**EC Meeting**

**Date: 27/11/2023**

**Attendees:**

|  |  |
| --- | --- |
| **Name and surname (*CTLS member/guest*)** | **Present YES/NO** |
| Josh Rappoport | Yes |
| Valentina Adami | Yes |
| Lola Martinez | Yes |
| Julia Fernandez-Rodriguez | Yes |
| Ralf Palmisano | Yes |
| Natalie Homer | Yes |
| Ian Brewis | Yes |
| Michael Pancher | Yes |
| Nathalie Aulner | Yes |
| Jane Chappelle | Yes |
| Patrick England | Yes |
| Derek Davies | No |
| Peter O’Toole | Yes |
| Barry Moran | No (Proxy Julia) |
| Janina Hanne | No (Maternity leave) |
| Laurence Lejeune | No |
| Ondrej Hradil | Yes |
| Spencer Shorte | Yes |
| Leonor Wielgosz | Yes |
| Luisa Cortes | Yes |
| Emanuele Palescandolo | Yes |
| Non-EC members |  |
| Robbie Sinnot | Yes |
| Katerina Hoskova | Yes |
| Sofiia Sehin | Yes (ESF) |

**Agenda:**

1. Information: CTLS2023 Budget and Participants Feedback (Robbie Sinnott)  
2. Information: Update CTLS Governance and Administration  
3. Information:  
• CTLS Promote education and professional development  
• CTLS Webinars  
• RItrainPlus EU project update  
• CTLS Professional Development Course 2023  
4. Information:  
• Enhance networking opportunities and counseling  
• Shadowing and Staff Exchange program  
• Mentorship program  
5. Information and Voting: Intensify our relationship with Corporate and Institutional Partners  
Voting: MoU ABRF-CTLS  
6. Information: Representation and Promotion of CTLS  
7. Information: Intensify CTLS visibility and outreach  
8. Voting: Budget discussion and decision  
9. Voting: New EC members  
10. Other Business

**Meeting minutes:**

At 4:00 pm the meeting starts with 16 voting participants (quorum achieved)

**1.** Robbie shows the slide with the budget of CTLS 2023

Numbers will be finalized in early January.

Survey: only 37 people responded, most people very satisfied

Networking opportunities, social program and open mic session were the favourite

2. Julia reports the activities done with the support of ESF

Change of address

Back up of the website

Website is still not perfectly restored, Julia is workìng to modernize it

Accountant

3.

Training WG

Professional development course

Webinars/workshops

EDI focus group (Natalie Homer): 2 people adhered to the new group

RITRAIN+ courses

4.

Shadowing program: 11 in 2022 and 11 in 2023, it can be one of our flagships.

Julia: improve the way we advertise it. There is a possibility for staff exchange from RitrainPlus as well. Please, keep that in mind (maximum 500 EUR)

Corporate 3 and Institutional partners 2, in discussion with some more

5.

MoU with ABRF:

Natalie comment (CTLS was invited to this event): MS society in Germany appreciated the connection with ABRF

Voting: Do you agree with the CTLS-ABRF MoU? (15 yes, 1 abstain)

6.,7.

Merge of Communication and Community engagement WG

Julia reports on several events invitations

Membership and budget

252 members (November 2023), constant independently of the congress

Lola: a reminder email will be sent soon

Reduce rates for non-managerial positions that it seems not very popular, we (all EC) need to work on that!

Remind the members to finalize the registration

8.

Budget 2024

Julia: we need to reduce the expenses of Zoom platform, we are looking for other possibilities.

Lola recalls last year suggestion from Spencer regarding the CTLS trademark

Ondrej: why the CTLS2023 profit is distributed over 2 years? Lola. Most probably we will get the money in 2024 and it won’t be more than 3500 euros (we will check this for the AGM meeting). Ondrej: Better to distinguish cashflow and commitments.

CTLS activities: 25000 with only 2000 left

5000 for CTLS endorsed events

Voting Do you approve the budget for 2024? (17 yes, 1 abstain)

Ondrej: the budget will be also voted by the AGM

CTLS 2025 MoU signed, steering committee nomination, happy to have one more member from the EC. Meeting every 2-4 weeks

Julia asks for candidates for the steering committee, which includes Julia, Ralf and Lola so far. No other EC member seems interested in being part of the steering committee.

New EC candidate Rand Haley. He was invited to the meeting

Voting (14 Yes, 2 abstains)

The vote has to be ratified by the AGM

Spencer: Core4life has expressed the interest to reach out to CTLS to talk about synergies. They fund technology platform research initiatives. How should they go?

Julia. We can have a discussion with BoD, we are open. They should I address an email to the BoD

Jane: what about the expiration of the EC members?

Julia: last time we took the decision to extend one more year

Peter: we have to be sure we have enough overlap.

Emanuele: industry and outreach, would like to set meetings with all the WGs to enhance cooperation