

Resilient Health Care Society

*Minutes of the Extraordinary Executive Committee meeting (the 5th meeting)
Thursday 1 July 2021, 13:00 – 14:00 CEST*

Present

Mary Patterson, Kazue Nakajima, Erik Hollnagel, Axel Ros, Jeffrey Braithwaite, Robyn Clay-Williams

The purpose of the meeting was to prepare for the RHCS Conference in August. The following items were discussed:

Registrations

There are 22 registrations, 7 of whom are not yet members (although some intend to apply). A number of potential presenters are yet to register.

Submissions

There are 31 submissions (with another expected later this week). Most participants submitted on the last two days prior to the closing date. There are more than sufficient submissions to cover the program.

Review process

It was decided that all ExCom members will participate in abstract review. Erik will send abstracts and associated spreadsheet to all members tomorrow. It is important to complete reviews in a timely manner so that acceptances can be sent in time for participants to register and prepare their presentations. To that end, reviewers are expected to complete their reviews within a week or so (Erik will supply the actual deadline). Reviewers should also identify if there are any gaps in the program that could be filled via invitation. Once reviews are complete, the number of presentation slots can be decided.

Action: Erik to distribute reviews and spreadsheet. All ExCom members to complete reviews.

Detailed schedule for the conference (time slots and time zones)

There will be two x 3 hour time slots each day to cover the various timezones. We will need to group the presentations in themes, trying to ensure that each presenter is allocated a time when they are likely to be awake to present. Presentations can be pre-recorded and uploaded, although the details on the technical aspects of this are yet to be decided.

Detailed programme / agenda for the conference

The detailed program and running order will be decided when reviews are completed.

Technical preparations (pre-recording of presentations, etc.)

It is likely that both a session chair and a technical chair will need to be nominated for each session. The session chair will control timing, discussion, etc, and the technical chair will upload and run the presentations and assist the chair in managing the chat. Presenters may have the option of running their own pre-recorded session (or the pre-recorded session could be run by the technical chair from – for example – a dropbox), or presenting live. There are advantages and disadvantages to each. This item was parked for discussion at the next meeting.

Preparations for the General Assembly

A full two hours should be allocated for the General Assembly. Arrangements for who can vote (members only), and how to manage votes need to be agreed. Erik and Axel will prepare for the meeting. Prior to the meeting, an account auditor needs to be nominated to review Axel's financial report. It was agreed that Axel will approach Andrew Johnson to fill this role.

Action: Axel to approach Andrew Johnson to fill financial auditor role.

Next EXCOM Meeting

Next meeting is scheduled for 21 July.

Action: Jeffrey and Jackie to schedule.

AOB

There was no other general business. Everyone agreed it was good to catch up and work together preparing for the Conference. The EXCOM planning session was very productive.