

Draft Minutes
20th Annual LEO-Net member meeting held on April 13th, 2018
Members present

	First Name	Last name		Institution
Ms.	Alexandra	Angress	DE	Hochschule Aschaffenburg
Ms.	Maribel Isabel	Beas- Collado	ES	Universitat Jaume I
Ms.	Sara	Bervoets	BE	LEO-NET / University of Antwerp
Ms.	Ana	Boa-Ventura	PT	Polytechnic Institute of Leira
Ms.	Patricia	Burssens	BE	LEO-NET / Ghent University
Ms.	Maria João	Cardoso	PT	IPC-Polytechnic Institute of Coimbra
Ms.	Mariví	Gracia Osanz	ES	Tenerife Job Training
Ms.	Azar	Haghshenas	DE	Leibniz Universität Hannover/Hildesheim
Ms.	Anu	Härkönen	FI	Turku University of Applied Sciences
Ms.	Janina	Heker	DE	Karlsruhe University of Applied Sciences
Ms.	Jana	Hindryckx	BE	VIVES University College
Ms.	Meike	Johann	DE	Hochschule Trier
Ms.	Olga	Legacka	LU	IAESTE A.s.b.l.

	First Name	Last name		Institution
Ms.	Jaana	Mutanen	FI	Turku/Uni Helsinki - EDUFI
Mr.	Karol	Ovesny	SK	Workspace Europe
Ms.	Line	Pillet	CH	LEO-NET / Pillet-partners
Ms.	Urska	Ravnik	SI	University of Ljubljana
ms.	Kristyna	Simkova	LU	IAESTE A.s.b.l.
Ms.	Hanny	Strauss	NL	LEO-NET / University of Technology Eindhoven
Ms.	Elke	Van der Valk	NL	Fontys University of Applied Sciences
Ms.	Marjo	Van der Valk	NL	LEO-NET / University of Technology Eindhoven
Mr.	Bruno	Woeran	FI	LEO-NET / Merinova OY AB
Ms.	Angela	Wittkamp	DE	Magdeburg University, Leonardo-Office Saxony-Anhalt

Membermeeting LEO-NET 2018, April 13th

1. Welcome by members of LEO-NET Board.

Marjo van der Valk opened the member meeting by welcoming the LEO-NET members.

2. Approval of the agenda

No amendments to the agenda have been made.

3. Approval of the minutes of the 19th Annual Member Meeting Barcelona ES, April 7th, 2018.

The minutes are approved.

4. Approval of the adapted statutes

Marjo van der Valk gives an explanation of the role of a research person. To become a board member you would first need to start as a resource person. This is agreed by the members last year and changed in the statutes from the LEO-Net Association. New board members can only be elected after being a resource person for two years.

Resource persons are elected by the General Assembly.

All the members agreed with the new statutes.

5. Presentation of LEO-Net 2017 activities

Dialog with the commission

Most important was the very useful dialog with the commission and the policy paper. The aim of the position paper is to share the LEO-Net members vision on the Erasmus+ programme, to share their concerns and to contribute to future traineeships mobility programmes.

Media competition

Another activity is the media competition. Last year during the member meeting we decided to go for a new concept for the media competition. Students were free to choose the way they wanted to visualize their traineeship experience. This year we didn't receive any contribution for the competition. The fact is that the target group of LEO-Net are the members and not their students.

Sara explained how Instagram StudyinAntwerp works. We suggest 3 options, which will be put on mail to all members next week:

- Keep the media competition for one more year;
- Stop the media competition;
- Replace it by an Instagram take over.

We will try it for one year like this. It's more an impression and not a competition. We will send next week an e-mail with more information about this suggestion.

Cultool

It's an online tool where your students can (further) develop their intercultural competences.

Members can find it on the website with a link to further information. The license is paid by LEO-Net.

The PIN

The idea is to create more bonding in the community. E.g. to wear the LEO-Net pin when we go to a conference or seminar. In that way the LEO-Net members recognize each other and we can promote LEO-Net in that way.

The Website

It's still a bit under development. Comments and ideas are welcome. It's good to know the view from other people.

6. Finances

Realization 2017

The secretariat costs are less than foreseen. Reason is that the invoice was paid in 2018.

This year Alexandra Angress (Hochschule Aschaffenburg) checked the bookkeeping of LEO-Net. There are no irregularities found.

Alexandra had some recommendations that we will follow up. The declaration of financial statement was signed.

The information provided was clear to the members. The LEO-Net board is discharged.

Approval of budget 2018

We have 55 members. We have sent to the members the contact data with the request to update the data and add other relevant colleagues. Without correct data information, members miss information. So we lost members. We are confident that this year we will be successful in getting new members on board so that the network will grow.

The budget 2018 was approved.

7. Activities of LEO-Net 2018 and further

Seminar 2018

We will organize a new seminar next year. We discussed if it wouldn't be better to not always have the seminar hosted in Barcelona. It may be better to change the venue. The member institutions that would host the seminar can promote their institution. The overall organization would be done by the board and the LEO-Net secretariat. Ana Boa Ventura (Polytechnic institute of Leira) offered to be the host. A tender for hosting the LEO-Net seminar will be send to all LEO-Net

members next week. The tender will include all criteria, e.g. workload for the hosting organization.

Meet your trainees in Barcelona

Alexandria Angress (Hochschule Aschaffenburg) suggests to make the seminar 2 full days including the student drink , which was an initiative of Angela Wittkamp (Magdeburg University) , e.g. from 3 am to 5 am on Friday.

8. Elections

Bruno Woeran stepped down as board member and the LEO-Net board nominated him as the first honorable member. Bruno was one of the founders of Leo-Net. The board thanks Bruno a lot for his cooperation and all his good ideas during the last 19 years. The board consists of four members and is supported by one resource person. We have received two nominations for the position of resource person: Karol Ovesny (Workspace Europe) Thomas Berger (Hochschule Fulda). The members voted and the outcome of the election was Karol Ovesny 16 votes and Thomas Berger 4 votes.

9. Any other Business

There was no other business to discuss. Marjo van der Valk closes the 20th annual member meeting and thanks everyone for their input.