



# WFTO-Europe Board meeting - Minutes

18 December 2019: 14pm – 16.30pm

Chair: Juanjo Martinez

Present: Juanjo Martinez, , Stephanie Brookes, Cassandre Maury, Jean-Christophe Galland and Leida Rijnhout. Michael Fivet joining for session 5 and 6, Federica joined for session 9

Board member present	Time	Issue	Who?	Document/Aim
Juanjo, Estelle	14.00	<p>1. Update from the office (including FTAO and WFTO) – (10')</p> <p><i>LR informed the board about the daily management of the office (everything under control), the drafting of a H2020 project (deadline 20/1/20, decision mid June, start project, if approved), Febr 2021, and the arrival of 2 new interns in January/Febr.</i></p>	LR/EV	
Juanjo,	14.10	<p>2. Approval Agenda and possible amendments (5')</p> <p>3. Approval minutes of previous Board meeting and follow up eventual action points (5')</p> <p><i>Leida sent the wrong minutes, and will send them by email later. Board will approve the minutes via mail then.</i></p>	All SB	Doc. 0: Agenda - for approval Doc. 1: Minutes (14-10-2019) - for approval
Estelle	14.20	<p>4. Strategic plan discussion (20')</p> <p>- Midterm outcomes of the survey</p> <p>- next steps/timeline</p> <p><i>We went through the preliminary results of the survey. Not very surprising answers until now. 22 respondents, out of 109. We will send the survey again after New year. Deadline is mid-January, so we can discuss the final results on the 6<sup>th</sup> of Febr. Question was if there is any doc that did an assessment of the previous Strategic plan. LR will look into previous minutes to find out. This time we will definitely also want to detect priorities, also related to the available budget.</i></p>	JM/SB LR	Doc: to be delivered a day for the meeting (last update on survey)
Estelle, Stephanie,	14.40	<p>5. Finances (Actual budget 2019 and Update budget 2020) (25')</p> <p><i>Michael and me simplified the budget, and made it also accordingly the budget codes used in Belgian accounting systems; We detected some minor mistakes in formulas or double-summing. This made the budget is it was sent: the budget that was approved last board meeting, but with the right totals. Other point to be discussed/decided is that Mikel's contract ends mid-September 2020, while his salary is in the budget until end of the year. Board decided to take it out, as there is no funding for prolonging his contract. As soon as we see a financial opportunity he will be put in again. Also: when we hear that the H2020 project is approved, but the project will only start in Febr/March 2020, we will still keep and pay those months from the</i></p>	MF/LR/S B	Doc 2: Report 2019, Updated Budget 2020 Doc 3: LT financial scenarios



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	<p>reserves. Leida will communicate this with Mikkel, so he knows what his situation is.</p> <p>6. 3 years financial plan discussion, scenarios (25')</p> <p><i>We looked at the scenarios and the board gave preference to scenario 2 (50 Euro raise in membership fee). Scenario 3 had a raise of 5%, which can be seen as more just as bigger organisations pay more than the small ones. In scenario 3 the deficit was still big. Leida will make a doc with scenario 2 and 3 (but now with a raise of 10%), to see what that gives. Final decision on this document to be given at 6 Febr, to have it approved by the AGM.</i></p>		
15.30	<p>7. 2020 WFTO-Europe Biennial Conference (45')</p> <ul style="list-style-type: none"> <li>- Draft program</li> <li>- Budget – entrance fee</li> <li>- Online registration</li> <li>- Timeline</li> </ul> <p><i>We went through the draft program and discussed it. There was a general agreement that the overall topic (environmental challenges) was interesting, although one members said that we should also have more general (towards broader sustainability) topics too. Leida changed/added in the document the comments made. She will put this document to a googledoc: <a href="https://docs.google.com/document/d/15RwrEF322gEskF9luWwLskt08di7mluqQ-6iskyd5l/edit?usp=sharing">https://docs.google.com/document/d/15RwrEF322gEskF9luWwLskt08di7mluqQ-6iskyd5l/edit?usp=sharing</a> so they can still add some more concrete ideas and names of potential speakers online. She will also communicate with the Greek hosts on where we are. Further filling in of the program will be done on 6 Febr. After that we will open a registration form.</i></p>	LR/EV	Doc4: Draft program conference Greece
16.15	<p>8. Next Board meeting and agenda items</p> <p><i>Next board meeting will be in Brussels on the 6 of February. Costs are for the board members. Leida will search for a venue and make a draft agenda with Juanjo to be sent out later.</i></p>	JM/LR	
16.30	<p>9. AOB - Research on Financial Health of EU FT-organisations</p> <p><i>Federica joined the meeting to explain the background of this document. Everybody sees the value of it and appreciated the work. It is an internal document. It would be nice if we could make, based on the results some analysis and trends. Also more info on products. As Federica is ending her internship this will be handled over to the next intern.</i></p>		
<i>End of the meeting</i>			