

**Secretary****Jan Verveckken****Goals**

Automation of Secretary duties to replace the missing VTools functionality Aiding Directors in developing and running smooth meetings. Streamlining the meeting organization.

**Status**

Automation efforts have been quite successful, with the automation of the invitation letters for Visa purposes, a smoother workflow and smaller waiting times have been established, without any workload increase to the Secretary team.

Helping directors having smooth meetings has been achieved. The Secretary team has helped revitalize the meetings, with increased flexibility to the meeting format. Automation to allow for Poster printing has helped substantially in that meeting. Meeting organization streamlining efforts are well underway, but have not concluded yet.

**Outlook**

As Visa issues are a recurring problem for our meetings, as well as the financial cost of having 2 yearly meetings, we strongly propose to have large parts of the meeting to be aided by webpresence (Webex or similar), so that all section chairs can at least partake in the meetings. We are running the pilot meeting already at this very 111th meeting, and will report on the possibility to replace a full meeting by pure web presence.

**Points of Concern**

Meeting organization streamlining efforts are hindered by the lack of clear budget, as well as OpCom decision making process. To speed up the process of finding suitable locations, the close cooperation of Director, Treasurer and Secretary is necessary. At the same time, this close cooperation should not be impede to separate efforts in space-time. Communication should be the backbone of the cooperation, not shared presence. To speed up the start of organizing a meeting, the secretary team needs a confirmation of the Director roughly 1 year in advance on which section should be hosting the meeting at that time. This is the only way to have a reasonable choice of hotels. At the same time, the secretary team needs to have the support from the treasurer, that agreeable contracts can be backed with an upfront payment, so long in advance. This would increase the load on a certain fiscal year, but will reduce the load in the coming year by reducing the actual cost of the meeting significantly. We are overpaying our meetings, partly because we are confirming them too late, and are without negotiation room.

**Other Issues to report**