
AWRANA EXECUTIVE BOARD

MEETING MINUTES

Meeting Date: [09/04/2019](#)

Meeting Location: [Skype](#)

Approval: [October 1, 2019](#)

1 ATTENDANCE

Sylvie Beyries, President
Annelou van Gijn, Vice President
Danielle Macdonald, Treasurer
Hugo Hernandez, Communication
Juan José Ibáñez, Secretary

2 MEETING LOCATION

Meeting through Skype

3 MEETING START

Meeting Start: <16:11>

4 AGENDA

- **Official inscription of the AWRANA Executive Board (AEB) in Belgium**
 - Van Gijn informs that the AEB elected in AWRANA Conference (2018) in Nice is officially registered.
- **AWRANA Bank Account**
 - Annelou went to Antwerp to open a new bank account for AWRANA on August 30, 2019. The account documents have been signed and the account will be officially opened upon receipt of banking documents from Sylvie
 - Bank account is with ING
 - Once the account is open, AWRANA funds from old AEB will be transferred. This new ING account will function as the primary AWRANA bank account moving forward and can be transferred to future boards
- **AWRANA Web Page**
 - The previous AEB was contacted to ask them to transfer the control of the web page to the new AEB.
 - Awaiting response from old AEB and will follow up
- **Open Access to databases on use-wear analysis**
 - Providing open access to databases of experimental tools is one of the main aims of the AEB. It is necessary to ask for volunteers who will help in this task.
- **Email lists for massive communications with AWRANA members**
 - It is necessary to open new email addresses for communicating with AWRANA members.
 - A listserv will be developed from membership e-mail addresses to easily communicate with members
- **AWRANA Politics to prevent sexual harassment**

- AEB is committed with the prevention of sexual harassment and will define a memorandum of ethical behavior on this subject.
- **AWRANA Financials**
 - The 2018 financial statement was presented to AEB for approval.
 - AEB voted to adopt and approve the 2018 AWRANA financial report
 - Unanimous vote
 - Financial report approved

5 MEETING END

Meeting End: <17:15>

6 POST MEETING ACTION ITEMS

Action	Assigned To
Open Bank account	SB and AvG
Contact Veerle Rots asking for transferring the web page	SB
Contact with Cristina Lemorini regarding database	AvG
New AWRANA email addresses and list of AWRANA members	HH
Memorandum against sexual harassment	DM and AvG
Text asking for volunteers for databases	AvG
Dissemination of text asking for volunteers for databases	HH

7 NEXT MEETING

Next Meeting: TBA