



European Beat Studies Network, e.V.

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MINUTES OF THE ANNUAL MEETING OF THE EXECUTIVE BOARD OF EUROPEAN BEAT STUDIES NETWORK, E.V.

by videoconference

17 November 2019

14:00 CEST

Attendees: Oliver Harris, Chairman of the Meeting
Polina Mackay
Ben Heal
Raven See
Frida Forsgren
Chad Weidner
Paul Aliferis, Secretary of the Meeting

1. Establishment of quorum

The Chairman noted that all of the Directors were present at the meeting and that, as such, such Directors constituted a quorum.

2. Adoption of agenda

The proposed agenda, which had been circulated with the meeting notice, was reviewed by the Directors present.

Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that the agenda be, and it hereby is, adopted. A copy of the agenda is to be attached to the minutes of this meeting.

3. Recap of the Nicosia conference and financial accounting (Polina, Paul)

* Polina reported that no further money was owed and that a surplus was generated. She stated that sponsors had provided discounts, rather than money. Raven is to send out the AGM minutes, including confirmation of future conferences in Spain (2021) and Poland (2022). Polina is awaiting conference photos, which will be posted on the website along with descriptions and a brief report.

* Ben asked that conference reports be kept short, as they do not generate high page views.

* Oliver stated that photos important, as they cannot be generated after the fact (as opposed to reports).

* Ben stated that for visual materials, links are preferable, since storage space is limited.

* Paul provided a brief review of conference income and expenses, based on the statement that had been circulated with the meeting notice. He noted that a surplus of EUR 900 had been generated.

* The Board discussed Instagram and how it works. Raven suggested creating an EBSN hashtag and putting it on the 2020 posters. Raven is to run it initially and look to identify a member to take over management.

4. Cut-Ups@60: general update, CFP logistics, registration (Oliver, Raven)

* Oliver reported that the conference budget is much larger than usual due to high-cost locations, with expensive venue (London, though Paris (UCC) is free) and catering costs.

* The Board discussed issues involving the CFP. The CFP is now being circulated. A final decision on accepted proposals is to be made by the end of January.

5. 2021 and 2022 conferences, including structure for proposing future conferences

* The Board debated how to create a uniform procedure for conference proposals. Initially, it was agreed that all proposals are to be directed to Raven, who will forward them to the Board for approval, prior to submission to the AGM for approval.

* There was an intervening discussion of problems involving the Spain conference proposal: Because the proposal had not been vetted by the Board, a disagreement arose between the organisers, and Isabel Castelao-Gómez's portion of the programme was dropped at the last minute. It was agreed that such situations must be avoided in the future.

* The Board discussed the concept of creating a conference committee.

* Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that a Conference Committee be, and it hereby is, created. The committee is to be headed by Frida and Chad, who will select a third committee member from among the EBSN membership.

* The Board agreed that all potential proposals for future conferences are to be directed to Raven, who will forward them to the Conference Committee for vetting and analysis. Raven will serve as the interface between the proposers and the committee. Polina suggested that the committee also approach potential organisers, and not just wait for proposals to come in.

* The Conference Committee is to oversee initial proposal formalisation and then forward finalised proposals to the Board for approval. Oliver: No need to involve the Board as a whole in every step, other than where necessary (conflict). In other words, Conference Committee has discretion.

* After further discussion, it was decided that, contrary to initial structure proposed above, the AGM will not have any formal say on conference decisions. Approved conferences are to be presented to the AGM for information and feedback only.

6. Approval of revised conference guidelines (Paul)

* The Board discussed the latest version of the Conference Guidelines, which had been circulated with the meeting notice.

* Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that the Conference Guidelines (v. 10) be, and they hereby are, approved. A copy of the final version is to be attached to the minutes of this meeting

* Ben suggested updating Conference Guidelines to specify oversight by the Conference Committee and that conference proposals should be submitted **at least** two years in advance.

* Paul stated that he will also add to the guidelines that organisers are to prepare a brief report after the conference ends for posting on the website, along with photos, etc.

7. Member feedback/discussions during Cyprus conference (Ben, Raven)

* Ben and Raven reported on discord expressed in Nicosia about the selection of presenters for the 2020 conference – some had already been slotted, while others were waiting for the CFP. Both made an effort to reiterate that the 2020 conference is different, explained that this had been discussed in Vienna, and did their best to smooth bruised feelings.

* Oliver agreed that the process could have perhaps been handled better, but stressed that $\frac{3}{4}$ of the presenters are EBSN members. He reported that more space has now been added to accommodate CFP proposals. He stated that it is important not to “have the tail wag the dog”.

* Raven stated that better, regular communication to the membership is important, i.e. “Remember that XYZ is coming up”, e.g. on a quarterly email basis.

* Polina and Raven recommended that the Network encourage members to stage independent events, which would also be included in communications to the membership.

8. Website matters, including design role for Juliana Duque (Ben)

* Ben presented website redesign options, based on a pdf that had been circulated with the meeting notice. The design was handled by Juliana Duque. He proposed going forward with the changes and seeing how they work, which the Board agreed to.

* The Board discussed the concept of creating a website committee.

* Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that a Website Committee be, and it hereby is, created. The committee is to be headed by Ben, and Juliana Duque is to be a member.

* Raven suggested that Board members provide a write-up of their roles, to be posted on the website together with a photo of each member. Raven will provide a template.

* Ben noted that the creative content portion of the website, The Last Post, is now live and will be managed by Ben and Davis Schneiderman.

9. Member volunteering, including role for Estíbaliz Encarnacion: structure, committees, roles, oversight (Ben, Raven)

* At Raven’s suggestion, the Board discussed the concept of creating the position of communications officer.

* Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that the position of Communications Office be, and it hereby is, created. The position is to be filled by Estíbaliz Encarnacion, with responsibility for membership emailings. Raven and Ben, who have most used the EBSN email, will provide initial guidance.

* Raven, Polina and Ben stated that the Network should also encourage panels, events, seminars, etc. organised by members. The Communications Officer should keep the membership aware of them.

* The Board discussed the current status of the Advisory Council.

* Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that the Advisory Council to be abolished. Council members are to be notified of this decision and asked if they would like to participate in a different role.

* The Board agreed that the minutes of the AGMs of all past conferences are to be posted on the website. Raven is to provide Paul with missing minutes, who will finalise them and send to Ben for posting.

10. Demographics (Oliver)

* Oliver proposed expanding the Board to increase diversity, with two additional seats on the Board for Estíbaliz Encarnacion and one other member. Paul suggested Juliana Duque, given her role on the Website Committee. Chad proposed Franca Bellarsi, and Oliver suggested Peggy Pacini. A final decision on the two new members is to be made next year. If the Board decides to go ahead with expansion, Paul will handle the legal formalities while in Hamburg in June. For the sake of expedience, perhaps an expansion to 11 members makes sense, but Paul will need to review whether Board seats can go unfilled temporarily.

* Oliver and Raven raised the need to reach different constituencies. The addition of Board members from other European countries is a start. The role of social media was discussed, but it was agreed that care must be taken to provide clear information and context in order to avoid flame wars about cultural appropriation.

11. Update on current finances (Paul)

* Paul provided a rundown of year-to-date finances based on a balance sheet circulated with the meeting notice.

* Oliver stated that the Board needs to identify someone to replace Paul if he is no longer able/willing to serve as Treasurer. Paul agreed to think about options.

12. Other

* Oliver announced a plan to sell limited-edition t-shirts (100) for the 2020 conference as a fund-raising tool.

* Ben suggested the Board consider charging a modest annual membership fee. Oliver reminded that Board that the aim has always been to have free membership. Polina noted that A small membership charged to non-student members wouldn't net much money, so she

suggested that the Board not institute a fee. There was general agreement to keep membership free.

* Ben suggested adding a donation button to the website, which could also be used for merchandising. Paul and Ben are to investigate.

* Paul asked for Board approval to look into research archive options, with the aim of reporting back to the Board in one year with recommendations, including costs. There was general agreement on the proposal. Chad suggested that he look at the British Library, as it has a significant amount of Beat material. Paul will include it in his research.

13. Adjournment

At 16:40 CEST, the agenda for the meeting was completed. No other business was brought to the attention of the Directors.

Upon motion duly made, seconded, it was **RESOLVED**, unanimously, that the meeting of the Executive Board be, and it hereby is, adjourned.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Paul Aliferis".

Paul Aliferis
Secretary



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Notice is hereby given of a meeting of the Executive Board of European Beat Studies Network, e.V.
The meeting will be held at videoconference at 14:00 CEST on Sunday, November 17, 2019.

The agenda for the meeting is as follows:

1. Recap of the Nicosia conference and financial accounting (Polina, Paul)
2. Cut-Ups@60: general update, CFP logistics, registration (Oliver, Raven)
3. 2021 and 2022 conferences, including structure for proposing future conferences
4. Approval of revised conference guidelines (Paul)
5. Member feedback/discussions during Cyprus conference (Ben, Raven)
6. Website matters, including design role for Juliana Duque (Ben)
7. Member volunteering, including role for Estíbaliz Encarnacion: structure, committees, roles, oversight (Ben, Raven)
8. Demographics (Oliver)
9. Update on current finances (Paul)
10. Other

EUROPEAN BEAT STUDIES NETWORK

GUIDELINES FOR ANNUAL CONFERENCES

Introduction

The Annual Conferences are events that aim to give life to the core values of the EBSN's mission statement: "to promote high quality scholarly work in an informal, creative and open context, bringing together people interested in the Beats beyond the traditional Anglo-American academic world."

While each conference will reflect local conditions and particular interests, these core values should inform all conferences and be apparent in the funding, fees, organisation, content and promotion of the events.

Since the conference represents the EBSN as a whole, promotion (e.g. via posters, social media) should be produced in liaison with the EBSN, and should also aim to reach members whose first language is not English. The conference programme should combine critical and creative contributions.

Conferences are to be organised by a committee of at least two people. The organising committee is at liberty to make its own decisions about what tasks are to be delegated (e.g. to an administrator) and what tasks are to be shared or carried out by individuals. But the organising committee should bear in mind that the conference represents the EBSN as a whole, and so should liaise with the EBSN and seek advice about any problematic issues. That said, the EBSN expects to maintain a light touch oversight of the conference.

Conference proposals

Proposals to stage conferences are to be submitted to the EBSN Conference Administrator, who will forward them to the EBSN Conference Committee for review and consideration. Proposals should be submitted **at least two years in advance**, although the EBSN Conference Committee is also happy to consider less formal proposals submitted at an earlier stage. Proposals should outline locations, partners, particular themes, plans for funding, etc.

The EBSN Conference Administrator will interface with the organising committee if the EBSN Conference Committee has any questions or requires additional information. Once a proposal has been approved by the EBSN Conference Committee, it will be submitted to the EBSN Executive Board for formal approval and announcement on the EBSN website.

A representative of the organising committee will be expected to present the approved conference proposal to next AGM of the EBSN for consideration and suggestions, ideally accompanied by written materials. He or she should also propose specific conference dates and solicit the AGM for its input.

Call for papers

In approximately **December of the year preceding the conference**, the organising committee is expected to produce a CFP and send it to the EBSN Conference Administrator, who will circulate it via the EBSN website, all-member email and social media. The CFP should give clear guidance about preferred proposals, while inviting contributions of a wide variety of topics and forms (i.e. *not* just the standard academic 20-minute paper). To assist with this, the EBSN Conference Committee has created a model CFP for guidance purposes (available on the EBSN website), but the organising committee is free to use its own form.

The CFP should normally remain open **until February 15 of the conference year**, provided that this allows reasonable time for abstracts to be submitted.

The organising committee should attempt to respond to proposals within one month of the close of the CFP, i.e. **by March 15**. It should make every effort to deal sensitively with those applying to participate, bearing in mind the often varying needs and expectations of EBSN members (especially performers). The organising committee should also respond with extra care to applicants whose proposals are not accepted.

Conference programme

After the CFP closes, the organising committee should begin to draw up a draft programme for the conference. It should consult with the EBSN Conference Administrator for this purpose if it requires feedback from the EBSN Conference Committee, conference participants, etc.

Approximately **three months prior to the start of the conference**, the organising committee is expected to send the finalised programme to the EBSN Conference Administrator, who will post it on the website and social media and notify EBSN members by email that the programme is available for viewing. The organising committee should also provide the EBSN Conference Administrator with information about venue locations, ancillary conference events (like local excursions, concerts/performances, a group dinner, etc.), local airport and ground transportation information, and lodging options, which he or she will likewise make available to EBSN members on the website.

Conference budget

Once the organising committee has completed the draft programme, it is expected to prepare a budget for the conference. To assist with this, the EBSN Conference Committee has created a budget template for guidance purposes (available on the EBSN website), but the organising committee is free to use its own form.

In preparing the budget, the organising committee should bear in mind that the conference is expected to be self-funding (see also “Registration fees”, below). While the organising committee has wide autonomy in creating the budget, it should include basic line items for costs, such as

- Venue(s)
- Catering
- Honoraria and travel/lodging expenses for keynote speakers
- Booking fees for performance artists, including travel/lodging expenses if appropriate
- Fees for audio-visual installations or the displaying other works of art at the conference venue
- Pre-conference expenses incurred by organising committee members for travel to and from the conference venue, for research purposes, etc.
- Conference programmes, posters, badges, etc.
- Potential group dinner

The organising committee should also specify how those costs are intended to be covered (e.g. academic/artistic institutions, private sponsors, government bodies, etc.). Most obviously, the sources of funding should be appropriate to the nature of the EBSN.

Please be aware that the EBSN is not in a position to cover any shortfall in the funding required to cover the budgeted costs. For this reason, the organising committee should liaise with the EBSN Treasurer from time to time as the budget evolves in order to keep him or her apprised of developments. The organising committee is expected to submit the final budget to the EBSN Treasurer by the time conference registration opens.

Registration fees

It should be understood that conference registration fees are the EBSN's primary source of income, and they are needed to support its administrative costs. For this reason, the EBSN does not have money to put into conferences up front.

In light of experiences with past conferences, the EBSN Executive Board has determined that it is appropriate for it to specify the conference registration fees to be charged for each annual conference. This is intended to take the burden of fee-setting off the organising committee and to give EBSN members some degree of certainty of what to expect in the way of registration fees from year to year. For a three-day conference, the registration fees are currently:

Full fee: EUR 100

Discounted fee: EUR 70 (students, post-graduate researchers, etc.)

The organising committee is to liaise with the EBSN Treasurer regarding adjustment of the registration fees in the event of longer or shorter conferences, special circumstances, etc.

The registration fee covers attendance for the entire conference and is not to be prorated by day. The organising committee should do its best to ensure that all conference attendees pay the registration fee. Keynote speakers and the EBSN Executive Board members are exempt from paying the registration fee.

All those attending EBSN conferences are expected to become, if they are not already, members of the EBSN. Membership is free.

Conference registration form

At least 60 days prior to the start of the conference, the organising committee should liaise with the EBSN Treasurer for the purpose of setting up a conference registration page on the EBSN website. He or she will create the page based on input from the organising committee and provide a method for payment of registration fees by credit card, the proceeds of which are then paid into the EBSN bank account, or by SEPA bank transfer for payments within Europe. The EBSN Treasurer will periodically provide the organising committee with a current list of registrations during the registration period.

The organising committee may also request that the registration page provide for payment of ancillary conference events, like a group dinner or concerts. The organising committee should liaise with the EBSN Treasurer in good time about how those monies are to be disbursed after collection.

Use of registration fees

From the collected registration fees, the EBSN will pay the organising committee EUR 50 per registered attendee, which is intended to cover the costs of conference catering (water, tea, coffee, juice and pastries at the start of each day; water, tea, coffee and juice for the morning and afternoon breaks; and lunch). If catering charges are higher, the organising committee is responsible for locating funding for the difference. If catering costs are lower, it is free to use the difference for other purposes. The organising committee may arrange to have the caterer bill the EBSN Treasurer directly or request that the funds be disbursed in a different manner.

In addition, the EBSN will cover the travel expenses of the EBSN Executive Board members involved in running the conference, including the EBSN Conference Administrator. It will also cover ancillary expenses associated with registration, like credit card processing fees and subscription to the website that generates the registration page.

Post-conference accounting and reporting

Within 60 days of the end of the conference, the organising committee is required to submit a detailed financial accounting to the EBSN Treasurer, who will review it and then forward it to the EBSN Executive Board for its consideration. The EBSN Treasurer will also liaise with the committee regarding the transfer to the EBSN bank account of any surplus funds from the conference that are not required to be refunded to sponsors or other financial supporters.

The organising committee is also to prepare a brief report describing the conference proceedings and submit it to the Conference Administrator for posting on the EBSN website. The organising committee is also strongly encouraged to submit photos and videos of the conference. However, for reasons of limited website storage space, the EBSN prefers links to media sites (e.g. YouTube, Instagram, etc.) rather than the submission of media files.

Oliver Harris, November 2019

EBSN NICOSIA CONFERENCE ACCOUNTING**EBSN Income Statement****13 November 2019**

Income			# Registrants
Credit card registrations (EUR 100)	€2,600.00		26 Net of EUR 100 refunded to M. Zacheos from single EUR 100 cash registration
Credit card registrations (EUR 70)	€840.00		12
SEPA transfers (EUR 70)	€210.00		3
Cash at registration (EUR 100)	€100.00		1
TOTAL INCOME	€3,750.00		42
Expenses			Note
Venue: Artos Foundation	€960.00		
Catering: Get Fresh	€610.50		
Wine: Vassos Eliades	€131.13		
Food for Saturday reception (cash)	€130.00		Paid by PM, reimbursed by PA, reimbursement to PA from DB account
Raven See travel BOS-LCA R/T	€628.95		
Nicosia tour guide (cash)	€100.00		Paid by PA, reimbursed from DB account
Stripe credit card processing fees	€70.86		
123formbuilder	€198.98		Paid by PA, reimbursed from DB account
TOTAL EXPENSES	€2,830.42		
Net EBSN income	<u>€919.58</u>		
Other income	University of Nicosia	€180.00	Posters, programmes, stationery
Total conference cost		<u>€3,010.42</u>	

DEUTSCHE BANK ACCOUNT RECONCILIATION

1 January to 13 November 2019

All amounts in EUR unless indicated otherwise

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Note</u>
INCOME			
Conference registration fees			
	Cyprus: Stripe (net)	€3,467.49	Stripe fees: EUR 72.51
	Cyprus: Bank transfers	€210.00	Net of EUR paid by Jaap v.d. Bent and then refunded
	Cyprus: Cash	€0.00	Lone cash registration of EUR 100 used to refund EUR 100 to M. Zacheos
<u>Total registration fees</u>		<u>€3,677.49</u>	
Sponsor income			
	London: Moloko	€500.00	
	London: Third Mind Books	€1,500.00	
<u>Total sponsor income</u>		<u>€2,000.00</u>	
Miscellaneous income	Stripe testing (net)	€1.48	
<u>Total miscellaneous income</u>		<u>€1.48</u>	
<u>TOTAL INCOME</u>		<u>€5,678.97</u>	
EXPENSES			
Conference venue expenses			
	Cyprus: Artos Foundation	€960.00	
	Vienna: Kunstlerhaus (balance due)	€425.66	
	London: Student Central (GBP 908.75)	€1,054.85	Down payment
<u>Total conference venue expenses</u>		<u>€2,440.51</u>	
Conference catering expenses			
	Cyprus: Get Fresh - food	€610.50	
	Cyprus: Vassos Eliades - wine	€131.13	
	Cyprus: Food for Saturday reception	€130.00	Paid by PM, reimbursed by PA, reimbursement to PA from DB account
<u>Total conference catering expenses</u>		<u>€871.63</u>	
Conference miscellaneous expenses			
	Cyprus: Tour guide	€100.00	Paid by PA, reimbursed from DB account
<u>Total conference misc. expenses</u>		<u>€100.00</u>	
Director travel			
	Oliver Harris: Paris hotel (GBP 262.95)	€294.53	
	Jessica Raven: Cyprus travel (USD 693.04)	€628.95	
<u>Total director travel</u>		<u>€923.48</u>	
Administrative expenses			
	Wordpress: website (USD 99)	€89.61	Paid by BH, reimbursed from DB account
	123formbuilder: registration form	€198.98	Paid by PA, reimbursed from DB account
	Namesco: domain reg. (GBP 17.99)	€20.00	Paid by PM, reimbursed by PA, reimbursement to PA still outstanding
<u>Total administrative expenses</u>		<u>€308.59</u>	
<u>Bank fees</u>		<u>€178.30</u>	
<u>TOTAL EXPENSES</u>		<u>€4,822.51</u>	
<u>NET INCOME</u>		<u>€856.46</u>	
Bank balance, 1 January		€572.71	
Bank balance, 13 November		€1,449.17	
Change in bank balance		€876.46	
Reconciliation	EUR 20 for Namesco not yet reimbursed	-€20.00	
Net change in bank balance		€856.46	