

COTEC Executive Committee Interim Meeting Agenda

February 11-12 February 2022

Present: Anu Soderstrom, Naomi Hankinson, Eva Denysiuk and Ann-Marie Morrissey (Shawn joined Saturday morning 10.30CET - 11.30CET)

Apologies:

Absent: Blandine Parc

Item	Papers	Remarks
Welcome - Minutes of previous meeting		Agreed
Correspondence - EN - video for WHO - support HAOT in Horizon proposal - invitation from Slovenian association		Responded Jan 26, no response back by Jan 30 COTEC has joined the research proposal as a mentor - awaiting results of research funding. Invited Anu to give a keynote address to their 10th National Congress on May 9-10th 2022. In person event.
Membership & Members' Issues - practice for reacting to Members' requests		Consider developing a process for responding to requests, recently have been getting requests for responses within a limited time frame. Agreed to draft a statement around time

<p>- one-to-one meetings with MA Presidents</p>		<p>for responses -this will be an agreed and clear email response to these requests - it was also agreed that this time frame can be flexible based on capability of the Exec.</p> <p>Invitation will be sent to individual member associations to offer them a one-to-one meeting with COTEC. This could be used to discuss strategy, annual plans and any issue the member wishes to discuss. Meetings will take place between March to June and findings to be discussed at Governance Day 2022. Could also discuss COTEC webinars during these meetings. Delegation and drafts uploaded to drive under 'Executive Working Papers'.</p>
<p>Financial Issues</p> <ul style="list-style-type: none"> - banking - tax advisor - liability insurance - fees 2022 - Congress 2021 result and use of profit share 		<p>Received debit card from PayPal. Name to be replaced on card following election. Card to remain responsibility of VP Finance.</p> <p>Eva liaising with tax advisor - exploring tax exemption status which COTEC could potentially avail of. Review tax requirements and VAT around purchase of services from other countries.</p> <p>Contacted insurance broker and awaiting response.</p> <p>To be updated</p> <p>Agreed that original agreement should be adhered to regarding distribution of profit share. Discussion how best to spend this additional income - option to make a donation to OT-</p>

		<p>Europe congress fund with donation earmarked as a bursary to allow more clinicians to attend congress.</p> <p>Eva met with lawyer on 11.02.2022</p> <ul style="list-style-type: none"> - discussed remuneration of expenses for COTEC Exec, threshold of €840 per year for remuneration for COTEC otherwise this can have repercussions. Tax free software packages may be provided to Exec. Eva exploring same. Will bring information back to remuneration working group. - Translation of constitution to German, ensure this is up to date. Keep up to date regarding terminology, online meetings and electronic decision making - Discussion re advice on quorum and composition of Exec. - To discuss membership, particularly the rights of full members v associate members. - Termination of membership guidance discussed.
<p>Professional Issues</p> <ul style="list-style-type: none"> - Summary of Profession - project group “Emerging areas of practice” 		<p>Some information is outstanding. Shawn will contact Member Associations to remind them to send information. Deadline of next week for MA to send info</p> <p>Ethical approval to be obtained in the summertime. Plan for dissemination of survey in Sept. Could be introduced at Governance Day</p>
<p>Collaboration with others</p>		

		Governance Day - Item for Agenda: COTEC organisational values + Remuneration Group Findings + other working group's feedback
Secretarial Issues - Website - Newsletter		To do list for newsletter is available on Drive. Ann-Marie will write the editorial. Electoral Committee will prepare a piece around upcoming elections and the call for nominations. Naomi to complete report about Interim Meeting.
Other Issues - Elections 2022 - working group update -	Exec Electoral Committee	<p>VP Finance, VP Admin</p> <p>Pierre Seeuws and Milan Kecman joined the meeting at 4pm CET to discuss the upcoming elections. Electoral committee to update their information. Call for nominations to be distributed in March COTEC (to be added to March newsletter - electoral committee to prepare a brief statement for newsletter). Reminders can be sent in April and May. Receive nominations by end of June. Exec to prepare sound bites regarding benefits of joining COTEC - will be clear in messaging that candidates will be joining a team and will have support in the new role with potential for some funded training if needed. Addressed questions in relation to VP Finance - suggested to have an info session about this role for potential candidates at a later date.</p> <p>Working Groups: Values: Have met twice to date. Meeting again at the end of Feb to agree final 4 or 5 values. Once these are agreed and wording is confirmed the plan is to disseminate to Member associations for feedback. Will then make final changes based on this feedback. Hope to complete work by April and present at 2022 Governance Day. EC compensation: Pro and con list of volunteer with benefits v paid volunteers. This list and arguments for both will be circulated to membership for their opinion. Next meeting March 4th.</p>

		<p>Good fellowship: Obtaining date for next meeting - ? March. Work ongoing. Fellowship: Date for next meeting confirmed. Work ongoing Decided to add these dates to the calendar of events on our website - working groups leaders to inform Shawn re dates. Group leaders to discuss if members within working groups would value a certificate to thank them for their work.</p>
<p>Next Meetings</p> <ul style="list-style-type: none"> - Zoom March 8, April 12, May 9 - Interim July 		<p>March 8th 2022 - Zoom - 5pm CET</p> <p>April 12th 2022 - Zoom - 5pm CET</p> <p>May 9th 2022 - Zoom - 5pm CET</p> <p>Interim Meeting July - Zoom - 15th and 16th July</p>

Meeting ended at 5 CET (Friday 11th) and 3.30 CET (Saturday 12th)

Minutes were taken by Ann-Marie Morrissey.