**HDCA Executive Council Meeting Minutes**

**August 6, 2020**

**8 pm UK**

**Present:** Andrew Crabtree, Jay Drydyk, Oscar Garza, Lori Keleher, Serene Khader, Stacy Kosko, Ann Mithcell, Rosie Peppin-Vaughan, Graciela Tonon, Elaine Unterhalter

**Chair:** Jay Drydyk

**Pre-Meeting Remarks:**

* Jay thanked those EC members whose terms are coming to an end in September: Ann Mitchell, Serene Khader and Lori Keleher.
1. **2020 Conference Report**
	1. This item is deferred to September.
2. **HDCA EC Qualifications**
	1. A proposal was put forward in an attempt to clarify minimum requirements for positions on the Executive Council. These will be included in the Book of Regulations (BoR).
	2. A proposal was put forward to make the Journal Editor an appointed position, determine the process for selecting an Editor, and alter the by-laws to make the Journal Editor an appointed voting member of the EC. Serene will work with Sophie to create a specific proposal which will be voted on at a subsequent meeting.
	3. There was a proposal to make the Treasurer position appointed as well, but the consensus was to leave it as an elected position.
	4. A motion to adopt the language about qualifications related to all other positions other than Journal Editor was unanimously approved (\*see details at the end of the minutes).
3. **Amendments to the Book of Regulations (BoR) on EC nominations and elections**
	1. There was discussion of the terminology used regarding “Directors” vs “Officers” in the Book of Regulations and potential confusion that may be caused by using the term Officer in the title of a position (e.g. Officer at Large). From a legal perspective, Officers are entitled to take action on behalf of the Association while other Directors are entitled only to participate in decision-making. The Officers of the Association are the President, Vice-President, Secretary, and Treasurer. There was a suggestion to change some of the EC position titles – e.g. change Officer at Large to Director at Large. Stacy will present specific proposed changes at an upcoming meeting..
	2. Jay proposed adding an Assistant to the President appointment – for example, someone to work with external relations and build networks and relationships with other groups. He will liaise with incoming Vice President, Sophie Mitra, to put together a specific proposal.
4. **Proposal for New Thematic Group on Work and Employment**
	1. The new thematic group was proposed by long-term HDCA members – Ortrud Lessmann, Nicolai Suppa and Kristen Sehnbruch. Oscar believes it would be a good addition to current groups and does not see overlap with other groups. There was unanimous approval.
5. **Affiliation Application and Affiliation Committee members**
	1. Affiliation Committee – Paul Anand will continue for another term and Ortrud Lessmann agreed to be a committee member, replacing Sophie Mitra. Ortrud is a previous Network Coordinator. The committee members were unanimously approved.
	2. An affiliated event request for a conference taking place in Geneva for practitioners from Africa was approved by the Affiliations Committee. Affiliation does not include financial support, but because HDCA is trying to promote regional activities, Oscar asked the EC to consider modest financial support. The purpose of the conference is to enhance competence in applying the CA among Africanists working on population issues. There will be coordination with the HDCA Regional Networks. The budget includes travel and housing for African participants.
	3. Following discussion, a proposal to provide airfare for one attendee from Africa was approved, with the conditions that the recipient does not receive funding from their university, that they organize or participate in a post-conference event in which material from the conference is shared with others in their home country/region, and that HDCA is able to review the scholarship application.
6. **Membership Committee and Membership Drive**
	1. HDCA may need to do a membership drive to make up any shortfall from what was budgeted this year for membership income.
	2. A membership committee is needed to look at the question of the value of membership, and other membership related issues. This will be discussed further a future meeting.
7. **Taylor & Francis Request for Demographic Information**
	1. There was a request from Taylor & Francis for HDCA to provide anonymized demographic information about HDCA members to assist with their marketing efforts. No names or contact information of members will be shared. All were in favor of providing the anonymized data.
8. **AOB**
	1. None
9. **Next Meeting**
	1. Next meeting will be scheduled in 6-7 weeks.

\*Details Related to Item 2.e.

**Changes to the Language in EC Position Descriptions**

(approved by the EC at this meeting)

To be added before the list of position descriptions: “Candidates for positions on the Executive Council should normally have demonstrated active engagement with the association, which could include one or more of the following: being a paid member, participating in HDCA thematic or regional groups, attending HDCA conferences or other HDCA-affiliated events, or participating in HDCA educational courses. Candidates should be committed to furthering the mission of the association.

To be added to the Vice President description: The Vice President will usually have three years of significant involvement in the association.

To be added to the language on the President description: The President should have an international reputation of achievement in human development or an adjacent field. They should have a demonstrated capacity for leadership and collaboration.

To be added to the Treasurer description: The Treasurer will ideally have prior Treasurer experience and at a minimum will have strong budgeting and financial management skills, as well as familiarity with investments in financial markets. The candidate will be able to identify and manage risk for the association and provide guidance on strategies for short and long-term financial stability.

Minutes submitted by Kathryn Rosenblum