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| **Minutes of Annual Meeting****held at the Barcelo Sants Hotel, Barcelona****on Wednesday 2 May 2018 at 5.15 pm** | 13320354_1 |

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| **Attendees** |  |
| Executive Committee Members | 43 voting members at the start of meeting |
| Head Office (HO) - minutes  | Chair: Honorary Secretary Beatrix Doerr |

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| **ITEM** |  |
| **1.** | **President opens the meeting** |
|  | The President welcomed everyone to the 2018 Annual Meeting (AM) of the European Medical Writers Association in Barcelona. It was noted that Head Office (HO) had received 5 proxy votes.   |
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| **2.** | **Minutes of the 2017 Annual Meeting (AM)****Result of approval of minutes of 2017 Annual Meeting minutes from e-voting poll and matters arising from the minutes** |
|  | The minutes of the 2017 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 2017 Annual Meeting. The Honorary Secretary, Beatrix Doerr, confirmed the voting as follows: 57 for the motion, 0 against and 19 abstentions. The motion was therefore carried and the minutes of the AM held in Birmingham were therefore approved and signed by the Secretary.

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| **Votes for** | **Votes Against** | **Abstained** |
| 57 | 0 | 19 |

There were no matters arising from the minutes. |
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| **3.**  | **President’s Report** |
|  | Abe Shevack made the following comments on EMWA’s year:* Membership consistently around 1000
* Finances remain healthy
* Successful conferences in Birmingham, Cascais, and Barcelona (406 delegates)
* Workshop programme extended to 134 active workshops
* 4 ESS workshops instead if 3 and all fully booked
* Journal: Consistently good quality articles
* Core reference: continues to be widely used within the industry having received over 11,700 downloads since its launch in 2016
* Commemoration of EMWA’s 25th Anniversary
* Articles in the MEW
* Special pins sent out to all members – there is a photo competition for members wearing the pin and the winner will be announced on Friday
* Launch of the Ambassador’s Program
* Speakers presented at career events and professional academies – reaching out to young people at universities
* So far 8 events have been attended Berlin, Bucharest, Cambridge, London, -Reading, Rome, Munich, Stuttgart and Zurich – thanks given to all the presenters
* Liaison with EC to be appointed to administer this programme going forward
* Launch of the EMWA NewsBlast
	+ Monthly news of interest to members
	+ Archive of back issues now available
* Continued collaboration with:

 - AMWA and ISMPP* Translation of Joint Position Statement (JPS) into German, French, Italian, Spanish, Romanian, Japanese, Chinese, and soon in Hungarian, Ukrainian and Portuguese –thanks given to those who have provided the translations

 - Board of Editors in the Life Sciences (BELS) exam at Spring conference - MedComms Network continue the relationship* Medical Devices

 - All day symposium - Launch of new medical devices SIG - 5 new workshops of medical devices – 2 at this conference* Webinars
* Subcommittee set up under education committee to ensure the continued development of high quality online seminars.
* Freelance Business Forum
* Subcommittee set up to divide workload and ensure succession of leadership
* Conference reporting
* New this year, to inform members about the main events at conferences e.g. ESS and symposia. Reports will be published in the MEWs.
* New IT initiatives this Year
* Introduction of new website platform
* Replacement of web-based document repository with more responsive Sharepoint based system to archive and share/review EC documentation
* EC meetings are now being held by Skype

EMWA is meeting our aims to: * + Further our profession
	+ Grow the association
	+ Share expertise
	+ Maintain governance and
	+ Provide value for money

The President asked members to consider stepping up and volunteering and thanked the current volunteers. Volunteers are the backbone of our organisation. Help EMWA and help pave the way towards excellence in medical communication.Abe thanked his colleagues on the EC who are talented and dedicated people. He thanked HO who are always helpful and he thanked Monica, his wife, for her support during his term of office. |
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| **4.**  | **Treasurer’s Report and Annual Accounts** |
|  | 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 €51,800, pre-tax:* Birmingham had a lower attendance
* The attendance in Barcelona is slightly less than at Munich
* Turnover is down and expenditure is lower
* The membership fees will remain at €130 this year, 2013 was the last increase.
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| **4a.** | **Proposal from the EC to adopt the Finance report and the 2017 Annual Accounts**  |
|  | The Treasurer put the motion to approve the Finance report and 2017 annual accounts to the meeting and the motion was carried. The Treasurer confirmed the voting as follows: 44 for the motion, 1 against and 2 abstentions. The motion was therefore carried and the Finance report and 2017 annual accounts were therefore approved.

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| **Votes for** | **Votes Against** | **Abstained** |
| 44 | 1 | 2 |

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| **4b.**  | **2018 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 EMWA are currently running ahead of budget and the rest of the year should be successful, subject to a good attendance in Warsaw.The Treasurer proposed the motion to adopt the proposed budget for 2017. The results of the vote were: 44 for the motion, 0 against and 3 abstentions. The motion was therefore carried.

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| **Votes for** | **Votes Against** | **Abstained** |
| 44 | 0 | 3 |

The Treasurer noted that the journal costs have been lower but will increase in the next year because an editorial assistant has been appointed and costs will return to previous levels but with a better service. |
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| **5.** | **Proposal from EC to appoint Hartley Fowler as auditors for 2018** |
|  | 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 2018. The results of the vote were: 45 for the motion, 1 against and 2 abstentions. The motion was therefore carried.

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| **Votes for** | **Votes Against** | **Abstained** |
| 45 | 1 | 2 |

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| **6.**  | **Executive Committee (EC) Elections 2018** |
|  | The elections for the EC were carried out online and the results were published in the AM pack. The results were as follows:

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| **Role** | **Candidate** | **For** | **Abstain** |
| Vice President | Barbara Grossman | 72 | 3 |
| Education Officer | Marian Hodges | 70 | 5 |
| Conference Director | Slavka Baronikova | 67 | 8 |

The meeting welcomed Tiziana von Bruchhausen, as the new President, who thanked AS for all his hard work during his term of office and she presented him with a leaving gift. He will be standing down from the EC and as Director of EMWA. Barbara Grossman, Marian Hodges and Slavka Baronikova were duly elected to the EMWA EC and as Directors of EMWA. Companies House will be advised of changes to Directors. |
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| **7.** | **2017 – 2022 EMWA Strategic Plan** |
|  | Tiziana von Bruchhausen started by stating that she was very honoured to be the new EMWA President. The Strategic Plan slides were displayed to the meeting which is based on the wishes of our members for EMWA and TB highlighted various points:Key Aims1. Further our Profession
2. Grow the Association and membership
3. Share Expertise
4. Maintain Governance
5. Provide value for money

Further our profession* Raise public awareness i.e. the Ambassador project
* Continue translations of JPS
* Provide platforms for networking and sharing knowledge
* Collaborate with local medical writing groups
* Continue with PR projects

Grow Association & Membership* What can we do to keep networking?

Share expertise* Need to have volunteers especially those who are not workshop leaders, fellows, committee members etc.
* Existing members to encourage colleagues to join EMWA and attend conferences
* Without volunteers EMWA could not function
* Members should contact EC members to offer support

Maintain governance* Use of Sharepoint

Provide value for money* The EMWA educational offering is great value for money

What EMWA has planned for 2018/19:* Maintain the high level of workshops, webinars, expert seminars, symposia
* Evaluate past conference information to plan for the future and to better address the needs of all members by expanding the spectrum of topics for the initiatives above
* Further support subcommittees and special interest groups to tailor EMWA’s offer to the needs of all members
* Further raise public awareness about MW by broadening contacts and synergies with universities and research institutions in the whole of Europe
* Continue to develop our contacts with other professional organizations through looking for reciprocal promotion and collaborative opportunities.
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| **8.** | **Any Other Business** |
|  | **Journal** Phil Leventhal, the journal editor, noted that the journal is working well and they have had a “flood” of articles and are therefore looking for more associate editors and ad hoc editors. Anyone interested in helping should contact him.**Presentation of 10+ and 20+ workshop leader badges**MH thanked the EPDC and workshop leaders together with everyone who has presented webinars, as they are vital to the smooth running of the educational programme. MH noted that there is a new pin badge for workshop leaders who have presented 10+ workshops:Laurence AuffretLisa Chamberlain JamesClaudia FrumentoTom LangPhil LeventhalShanida NatarajaAndrea PalluchFrancesca PirklThomas SchindlerWalther SeilerUma SwaminathanTiziana von BruchhausenBeate WieselerAnd the following workshop leaders have run 20+ workshops:Douglas FiebigDebbie JordanElise Langdon-NeunerRita Wellens**Nick Thompson Award**Art Gertel gave the history of this award, which is in memory of Nick Thompson who died tragically young. The award is for contributions to the organisation and encapsulates the spirit of EMWA. The winner has contributed and given selfless sacrifice over 13 years to EMWA and been an EMWA Officer, Vice President, President and taken on important roles in making innovative changes to the organisation and involving other people. Art has had the privilege of working with this person and admired her tenacity to get things done. Art announced that the winner of the Nick Thompson award was Sam Hamilton and he presented her with a certificate.1. **Subscription**

A member queried if it was possible to have tiered pricing i.e. for freelancers, juniors etc. This has been considered by the EC in the past, but was not found not to be viable. It was noted that fees for membership have been equalised.1. **EMWA Treasurer**

James Visanji has been Treasurer for 5 years and is looking for a new candidate, he ensured that he will provide support during the handover and any candidate would also have the services of HO. The Hon Sec thanked the members for their questions, as they give the EC a chance to explain. She noted that the EC welcome any suggestions on ways to improve the way that EMWA works.1. Thomas Schindler asked if EMWA had any measurable targets, concrete actions to increase membership. Beatrix Doerr noted that EMWA has had lots of initiatives to raise awareness of EMWA including the Ambassador project, collaborations with other organizations such as AMWA, ISMPP, AustralasianMWA and Alfa FCM. There is also a 5 year plan in place. There is no way of knowing the potential maximum number of members and there are no competitors, as the DIA are more focussed. EMWA carry out a leaving survey for those who do leave and the comments are reviewed at EC meetings. Hard copy letters are sent to members whose membership is about to lapse and there is a Member Get Member offer. Based on the feedback obtained, it was recognized, that EMWA should provide a more specific update at the next annual meeting to show what activities are performed to address the aims of the strategic plan.

John Carpenter thanked Abe Shevack for all his hard work during his term of office.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 18.17. |

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