

Minutes

European Society for Protective Clothing

Board meeting

Meeting participants: Roger Barker, Henk Vanhoutte, Jean Léonard, Helmut Eichinger, Peter Heffels, Eric van Wely, Bengi Kutlu, Tiago Sotto Mayor, Kee Jong Yoon, Eunae Kim, Martin Camenzind (substituting René Rossi), Simon Annheim (substituting René Rossi), Helena Mäkinen, Kirsi Jussila, Kalev Kuklane, Niels Bogerd

Date, time, place: 16 May 2014, Bruges, Belgium.

Chair: Henk Vanhoutte

Author: Niels Bogerd

Version: 16.05.14

Remark: The order of the minutes is based on topic, not on chronology.

Item	Responsible	Deadline
<p>Legal entity</p> <p>In order to evolve towards a more professional society it was agreed that a legal entity should be set up. The initial goal is to setup a low profile legal entity with an address and bank account. The following actions have been defined:</p> <ul style="list-style-type: none">• Setup the legal entity, at the address of the ESF.• Open a bank account.• Helmut has already prepared all/large part of the paperwork, he will make sure Henk receives this.	<p>Henk</p> <p>Henk</p> <p>Helmut</p>	
<p>Website</p> <p>The current ESPC website could be more professional. A taskforce is formed tasked with coordinating the improvement of the website. The taskforce consists of Henk, Eric, Helmut, and Niels and aims to carry-out the following:</p> <ul style="list-style-type: none">• Produce a description of how the improved website should offer and how it should look.• Get a few offers indicating how much it costs to realize the envisioned website.• If funding is available and the board approves the website plan to execute the plan and to realize the new website. <p>Empa is acknowledged for their sponsoring of the cost for hosting and the domain name. Niels acknowledges to continue acting as the webmaster.</p>	<p>Niels</p> <p>Niels</p> <p>Niels</p>	
Contribution for the website		

<p>In order to finance the development of the new website funding is needed. Once it is clear how much funding is approximately needed (the first indication is € 2,000) for improving the website funding should be attracted. The following sources are identified that could result into funding before the next ECPC:</p> <ul style="list-style-type: none"> Attendees of previous versions of the ECPC. These could be asked for a <u>donation</u> through email. A draft email will be created and send to the board for evaluation. Sponsoring: perhaps entities are interested in sponsoring our website. Statistics on visitors are available. No further actions are identified. 	Eric	
<p>Contribution from conference fee to ESPC</p> <p>In order to create some income for the ESPC it was agreed that 5% of the conference fee will be credited to the entity ESPC. Given typical attendee volumes of 125 and a conference fee of € 500, this results into an income of € 3125. Turkey will formulate what is needed to make such transfers in a legal manner, the ESPC will support in providing required documents.</p>		
<p>Helpful documents for ECPC organizers</p> <p>Niels stores documents from previous ECPC organizers. Such documents could be of use to future ECPC organizers, e.g., satisfaction questionnaires, mailing-lists, etc.</p> <ul style="list-style-type: none"> The current organizers will send such document to Niels (niels.bogerd@tno.nl). Once the website is online such documents will be stored centrally on the website in a members only area. 	Jean Niels	
<p>Abstracts and presentations</p> <p>All attendees who have contributed to the ECPC 2014 through supply abstracts and presentations will be asked to confirm to that their contribution will be published on the ESPC website. For future ECPCs contributors will be asked accept these conditions upon submitting their contribution.</p>	Henk Turkey	