INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

Minutes of European Forum Committee Meeting

1-3 November 2019

Members taking part:

Elisabeth Stärner	(Chair)
Ingibjörg Jónasdóttir	(Reg Director)
Barbara Carlsen	(Minutes)
Kathrin Hodgson	(Minutes)
Iida Hyvönen	

Janny Kisteman	(for Daniela von Essen)
Ria Logtenberg	(Treasurer)
Helga Magnea Steinsson	
Terttu-Triin Tomusk	

Friday 1 November – Terttu-Triin's home, Tallinn		
		Action
1	**Welcome** Elisabeth officially welcomed us to the meeting and thanked Terttu-Triin for her hospitality, and arrangements in preparation for our visit. Though there was no official agenda for this evening, it was decided that it would be useful, and possibly save some time, if we were to consider in advance some of the items we would be discussing the following day.	
2	**Attracting New Members** We had a lengthy discussion of how we attract and keep new members to DKG. Helga reported that in Iceland, at the first meeting of each year, each member brings one person with them. DKG is then introduced, which is helpful both to existing and potential members.	
3	**International Nominations Committee** Elisabeth has received a communication from Marianne Skardéus to inform her that no European applications have been received to sit on the Nominations Committee. Marianne plans to nominate a European member from the floor in Philadelphia.	
4	**International Committees** Europeans need to be encouraged to apply for International Committees. At the International Convention in Austin in 2018, a proposal to change the Constitution to allow for proportional representation on committees was not adopted. This would have resulted in very few places for European members. It is important that we all carry this message back to our individual countries.	All
5	**World fellowship** Elisabeth asked each committee member to check the international website for names of this year's recipients. A suggestion is that each chapter could adopt one recipient and communicate with them.	All
6	**European Forum Committee** Each current member should confirm with their State President and/or Executive Board the name of the next member of the committee **by the next Skype meeting on the 20th January**. It is important to ensure continuity and to avoid a totally new committee for the next biennium.	All

7	**Regional Director for Europe** The nomination for Regional Director for 2020-2022 will be Margarita Hanschmidt from Estonia.	
8	**Regional Director's Travel** Methods of payment were discussed. Some countries will wire the money; some pay cash tomorrow. As usual €1 per member will be collected.	

Saturday 2 November – Tallinn French School		
	We were invited to join the Estonian History and Civics Teachers Association at their yearly conference. At the opening ceremony Terttu-Triin and Ingibjörg both spoke, thanking them for the invitation and explaining the purposes of DKG. Terttu-Triin gave out copies of a DKG leaflet from Estonia for publicity.	**Action:**
1	**Welcome back** Elisabeth opened the meeting at 09:00.	
2	**Minute taker:** Barbara and Kathrin agreed to continue.	Barbara Kathrin
3	**Previous minutes:** The minutes from the Skype meeting on 26 October were reviewed. There were no items for action that are not already on the agenda. There was discussion on whether minutes of the Forum Committee meetings should be published on the website – it was agreed that the Forum Chair should send only the minutes of the full Forum meetings.	Elisabeth
4	**European Forum Committee Members** This was dealt with last night (Item 6)	

5	**Economy**
	• 2018-19 Financial Report was presented, explained and approved. €863.14 was carried forward.
	• 2019-20 Budget: There followed a discussion about the Regional Director's travel. Currently this money is included within the budget, but the money comes from individual European countries and not from the $3000 received from HQ. The €863.14 c/f figure is due to an underspend, so far, of our current Regional Director and should be shown separately, to avoid giving the impression that we are not spending the full $3000. Ria will amend for the next statement.
	• Forum Rep travel expenses – these are higher than last year. A full refund will be given, to be refunded via bank transfer.
	• Ingibjörg explained that much of her travel had been covered by HQ, as she had travelled as an Administrative Board representative. A decision had already been made to keep the RD money separate. The RD will contact State Presidents to ask what they would like done with any excess monies at the end of the biennium:
	    • Proportional refund to individual states (as previously done)
	    • Keep the money within Forum Committee funds, in case of a future shortfall, for travel and accommodation costs.
	    • Collect the money for a specific charitable donation.
	    • Use as a subsidy for a speaker at the convention.
		Ria
		
		Ria
		
		Ingibjörg

6	**Planning the Forum Meeting in 2020 (Philadelphia)** The convention marks the end of this forum's biennium. We should be aware that there are fewer Europeans at convention, and therefore also at the business meeting. State Presidents will be asked to send minutes from the Forum meeting in Reykjavik and copies of current financial documents to their chapter presidents, asking for them to be discussed at chapter meetings before the convention in Philadelphia. Feedback should be given to members who will be attending and to the Forum Chair through forum committee members. What we need from members, particularly if they will not be attending: • Questions • Reflections • Ideas Should we consider the possibility of live streaming of the forum meeting? Ingibjörg will check with HQ the difficulty of streaming with regard to security and permission (GDPR). A final report from the Forum Committee Chair will be sent to all State Presidents for distribution to all members. Time available for the Forum meeting – information not yet received. We will assume 2 hours, which will give time for discussions, speakers and the business meeting. The outgoing and incoming Regional Directors could be offered the chance to address the meeting. Riitta-Liisa Arpiainen to be asked if she would present a seminar, since she has just completed her PhD in adult education. Margarita Hanschmidt also to be contacted – she has been involved in creating a new chapter in Estonia. Each committee member will ask who is going to Philadelphia from their own country and see if any of them would like to present a seminar.	Elisabeth/ forum committee members Ingibjörg Elisabeth Iida Janny All
7	**European Website** **Eyglo's proposal**: *It was proposed that the Forum committee organize a development team who can discuss improvements and content. They should also take responsibility for decisions on material and contacting countries for contributions. The EF chair asked that delegates discuss this issue and give input to their EF committee representatives.* A new Editorial Board will be established, which will remain part of the European Forum Committee. Members of this Board will be: • Regional Director • Forum Committee Chair • EuForia Editor (currently Helga Thorlacius) • One other Forum Committee Member (currently Terttu-Triin) • European Webmaster (dealing with technical issues only) The tasks of the Editorial Board are: • To work on the content of the website and EuForia • To link the two publications together	

	• To ensure that the content is interesting and relevant • To consider the use of films and videos on the website Suggested topics for inclusion: • Work on International committees • Member profiles • Member Exchange Programme (Daniela von Essen) • What have been the experiences/benefits of becoming a DKG member? All EF committee members to ask younger members in their country to submit a short article. Add a photo if possible – permission to publish will be required. The Regional Director's letter will continue to be posted on the website. EuForia and the website should be on every agenda of the EF Committee meetings. EuForia's editor should be invited to take part in our next Skype meeting in January. How do our members know about what is on the website and in EuForia? We need to encourage each member to subscribe to the European website. Speak to chapter presidents about including this at the next chapter meeting and demonstrating how easy this is.	All Ingibjörg Elisabeth Elisabeth All
8	**EuForia** **Business meeting – proposal:** *The Forum meeting felt that EuForia should be continued. Guidelines for content and length of articles should be established.* Following lengthy discussion, the following decisions were made: • EuForia should be published twice a year – in June and November. • Content – to be decided in advance by the Editorial Board. • Length of articles: 300-500 words. • Articles to be kept short/compact – links can be made to longer articles. • Photographs always enliven articles. • Can include film/video clips. • Kathrin offered a proof reading facility if required – particularly for contributors for whom English is not their first language. • The Editor of EuForia should email each Forum representative in April and September of each year, to remind them that articles are due, and should copy State Presidents into these emails. • EuForia Editor and Kathrin Hodgson should set up official email addresses to separate from their private email addresses November 2019 Edition of EuForia: • Letter from the Regional Director • News about the International Convention 2020 in Philadelphia • World Fellowship Committee • Education Excellence Committee • DKG in remote areas of Iceland • Summary of this weekend's EF committee meeting	Helga Th. Editor & Kathrin Ingibjörg Ingibjörg Elisabeth Janny Helga Barbara & Kathrin

	Helga will ask the Editor of EuForia for a date by which articles should be received.	Helga
9	**Revised Operational Guidelines** These were amended during the meeting as a group (see attached) though some wording was to be added after the meeting by Barbara and Kathrin. The revised guidelines will be sent by the Forum Committee Chair, once checked and finally approved to: • The European Webmaster • European State Presidents • Posted in Dropbox	Barbara & Kathrin Elisabeth
10	**Strategic Action Plan** These were also amended during the meeting as a group (see attached) and changes were agreed.	
11	**Future European Forum Committee Meetings** All European Forum Committee meeting minutes will be sent to each committee member with a closing date for comments and then be posted by EFC Chair into Dropbox.	Elisabeth
12	**Next Skype Meeting** Date: Saturday 18 January Time: 3:30-5:00, Swedish time The history of DKG should be included on the next agenda.	Elisabeth
13	**Next Forum Committee Meeting** This will be held in the Netherlands on the weekend of the 6-8 November 2020.	
	Meeting closed at 17:00	