**HDCA Executive Council Meeting Minutes**

**April 21, 2022**

**5:00 pm UK**

**Present:** Paul Anand, Melis Cin, Jay Drydyk, Tom de Herdt, Ann Mitchell, Sophie Mitra, Jack Simpson, Graciela Tonon, Elaine Unterhalter, Melanie Walker

**Chair:** Jay Drydyk

1. **Membership Proposal**
   1. The committee has been working since Dec. 2020, holding periodic meetings. Questionnaire was sent to HDCA members – 192 responses (23% of members). Based on results, focused on four items: 1. should HDCA continue with current membership categories/levels; 2. should there be a free membership option; 3. which activities should be reserved for members only and which open to non-members; 4. should we have country chairs.
   2. Recommendations:
      1. Membership categories: proposal to continue with current categories and dues levels, with a couple of exceptions: 1. Fee waiver due to unusual hardship. It was determined that $24 is possible for most people. 2. Elimination of institutional membership category, which is rarely used.
      2. Activities/benefits: recommend to restrict to members only- access to JHDC and conference papers; eligibility to serve as TG/RN coordinators; eligibility to attend some restricted workshops and courses. Non-members would have access to all web based resources except JHDC and conference papers; can be a members of TGs/RNs; can attend non-restricted webinars and courses. Most webinars would be non- restricted. If it has a teaching component, such as an online writing workshop, it would be restricted to members.
   3. Motion: Continue with current membership categories and levels. Allow waivers to be considered based on unusual hardship. These cases will be decide by a committee consisting of Treasurer, VP and Secretary. Continue for now with institutional memberships. Motion passed unanimously.
2. **EC Candidate Slate**
   1. Secretary – Carlos Garzon. Information Coordinator – Matthias Kramm. Officer at Large – two candidates: Carla Francini and Jack Simpson. All candidates were approved by the Nominating Committee (NC) and the NC recommends the slate that was presented.
   2. The slate was approved unanimously
3. **Regional Committee**
   1. As part of strategic planning, some inequalities among the regions were identified. This led to the proposal of a regional committee. Members: Jay, Melanie, and Melis alternating with Carmen. Mandate may include: continued collaboration with HDRO, especially country officers; educational initiatives, e.g. professional/executive level course; mapping project; refine recommendations for country chairs.
   2. Motion: Accept the proposal as amended to say that the committee is conceived as leading consultations on steps to promote regional development, and to add a last bullet point that recommendations may include “Anything else that is brought forward after consultation with regional networks and possibly with general members.”
   3. The proposal as amended was approved unanimously.
4. **Collaboration with HDRO**
   1. HDRO and UNDP have been mandated internally to promote country reports. Jay asked everyone to read the summary of potential collaborative initiatives between HDCA and HDRO and get back to him with comments or questions.
5. **Mentoring Proposal**
   1. Meeting with ECRPN and Education Co-Coordinators took place. ECRPN was to pilot the program. First step, circulate Google doc to Fellows, coordinators, conference coordinators to see if there’s interest and who could be potential mentors. Once they have a list of possible mentors, they will email to see if they’re interested in the role. They will draft a registration form, including expectations of mentors and mentees. Then they’ll assign mentors with mentees. Exact relationship will depend on individuals. One Education Coordinator and one Network Coordinator will oversee.
   2. Recommendation: Work out guidelines first through focus groups of Fellows and potential mentees. All are in favor of the program.
6. **AOB–** 
   1. Sustainability Committee is developing a questionnaire for HDCA members, which will be presented to the EC at a future meeting.
   2. 2022 conference – Program Committee met recently re: peer review process which will finish next week, on schedule. Plan to open registrations on May 1.
7. **Next meeting**
   1. Dates will be polled for first two weeks of June

Minutes submitted by Kathy Rosenblum