**HDCA Executive Council Meeting Minutes**

**January 13, 2023**

**2:00 pm UK**

**Present**: Enrica Chiappero-Martinetti, Melis Cin, Jay Drydyk, Carlos Garzon, Giulia Greco, Petya Ilieva-Trichkova, Matthias Kramm, Ann Mitchell, Sophie Mitra, Jack Simpson, Elaine Unterhalter, Melanie Walker.

**Chair**: Melanie Walker

Melanie Walker briefly reviewed the key goals coming out of the Strategic review process initiated by Jay. Of these Membership has now been concluded and decisions taken, as has the Sustainability report, which is informing how we think about in-person participation. The Regional Committee is ongoing, as are the Conference and the Fundraising Committees. Arising from this Melanie identified three key goals for 2023: 1) Improve social media profile and participation; 2) Develop a feasible fundraising strategy; 3) Grow and strengthen the regional networks. There are also many other areas to work on (such as the Journal), which are interconnected with these goals.

**1. Regional network report**

Melis summarized the report submitted before the meeting containing the results of the focus groups conducted with seven regional networks. The regional networks are quite strong. They have diverse members and some well-known researchers participating in them, but the coordinators are struggling to find the time to do all the work that the networks demand. Therefore, it becomes difficult to recruit regional coordinators.

**2. Mentor program report**

Giulia reported on the pilot mentor program. They have completed the call for mentees and have drafted the handbook for the mentorship program, which sets expectations for mentors and mentees, gives an overview of the program, and sets some guidelines. They have already matched the mentees with mentors for the pilot program and plan to communicate these results next week. There was a total of 23 mentee applicants and 9 people were selected. The pilot program will be completed before the 2023 conference. Surveys will be conducted in June and August to get insights on how to improve the program.

**3. Proposal for early career writing**

Melis and Melanie identified writing workshops as an activity demanded by early career researchers. They propose to have two types of workshops (described in the report submitted before the EC meeting):

1) Writing workshop – Ideally this would be a day-long, face-to-face activity that will take place before or after the Summer School. The workshop should be conducted by a different HDCA Fellow or member each year. Materials can be provided from previous years.

2) Online Abstract writing for PhD students. This will be a half-day online event to assist PhD researchers with the abstract writing process for annual HDCA conferences. The workshop would be conducted by someone different each year.

**4. 2023 EC and Fellows Election**

Usually there is a call for nominations for the EC and for Fellows in March and elections are held in April or May. She proposes to first hold the elections for EC members and conduct the election for Fellows after that. As there were no objections, a decision was made to separate the two elections.

**5. Conference committee report**

Melanie summarized the report prepared by the conference committee, which was circulated before the meeting. The highest support is for hybrid conferences and there is very little support for fully online conferences. The committee proposes over the next five years to mix hybrid and online conferences for the annual conference and possibly work toward holding a multi-site conference. The summer school should be only in person, although we will need to decide what to do when the conference is held fully online. The committee proposes having a one-day Global Dialogue in the future but hold it at a different time from the conference. We need to do whatever is possible to reduce the knowledge gap, affecting people from the Global South as well as some universities in the north. Melanie suggests that Jack, Melis and Elaine meet to come up with an initial proposal (theme, when, how, costs, etc.).

**6. 2023 Conference update**

Petya reported on the progress on the organization of the 2023 conference. They are working on the dissemination of the call for proposals and on identifying people willing to participate in the review process.

**7. 2024 conference host proposals**

Elaine described the current state of proposals for organizing the 2024 HDCA conference.