

## Board Update Minutes

**Date:** Thursday, 8 March 2018, 7 – 8 pm

**Attended:**

Sergej Bukovac, Eberhard Goihl, Peirui Tan, Rob Harrison, Sabine Pittrof, Simone Wienhausen // Kiki Loukas, Julia Dolleschel, Malte Schudlich (guests)

**Apologies:** Claas de Boer, Evangelos Kotsopoulos, Matthew Meyerink, Melanie Töpfer, Jarmila Zaricka, André Haermeyer, Elisabeth Opie

Time	Agenda Item and Lead	
7pm		
7:00	1.	Welcome (Sabine)
	2.	Attendees and Apologies (Sabine)
	3.	Confirmation of Minutes and Secretary (Sabine) – Sergej agreed to take minutes
7:05	4.	Brief introduction of new board members (Kiki, Julia, Malte) <ul style="list-style-type: none"> <li>- New board members introduced themselves</li> </ul>
7:10	5.	<p><b>Update on Actions Points from Board Meeting (All BMs)</b></p> <ul style="list-style-type: none"> <li>- Werner Waldner did audit 2 weeks ago, official answer awaited form tax agent, expected mid-March (Eberhard)</li> <li>- All we Are updated the website , but small correction needs to be made, Eberhard following up (Rob)</li> <li>- List of German of government contacts not updated yet. Sabine to send the contacts overview to Board Members one more time for an update. Update should be for all contacts (not limited to German government) (Sabine)</li> <li>- Update to traffic light section of operational plan done (Elisabeth)</li> <li>- Position description for Event Manager updated and sent to Eberhard (Peirui)</li> <li>- Eberhard reviewed CVs of applicants that applied for office support mini job and has recommendation (Eberhard)</li> <li>- Kiki to provide the list of events agencies next week (Kiki)</li> <li>- Elisabeth and Sergej need to link up to update the strategy document (Elisabeth and Sergej)</li> <li>- New Board members to advise Elisabeth of preferred tasks (Julia, Malte)</li> <li>- Evangelos confirmed that Berlin will host the Ambassador's Dinner 2018 (Evangelos)</li> <li>- Elisabeth to cross-check Board Member tasks with 2017 Operational Plan. Board members to advise Elisabeth of the tasks (Elisabeth)</li> <li>- Kiki to prepare draft Communication Strategy by mid April 2018 (Kiki)</li> <li>- Woman's day event delayed until later in the year (Peirui)</li> <li>- AGM date set and agreed for for 19<sup>th</sup> of April (All)</li> </ul>
7:30	6.	<p><b>Events Update – Past and Upcoming (All BMs)</b></p> <p>Frankfurt :</p> <p>Two events coming up:</p> <ul style="list-style-type: none"> <li>- (QUT delegation 15.03.2018) – 12 attendees, plan for 15. QUT is looking at inviting more Alumnis. Currently event organisation OK.</li> <li>- 19 April AGM to use AusTrade offices, Richard Leather agreed, Barbara assisting with catering and organisation, expected participants 20-30</li> </ul>

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	<ul style="list-style-type: none"> <li>- Richard requested date for the next reception at his residence. May has large number of public holidays, preference is to push it out to June (preferably before WorldCup 2018). Peirui will confirm with Barbara.</li> </ul> <p>Munich:</p> <ul style="list-style-type: none"> <li>- Cyber Security Lunch 16.02. – 14 participants registered, event was a success, Kelly was happy it was organized at short notice. Elisabeth, Rob and Eberhard attended.</li> <li>- IBCM Kick off 13.03 – 75 participants, 15 from GABC. Western Union sending two participants. Space for 135 people available. 16 associations attending.</li> <li>- Eberhard met CADWALK and event is in the process of being organized (May 3, 2018)</li> </ul> <p>Berlin:</p> <ul style="list-style-type: none"> <li>- Indigenous art exhibition event (15 March) – fully booked, waitlist</li> <li>- Ambassadors Dinner (21 June) – Ambassador has confirmed the date, caterer being looked for, Eberhard provided budget, 90 people capacity. No topic set and no speakers confirmed yet. Richard Leather suggests Defence topic. Suggestion by Richard Leather for Ambassador to approach appropriate speaker from Luerssen. Must ensure this still remains GABC event. Ambassador requested to check the protocol.</li> <li>- Sommerfest der int. Wirtschaftsvereinigungen (31<sup>st</sup> August) – Simone or Evangelos is unable to attend, is there anyone who can provide presence? <b>ACTION:</b> Simone or Evangelos to approach Berlin GABC members to find someone who can attend as this would be nice offering for Berlin members.</li> </ul> <p>Event calendar</p> <ul style="list-style-type: none"> <li>- If event manager is hired, he/she will be responsible for the events calendar</li> </ul>
7:40	<p>7. <b>Financial Update</b> (Eberhard)</p> <p>Monthly review/update:</p> <ul style="list-style-type: none"> <li>- Details sent by Eberhard. Sending invoices for 2018 memberships started, some payments already received, 6 new members joined in first months 2018 t/o one corporate member. Australia Day event accounted for. Audit from DRV started, Eberhard sent all documents from 2013-2017. Eberhard to receive thanks for the huge effort in managing the audit.</li> </ul> <p>Budget 2018</p> <ul style="list-style-type: none"> <li>- Budget now to reflect the decision to hire second mini-job person. Details sent by Eberhard</li> <li>- Update on recruitment for event management</li> <li>- Eberhard report on the outcome of CV reviews. Decision: We will start with Cherokee Bech (Frankfurt/Berlin). <b>Action:</b> Julia to support Eberhard in preparing any documentation needed for Cherokee Bech.</li> </ul>
7:50	<p>8. <b>Potential new board members</b></p> <p>Rebecca Liebel (Munich)</p> <ul style="list-style-type: none"> <li>- <b>Action:</b> Rob to organise talk to the potential board member asap (before AGM invite).</li> </ul> <p><b>Action:</b> Sabine to talk to Kelly regarding AusTrade board member.</p>
7:55	<p>9. <b>AOB</b></p> <p>Confirmation of Chair for AGM</p> <ul style="list-style-type: none"> <li>- Sabine P unanimously confirmed as Chair of AGM in a formal resolution</li> </ul> <p>ABIE International call 20 Feb 18</p> <ul style="list-style-type: none"> <li>- 9/10<sup>th</sup> June in Amsterdam confirmed as the date of the next meeting, Sabine is planning to attend; BMs to advise if interested in participating.</li> </ul> <p>Patrons</p> <ul style="list-style-type: none"> <li>- Regular meeting held with Richard Leather, he will do AusTrade strategy update – date to</li> </ul>

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	<p>be found. No update with Ambassador as yet.</p> <p>New office admin</p> <ul style="list-style-type: none"> <li>- Elizabeth provided positive feedback on her experience so far</li> </ul> <p>Attendance list for events</p> <ul style="list-style-type: none"> <li>- Eberhard advises that he may not be able to provide attendee lists to the attendees of Australia Day, generally a good idea to provide list of participants and their companies to attendees before and after the event (France and UK do this as well). However, privacy issues need to be checked. Julia to look into sign-up form for events to see if wording needs to be added. Julia to look into potential implications of GDPR for GABC in due course</li> </ul> <p><b>Action:</b> Eberhard/Julia to check</p>
8:00	Close