plan 2017-2020 would be adopted by the GA.</p> <p>12.1 The Strategic Plan 2017-2020 will form the basis of the Action Plan 2017. The chair</p>



	<p>asked the General Assembly to comment and discuss at the meeting - no oral feedback was received. The Executive Committee asks the Member Associations to give their feedback and proposal written by September 15, 2016. The Executive Committee shall prepare the final draft of the document to be circulated by September 30, 2016 and Members will be asked to approve it by electronical voting in November.</p> <p>12.2 COTEC Vice President Finance Renée Oltman presented proposal for COTEC Budget 2017.</p> <p>The budget was discussed.</p> <p>The chair invited the General Assembly to vote for approval of the Budget 2017</p> <p>Proposer Iris Lüscher Forrer, seconder Pierre Seeuws.</p> <p>Carried with 23 votes in favour</p> <p><i>Appendix 5</i></p> <p><i>Appendix 6</i></p>
13.	<p>COTEC MEMBERSHIP IN EPHA</p> <p>Stephanie Saenger informed the General Assembly about COTEC membership in EPHA. The Executive had alerted EPHA that COTEC is reconsidering their membership in EPHA and it would be discussed at the GA. EPHA however has terminated the membership with no notice and the annual membership fee has been returned to COTEC.</p>
14.	<p>COTEC EXECUTIVE COMMITTEE ELECTIONS</p> <p>Member of COTEC Electoral Committee Petra Schwab chaired the item.</p> <p>The nominee, Eva Denysiuk gave a short presentation in person. The meeting addressed questions to the nominee before voting, which was carried by secret ballot.</p> <p>The elected Vice President Finance was asked to approve the result of the vote and Petra Schwab announced Eva Denysiuk as elected COTEC Vice President Finance.</p> <p>14.1 Elections 2017</p> <p>The 4-year terms of office of COTEC President, Vice President and Vice President Administration will end to the General Assembly meeting 2017. Call for nominations will go out in due time</p> <p><i>Appendix 7</i></p>
15.	<p>ELECTION OF ELECTORAL COMMITTEE 2017</p> <p>The Chair asked for nominations for Electoral Committee for a one year period 2017.</p> <p>The appointed members of the Electoral Committee 2017 are Elisabete Roldão , Mariliis Pöld and Pierre Seeuws.</p> <p>The Chair asked for nominations for COTEC Auditors 2017. The appointed Auditors are: Theo van der Bom and Ann-Marie Morrissey and the Deputy Auditor is Julia Skelton.</p>

17.	<p>ANY OTHER BUSINESS</p> <p>German Association proposed to add a section with info about student and/or staff placements on COTEC Website. It was agreed to turn to ENOTHE, ERASMUS and other existing processes.</p> <p>Eisabete Roldão proposed to introduce a mechanism for monitoring the effectiveness of the GA representatives and the Executive Committee. The issue was discussed and the Chair suggested that the Executive Committee would prepare a discussion paper for the Governance Day 2017.</p> <p>Pierre Seeuws forwarded the invitation of the Flamisch Association to a networking get-together in the foyer of the NUIG Arts Millennium building right after the General Assembly.</p>
18.	<p>The Chair closed the meeting at 17:35</p>

Anne Lawson-Porter
 Chair of meeting

Anu Söderström
 Secretary of the meeting

Minutes reviewed by

Petra Schwab

Katerina Veneri