



**GENERAL ASSEMBLY MINUTES
GHENT, 4TH OF APRIL 2019
09:00-10:15**

1. ATTENDANCE

1.1. Apologies

No apologies

1.2. Quorum

Quorate with 24 member organizations represented from 37 members.

2. VOTING DECISIONS

2.1. Approval of agenda and time table of the General Assembly

Approved

2.2. Approval of GA minutes from last year

Approved

2.3. Approval new members

2 new member were approved:

- Karelia University of Applied Sciences, Finland
- Tartu University Faculty Association, Estonia

2.4. Approval Annual Report 2018 (incl. financial status and auditing report)

Several parts of the Annual Reports have been looked into, among those the financial status and auditing report.

Approved

2.5. Approval Budget 2019

The following subjects were touched:

- investment in Research e.g. Research platform
- implementing new technologies e.g. abstract submission
- implementing full economic cost of programme delivery
- administration cost increased: 20 % post/ 6m trial

Approved

2.6. Extension Council Term

It was proposed to extend the council member term from 3 to 4 years as to enable the council members to finish the project they have started and to achieve their goals.

Approved and implemented from the next election onwards

2.7. Discharge of the Nominating Committee

It was proposed to the GA to discharge the Nominated Committee from 2020 onwards as over the years the duties have been diminished and executed by council members. The duties consisted of preparing the elections and announcing the vacant posts.

Approved

2.8. Council Member Elections / President Elections

Possibility for the future President to be nominated by the Council and proposed to the General Assembly. This measure as to prevent a president being elected on the basis of "popularity" but perhaps not meeting the necessary criteria to steer the Consortium in the right direction.

The suggestion of bringing forward people for elections:

- Criteria to be met for council member/president position will be sent out to the members
- Nominating letter and CV of candidates will be sent to the Office Manager
- Candidates who have met the criteria will be shortlisted
- Council will put the candidates forward at the GA for elections

It was agreed by the GA for the council to devise a method to involve the members to creating criteria for the vacant posts.

New way of bringing forward people for elections was approved

2.9. Members

The idea was put forward to introduce a one-time trial non-member.

The non-member institution will only be allowed once to participate in a workshop/conference at COEHRE member price. This new measure is part of the new marketing strategy and could attract new future members. This could be added to the bylaws.

The importance of disseminating COEHRE information by the members was emphasized. The contacts are ambassadors for the organization.

3. ELECTIONS

VACANCIES	PERIOD	CANDIDATES
Council Member	3 years	Aija Ahokas (<i>Helsinki Metropolia UAS</i>) Marc Elie (<i>Hogeschool van Arnhem en Nijmegen</i>)
Auditor	2 years	No candidate

3.1. Council member

Aija Ahokas was re-elected as Council Member. She will serve for three more years.

3.2. Auditor

There were no candidates for the position of Auditor. The Council will continue the search for a candidate to fill in this position.

Approved

4. ACTIVITIES

4.1. Conference date and venue for the coming years

Conference 2020: Hogeschool Rotterdam, The Netherlands

Conference 2021: Helsinki Metropolia University of Applied Sciences, Finland
Conference 2022: ZHAW (Zürich University of Applied Sciences), Switzerland

4.2. Key achievements and upcoming activities COEHRE branches

The COEHRE branches have been elaborated upon: Academy, Research, Strategic Management and the consideration of adding a 4th branch: Internationalisation

5. MATTERS ARISING

5.1. Cooperation agreement

Strategic partnerships have been built and a cooperation agreement has been signed with EASPD, Eipen and EAIE

5.2. Future plans of PR and Marketing

Continue to be nominated as a supporting partner for dissemination in Erasmus+ bids.

5.3. Assistant

The office will be able to count on assistance for 20%

5.4. Membership

The concern of merging institutions has been raised with the eye on a loss in membership fees. The pattern of merging will be monitored.

Signed and approved by the council:

Jennifer Lewis Smith	
Jeroen Martens	
Attila Dobos	
Aija Ahokas	
Annemie Spooren	
Ester Goutan	