

Minutes from EUCAS board online meeting

03.02.2025, 12.00-13.00

Persons present at the meeting:

- Guido Band
- Pilar Andres
- Elena Cavallini
- Stephan Getzmann
- Gizem Hülür
- Monicque Lorist
- Louise Phillips
- Ludmila Zajac-Lamparska

Agenda of the meeting:

1. Elections
 - a. Election committee
 - b. Nomination, recruitment, and availability for re-election
2. Financial audit committee
 - a. Two members? Activation
3. Payment invited speakers
4. Minutes on website
5. General assembly meeting
6. Other business

Proceedings of the meeting

1. Elections

It was agreed that EUCAS board elections have so far been held on a 4-yearly basis.

Given that the last board term (2019-2023) had a change in the position of vice president after two years, Guido Band asked about the need for such a change and potential candidates for the position. No one indicated the need for such a change, and no one submitted their own or anyone else's candidacy for the position. It was therefore decided that elections for the board would be held in 2027.

It was decided that an election committee would be established at the Aging & Cognition Conference in Pavia (7-10.05.2025) and that it should be independent of the EUCAS board.

Accordingly, an email will be sent out to EUCAS members prior to the conference with the following information:

- Information that an election committee will be established during the general assembly at the Aging & Cognition 2025 conference.
- Information on the rules of functioning and responsibilities of the election committee.
- Information on who can be included in the election committee (what criteria must be met)
- Information that we need a minimum of 3 candidates and how to propose them.

The content of the message to EUCAS members containing the above information will be prepared by Guido Band with the help of Ludmila Zajac-Lamparska and eventually other board members, the message will be sent out by Ludmila Zajac-Lamparska

2. Financial audit committee

Participants in the meeting agreed that two members of the Financial audit committee are needed, and that information about them should be given at the general assembly during the Aging & Cognition 2025 conference in Pavia. One member of the Financial audit committee is currently Patrick Gajewski from IfADo. It would be useful to have a second person to represent another institution. The meeting participants accepted the task of thinking about this issue and identifying a candidate(s) for the second member of this committee.

It was agreed that the selection of the composition of the Financial audit committee for the next period will be made at the general assembly during the Aging & Cognition 2025 conference.

In addition, EUCAS Treasurer Stephan Getzmann pointed out that the general assembly will also include the presentation of the financial report and the EUCAS membership report for the previous period.

3. Payment invited speakers

It was agreed that the cost of invited speakers would be covered by the conference budget. Elena Cavallini undertook the task of contacting the invited speakers and determining their preference to use the conference funds to cover their costs (travel, accommodation), assuming a limited budget (which would translate into economy class travel, for example), or whether they would prefer to organize it themselves.

The treasurer, Stephan Getzmann, indicated that he could send a certain amount from the EUCAS budget (e.g., €2,000 - €3,000) to the conference organizers for up-to-date costs. Elena Cavallini reported that she would check on such a need, while it would rather be possible to cover these costs from the conference budget. Stephan Getzmann indicated that, in general, €3,000-4,000 can be allocated for the conference from EUCAS funds. Elena Cavallini added that the conference budget assumed an amount of €5000 for the costs of all invited speakers, taking into account travel and accommodation costs. With only one of these speakers being from the United States, the others are from Europe, which means lower travel costs.

4. Minutes on website

It was agreed that Ludmila Zajac-Lamparska would send all the minutes of the meetings of the current EUCAS board for signature to Guido Band, and he in turn would send them to Louise Phillips for signature. The signed minutes will then be sent to Stephan Getzmann for uploading to the EUCAS website.

5. General assembly meeting

The meeting participants agreed that the general assembly will include the following agenda items:

- a) Financial report, audit and new membership fee (will be prepared and presented by Stephan Getzmann)
- b) Activity report (will be prepared by Guido Band, with the help of Ludmila Zajac-Lamparska)
- c) Organization Aging and Cognition 2027 in Belfast
- d) Election matters: election committee formation, presentation of the plan of activities and rules related to the elections
- e) Audit committee members – appointment of new members
- f) Discharge of executive EUCAS board duties 2023-2025
- g) Additional agenda items

In the context of additional general assembly agenda items, possible additional EUCAS activities were discussed. Following up on conversations from earlier board meetings, Elena Cavallini raised the idea of organizing an online methodology workshop on meta-analysis between the regular Aging & Cognition conferences, which are held every two years. She also declared that she would take care of organizing it.

Monique Lorist pointed out that it would be useful for the workshop to address something specific to research on cognitive aging. Guido Band noted that this issue can be discussed during the general assembly, when the workshop on meta-analysis will be announced.

6. Other business

Stephan Getzmann reported on the numerous new applications for EUCAS membership.

The problem regarding the forms of payment for the conference reported by some participants who do not have the opportunity to use the currently available forms of payment was also addressed. It was resolved that a message will be sent to them with clarifications on possible procedures.

Elena Cavallini announced that she will send the Aging & Cognition conference program to EUCAS board members for review before its publication at the end of this week.

No more miscellaneous matters were raised, and the meeting ended at that point.

The meeting was minuted by

Ludmila Zajac-Lamparska

Signed by

President Guido Band



Vice-President Louise Phillips

