



**ANNUAL GENERAL MEETING
of the
EUROPEAN ASSOCIATION OF SCIENCE EDITORS**

The Sixteenth Annual General Meeting of the Company

28 May 2017, 4 pm CET

at Vrije Universiteit, De Boelelaan 1105, 1081 HV Amsterdam

MEETING MINUTES

Present: 16 EASE members

1. Minutes of the Fifteenth Annual General Meeting held on 10th June 2016 in Strasbourg

The 2016 Annual General Meeting was held at IRCAD, Hôpitaux de Strasbourg, 1 Place de l'Hôpital, Strasbourg, France. There were 39 members of the Association and 2 non-members present. The Minutes of the meeting had been approved by the EASE Council.

2. President's report of Council activities 2016-2017

Ana Marusic welcomed the attendees and started her President's report by thanking Herve Maissoneuve and the Programme Committee for an excellent programme and organization of EASE conference in 2016, which was organized in Strasbourg.

At this moment, EASE is preparing the 2018 EASE conference in Bucharest. The Conference Committee, led by Joan Marsh, is working intensively on the programme. The theme of the Conference will be "Balancing innovation and tradition in science editing".

The EASE Council experienced problems with the bank account because of extensive legal documentation that needed to be provided, especially from non-UK directors. This caused problems for some of the Council members. Elaine Seery and Chris Sterken asked to step down from the Council because they were not willing to go through the complicated bureaucratic process. The President thanked them both for their excellent work on the Council. The Council decided to change the Bank but will need to seek further approval from the 2018 AGM for the next steps that will ensure full financial functioning of EASE.

The President emphasized that EASE is currently working on replacing the EASE Forum with the EASE List-serve, which will have increased functionality for EASE members. To further improve the quality of the web site, EASE has instituted a paid position for a web-editor for 2 hours per week, with the task of systematically updating and building the site on a daily basis. Duncan Nicholas, Council member, is the web-editor for the next six months.

During the last two years, EASE has redefined its strategy and continues with its implementation. The Council is currently discussing how to best align its strategy with the needs of the members. In this respect, we are looking into the options to increase the functionality of the web-site for the members, including the work of special interest groups, such as Gender Policy Committee.

Furthermore, the President introduced a new sister organization - NEaT – Nordic Editors and Translators, and emphasized that EASE is collaborating with many other editorial organizations on educational and certification programmes for editors and has been currently involved in consultations on core competencies for journal editors, coordinated by David Moher from the University of Ottawa, Canada. EASE also nominated the Gender Policy Committee for the Cochrane-REWARD prize for reducing waste in research and supported the nomination of "Author Editor" by Valerie Matarese.

Ksenija Baždarić and the Editorial Board of the European Science Editing continue to improve the most important EASE publication. Rhianna Goozee has left the Editorial Board and was replaced by Hrvoje Jakovac.

The EASE Author Toolkit on the EASE website is regularly updated by Sylwia Ufnalska, as are the EASE Guidelines for Authors and Translators in more than 20 languages. Duncan Nicholas and Silvia Maina continue to manage the EASE and ESE website. Joan Marsh manages the LinkedIn group, while Duncan Nicholas is managing the EASE Facebook

page. The President encourage members to contribute and give suggestions of what they would like from EASE and how they think they can help.

The Regional Chapter programme continues to be a success. Training activities are organized in 6 chapters: Bulgarian, Croatian, Italian, Mexican, Russian and Peruvian. The latest regional chapter activity was the workshop for editors in Rijeka, Croatia, in April 2017. The President thanked Pippa Smart for the kind contribution of her time and effort to this important EASE activity. She announced that Croatia will host the Summer School for Scientific Communication: Writing for Multidisciplinary Audiences in Split in June 2017, which has been supported by EASE since 2013.

The Gender Policy Committee, led by Paola de Castro and Tom Babor, has continued its excellent work in 2016, with a number of excellent publications and news pieces/commentaries. The President thanked Paul Osborn, Sera Tort and Mirjam Curno, who have left the Committee, for their excellent contribution to the success of the GPC.

Joan Marsh took over from Chris Sterken the representation of EASE in the UNCOVER programme on publication bias, at the European Forum of Independent Professionals, and as a member of the Advisory Board of Atomium Culture, which is an inter-sectorial platform promoting knowledge sharing on issues regarding the development of a European knowledge society.

EASE continues to support the AllTrials campaign, whose aim is to increase the accountability and availability of results from clinical trials. Ana Marušić continues to represent EASE in a COST action on peer review (PEERE), which has organized a session at the Strasbourg Conference. EASE is also supporting an H2020 project titled HEIRRI – Higher Education Institutions and Responsible Research and Innovation, which started in September 2015.

3. Treasurer's statement of income and expenditure for the year ending 31 December 2016, as approved by the Directors

According to the interim financial data, since the audit is not finalized yet, EASE has a strong financial position owing to the conference in Strasbourg (GBP 13,805.00 surplus). The registration fee was realistic and some expected costs did not materialize. The number of participants was above expectation and Herve Maisonneuve negotiated very good rates as well.

The surplus on non-conference activity was £1,454, but the conference also supported a physical meeting of Council; without this advantage, the deficit on non-conference activity in 2016 would have been £3,790.

In non-conference years, the stagnant subscription revenue of EASE continues to struggle to meet the Association's annual activity. EASE currently has c. £50k in cash reserves owing to series of conferences. However, EASE needs to increase the number of membership subscriptions.

In December the bank paralysed the EASE account because they thought the validation process had not been finalized and therefore created a big problem for EASE during the subscription renewal period. Based on those events, EASE will close the NatWest account and switch to Santander Bank, with 5 directors from the Council (previously, every EASE Council member was a director). EASE statutes need to be changed in Bucharest, i.e. needs approval of 2/3 of the voting EASE members.

Venue for Bucharest is not selected yet, so depending on the costs, the registrations rates will be set.

4. Appointment of an independent financial reviewer for the 2017 accounts

EASE is satisfied with the current accounting services and the meeting confirmed the appointment of GRH Accountancy of St Neots Cambridgeshire as the independent financial reviewer for the 2017 accounts.

5. Secretary's Report

The membership slightly increased in 2016, due to the EASE conference held in June, 2016, Strasbourg.

However, as in previous years, the main problem lies in retaining existing members. Although new members are joining, more members are leaving EASE. Current EASE membership stands at 412 members (22 May, 2017) □ 14 members offered reasons for not renewing, varying from retirement, health reasons, change of career, lack of funds to not finding EASE relevant to their needs. A further 28 did not respond to requests to renew and were eventually resigned. New members joined at a similar rate to last year but were not enough to make up the loss.

The Science Editors' Handbook sale is still going good with 16 handbooks purchased in 2016. The current stock stands at 10 (22 May, 2017) There were only three advertisements in 2016 - two job ads and e-alert.

6. ESE Chief Editors' Report

Ksenija Bazdaric gave the Editorial Board's report and started by saying that the Editorial Board currently has 9 members and 1 intern. She suggested that the internship position could be opened 1 or 2 times a year - in duration of 1 year, after which one could receive a certificate.

After the failed attempts at setting up a cloud server (OwnCloud) that should have enabled sharing of all documents related to the journal between the board members, the Editorial board has moved the files to a temporary Dropbox location on the chief editor's account until a more permanent solution is implemented.

The journal has a separate web page since June 2016. The archive of the journal is now online on the journal website (work done by Silvia Maina). The Spanish abstracts are incorporated into web pages and into page of articles with abstracts.

The Journal is listed in Scopus (the 2016 issues) and indexed in CrossRef. Ksenija explained that ESE publication strategies have to be reconsidered in order to remain indexed in Scopus. She emphasized that ESE has 50% more follower on Twitter than last year.

Ksenija Baždarić thanked the ESE staff and also announced an online survey on readership preferences.

7. EASE Conference 2018 in Bucharest

Joan Marsh announced that EASE has several potential venues in Bucharest and that she would visit them personally (in July) in order to make the final selection.

The scientific programme is coming together with four plenary sessions and eight parallel sessions, of which one by the Gender Policy Group and one on Reducing waste in research are confirmed.

The Programme Committee is planning several workshops both before and after the conference in Bucharest, mainly targeting editors with one author workshop. A flier was included in the delegate bag at the World Congress on Research Integrity in Amsterdam, May 2018, including a call for papers.

EASE will start promoting the conference regularly with a full page advert in ESE from the August issue.

Joan Marsh also introduced the members of the Programme Committee, with 2 local organizers. She announced that the conference in Bucharest will have the highest numbers of workshops so far and that the Programme Committee is considering the possibility to offer local students basic training workshops.

Updates regarding the conference will be available in the newsletter / ESE journal.

8. Report from the Strategy Group 2015-2018

Pippa Smart has submitted a proposal for special interest groups and group membership rate change. The groups can develop guidelines which can later be endorsed by EASE.

The proposal is that EASE offers members the opportunity to launch special interest groups which would be managed and run by the proposing member (the "sponsor"). EASE can promote these through our membership to increase participation in the groups.

EASE will invite members to form special interest groups. It is envisaged that these will include:

1. Regional groups (who can use their native language if they wish to discuss issues of specific interest)
2. Thematic groups (e.g. Language editors)
3. Special interest groups (e.g. Peer review)

The groups will be provided with (1) a public space where anyone can read what they say (a blog-area) plus (2) a private area for members of the group only, where they can discuss issues.

What EASE will be offering is:

1. The online spaces for discussion and public statements
2. Promotion to members of EASE to (a) invite members to join, and (b) announce news of the group's activities.
3. Validation and endorsement by EASE Council of statements, guidelines, etc., emerging from the groups (it is hoped that the groups will develop such guides/statements, as the Gender Policy Committee has done)

Each group must have a "Sponsor" and at least one "Supporter". These people will apply to EASE Council to launch the group and will have responsibility for the group. They may assign their role to another person, but only with approval of EASE Council.



The activities of the groups will not be monitored or mediated by EASE, and the website will make it clear that activities/statements made by the groups are not endorsed by EASE - unless such accreditation has been agreed.

If the groups develop any guidelines or statements that they would like to EASE to endorse, these are proposed to Council for approval.

It is envisaged that groups will form and disband over time, and we can set rules about how long a group can remain online once it becomes inactive. Membership of the groups will only be open to EASE members, and individuals can be members (and sponsors/supporters) of multiple groups.

Regarding the EASE membership, Pippa proposes a change of name from Corporate to Group membership (to avoid "commercial" associations) and introduce a more deeply discounted sliding scale of fees to encourage groups to join. It is also proposed that group members:

- Do not get print copies of the journal
- Receive a smaller discount to the EASE conference than members

The rationale for this is that if we wish to encourage more groups then an improved membership rate will encourage greater participation from regions where our current (modest) membership fee presents an obstacle.

9. Any other business

There was no other business to transact.

The meeting closed at 5 pm, CET