

**MINUTES OF EUROPE CENTRE BUSINESS MEETING NO. 002
HELD ON WEDNESDAY 10 APRIL 2019
BY ZOOM VIRTUAL MEETING PLATFORM AT 13:00 CET**

Present: Paula Bleanch – Europe Centre Councillor (minute taker)
Simon Coggins-Hill – Europe Centre Chairman (Chair)

In attendance: Aleksandra Edelwein – Europe aspirATion Group Chair
Aldona Weber – aspirATion KEA, Copenhagen
Alyx Stickle - aspirATion KEA, Copenhagen
Robert Barrie MCIAT - Member located in Heidelberg, Germany (Item 4 onwards)

Item 1 Welcome to the Europe Centre Business Meeting 2019.

i) Chairman's Report

Simon introduced himself and outlined the work he had done as Centre Chairman in the past 12 months. Simon took the opportunity to say that the Centre is indebted to Paula and **all** members of the Centre aspirATion groups for their hard work and commitment to the success of the Centre over the last year.

A detailed report is enclosed in Appendix A of these minutes.

ii) **Apologies:** Arkos Horvarth - aspirATion Magazine, Aarhus, Denmark.
Neringa Jurkonyte - aspirATion Horsens, Denmark
Keith Lomas MCIAT - Member located in Nordrhein-Westfalen, Germany

Item 2 Annual Review 2018/2019

i) Review of Europe Centre and AGM 2018

The main role of the Councillor is to be a conduit between the Europe Centre members and Council which sits twice a year and is attended remotely the Europe Centre Councillor.

Feedback from the AGM was extremely positive and there was great feedback on the aspirATion group's role in the organisation the AGM. The AGM also helped us to cement our ties with VIA University.

Membership has increased by 50% in the past few years and we now have 153 members (111 in Denmark, 7 of those are chartered and 104 are students), making us the largest international centre.

Many thanks were expressed to the aspirATion group for all their work on the AGM and the magazine.

Item 3 Development of the aspirATion group 2019 and beyond.

i) Review of activities of aspirATion group VIA Aarhus

Aleksandra outlined the progress of the aspirATion group since taking over as Chairman in February 2019. The Group continues to grow and is also now collaborating with students at VIA Horsens.

A detailed report is enclosed to Appendix B of these minutes.

The group has asked the Committee if someone from CIAT could attend their planned magazine launch event in June and/or help them with finding a key speaker for the event.

Paula stated that she would in all probability attend the event and would confirm after the meeting. Simon would contact Central Office to enquire if they could assist the Group.

Action: PB, SAC

ii) Report about new aspirATion group at Copenhagen School of Design and Technology (KEA).

Aldona is based in Birmingham but attended KEA as part of an ERASMUS exchange at the beginning of 2019 and returns to the UK in the summer. Aldona instigated a student aspirATion group at KEA which has already started working with the aspirATion group at VIA Aarhus.

Aldona will hand over her role to a KEA student when she returns to the UK and a detailed report is enclosed to Appendix B of these minutes.

The Group at KEA has asked the Committee if they would help them with organising events and involve them with what is happening in the Centre.

Simon and Paula agreed that would be done and look forward to assisting the new Group to grow in 2019.

iii) Welcome to new aspirATion colleagues from VIA Horsens [Neringa Jurkonyte]

Neringa was unable to attend the meeting and sent her apologies.

Simon took the opportunity to thank both Aldona, Akos and Aleksandra, on behalf of the Centre, for their commitment to making the Groups such a success whilst studying for their Degrees and undertaking internships.

Item 4 Development and Support of the VIA student magazine.

i) Review of the new magazine team for 2019.

Akos was unable to attend the meeting but forwarded his apologies and a written report for the meeting.

Simon outlined the key items from the report for the meeting and a detailed copy of the report is enclosed in Appendix B of these minutes.

The magazine group asked the Committee for help with finding AT professionals and/or CIAT Members who would be willing to contribute to the magazine and share experiences to inspire students.

Simon is to contact Central Office to enquire as to how best communicate the request to Membership and report back to the magazine group.

Action: SAC

Item 5 Report on the status of Centre accounts.

i) Review of accounts post AGM

The AGM Friday night event came in on budget, this was entirely separate from the Centre budget as the event had to be self-supporting.

At the moment we have £697.92 left in the centre budget (budget runs from 1st May 2018 to 30th April 2019). Post meeting note: after taking into account the recent aspirATion events, the figure left was confirmed to be £452.92.

A summary of Centre accounts is enclosed in Appendix C of these minutes.

Item 6 Forthcoming events for 2019 / 2020.

i) Report of CIAT events to be attended by Europe Centre 2019/2020

Simon reported that as of the date of the meeting, the Centre would be represented at the following CIAT Events:

CIAT Region/Centre Summit - Birmingham, 12th June 2019

A bi-annual event attended by representatives from all Regions & Centres to discuss and propose solutions to issues faced by the Institute, its Regions and its Centres. Post meeting note: Confirmed by central office that only two members maximum can attend so Simon and Ola to attend.

aspirATion Group Meeting – London 14th June 2019

Bi-annual aspirATion meeting for aspirATion members. Post meeting note: Ola to attend and awaiting permission from Noora for Aldona to attend.

CIAT AT Awards - London, 13th September 2019

Paula has been approached to join the judging panel for the event and we can also nominate a representative for the Centre to attend the event.

Post meeting note: Paula to attend as a judge as Anders Nordby to attend as our centre delegate.

CIAT AGM 2019 - Glasgow, 8th & 9th November 2019

We will be represented at the AGM and our voting delegate will be able to cast two votes. Paula to attend as Councillor and Simon to attend as the Centre voting delegate.

Item 7 Growth of the Europe Centre Committee.

i) Report of status of current Committee.

Simon highlighted that the Centre has grown significantly in both membership and profile over the last year, yet the Committee itself only consists of only the Centre Councillor and a Chairman.

The Centre desperately needs members to join the Committee.

With the growth of the aspirATion Groups over the last few months, the Committee particularly needs two members to take the roles of **Treasurer** and **Secretary**.

Simon explained that the roles were fully explained in the appendices attached to the Meeting agenda and stressed that any member of CIAT, regardless of membership status, can take on these roles or simply become a member of the committee.

Simon emphasised that although there are formal named roles, the Centre Committee supports all members across the roles; It is a "Committee" by name but a working group by nature.

Simon raised the issue that as a developing and active Centre, it needs to think about succession planning. Come 2021, both Paula and Simon will have served the Centre in their elected roles for 6 years and that is, according to the CIAT Handbook, the longest term a Member should hold an elected role on the Committee.

Come 2021, the Centre will need members to take on the role of Centre Councillor and Chairman.

ii) Call for Members to come forward to take Treasurer and Secretary roles.

Other than Robert Barrie, all attendees at the meeting already had roles within either the aspirATion Groups or the Committee. However for the record, as Chairman of the Europe Centre, Simon called upon all members of the Europe Centre, regardless of membership grade, to seriously consider putting themselves forward to take on the role of either the Treasurer or Secretary or simply join the Committee.

Any Members wishing to join the Committee should contact Paula or Simon to put themselves forward.

Post meeting note: Following the Business Meeting, the Committee was contacted by Anders Nordby, a member based in Norway, wanting to join the Committee. Following discussion with Paula and Simon, Anders agreed to join the Committee as the Europe Centre Secretary.

Following appointment of Anders as Centre Secretary, Simon agreed to notify the Centre aspirATion Group and Central Office and produce a formal notification to be emailed to all Centre members.

Action: SAC

Item 8 Any Other Business [All]

i) Simon reported that The Executive Board had agreed that all Chairman of Centres and Regions were to have “medals” to be worn at formal events. The Centre had ordered its Chairman’s medal and Central Office had advised that it would be delivered in April. The medal belongs to the Centre and is kept in safe keeping by the elected Chairman. Simon agreed to notify the Committee once the medal had been received.

Action: SAC

ii) Aldona requested the membership numbers for KEA. Post meeting note: it was confirmed there are currently 10 student members from KEA.

Item 9 Close of Business Meeting [Simon Coggins-Hill]

As Chairman of the Europe Centre, Simon thanked those members who had attended and/or contributed to the Business Meeting, for their time and commitment to the Centre.

There being no further business, Simon formally closed the 2019 Business Meeting of the Europe Centre.

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APPENDIX A

CHAIRMAN'S REVIEW OF TENURE 2018-2019

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CHAIRMAN'S REVIEW OF TENURE 2018-2019

It has been an honour to serve the Europe Centre as Chairman since my re-election last year and one of my duties is to present a brief review of my tenure of the last 12 months.

1- Supported the AGM 2018 in Aarhus

The Centre is indebted to Paula (our Councillor) and the aspirATion group at VIA for the AGM's success.

My role was purely a supporting one with key duties at the AGM itself which included:

- Presenting at the ATPI event,
- Centre's voting delegate
- Opening the President's Ball; with the help of Martina Markulin.

2- Supported the VIA student magazine:

- Supported the magazine team with getting their first edition approved by Central Office.
- Created a set of guidelines in a bid to decrease the time taken for magazine editions to be approved by Central Office.

3- Supported Student Members:

- Provided a number of VIA students with feedback on their portfolios and CVs to help them apply for their Internships.
- Wrote an article for the second edition of the student magazine, giving students tips on how they could improve their chances of applying for internships and jobs.

4- Produced the Europe Centre Newsletter

- Produced two Centre newsletters in 2018.

The April 2018 edition included a feature on Gibraltar and the August 2018 edition focused on Denmark.

The August edition included statistics about the Centre and the feature article about Aarhus and VIA was also published in the CIAT AT Weekly publication to provide members with background information for the AGM.

5- Formed an International Centres Working Group

- Started a Centres Working Group following the AGM with a view of improving the profile and engagement of the international Centres.
- Proposed that a meeting be held between Central Office and the International Centres, at this year's AGM in Glasgow. It was approved by our Chief Executive, Francesca Berriman.

6- Promoted the Centre

- Maintained close contact with Central Office throughout the year to ensure that the Centre is fully represented and all members receive due recognition for the work that they do on behalf of the Centre.

Our student members have set a very high standard for the other Regions & Centres to follow and have every right to be proud of what they have achieved. I intend to do all I can to ensure that continues and is fully supported in the months ahead.

It has been a honour and a pleasure to serve the Europe Centre and playing a part in its development and my sincere thanks go to Paula and all our student Members for making the Centre what it is today.

Thank you.

Simon Coggins-Hill

Chairman, Europe Centre.

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APPENDIX B

ASPIRATION GROUP REPORTS

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EUROPE CENTRE ASPIRATION GROUP REVIEW 2019**

Europe aspirATion Group

After takeover of the Chairman position (February 2019)

1. No new members at VIA University College so far, as I'm on my internship and it's difficult to be in touch with active members.
2. 2 aspirATion meetings so far, we are changing communication platform and structure of the folders with information about the group to be more user friendly and accessible for all members.
3. Social event the 9th of April – climbing wall.

Plan before summer

1. Building site visit on the building site that I'm currently an intern.
2. Launching event for 3rd issue of magazine – June
3. Career Day – invite new members (May)
4. Organize the group – active and inactive members
5. Collaboration with Horsens students

Europe Centre and aspiration collaboration

It would be very appreciated if the Europe Centre would give us a hand in finding a key speaker for launching the magazine event/or showing up during that event to increase value of the group and our actions.

Aleksandra Edelwein

Europe aspirATion Group Chair

05.04.2019

Progress March 2019 – April 2019

- A) Presentation about CIAT and AspirATion and distributing the promo materials
- B) Career Day set up and further promotion of CIAT and AspirATion – soon
- C) Contacted interns at Bjarke Ingels Group – Filip Fot and Martyna Kłoda (my flatmate) for a potential student visit. Apparently, KEA visits them every year so there's no point.
- D) Contacted interns at Schmidt Hammer Lassen - Ania Gnat has given me an email to a director, Mads Dysse Engel for a potential student visit – awaiting the confirmation. He has accepted my LinkedIn request and has read a message. I hope he will get back to me soon with a positive reply!
- E) Contacted an intern, Rekei Campbell regarding student visit at 3XN and a director of Communications and Business Development – awaiting the reply.
- F) Set up AspirATion Group KEA. Awaiting for KEA BIM Café approval to advertise it on their page so we can get all the members from their group.

Plans for the group in 2019

- A) Organize at least one company visit
- B) Organize 1 or 2 social events before coming back to the UK
- C) Hand over the duties to permanent KEA students through election of KEA Chair, Vice Chair, Secretary etc

How the Europe Centre can help the groups to grow?

By responding to our queries and approving our social event proposals. Also, by keeping us in the loop with what's happening in Europe Centre Region.

Any Other Business

Birmingham Summit and AGM Glasgow

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ASPIRATION GROUP / VIA MAGAZINE REVIEW 2018-2019

Review of magazine lead by Denis Kapitanov (2018):

I talked to Denis, to sum up, the last year for the magazine: "After the CIAT team successfully completed the first issue in May, members launched an event marking the first issue of the magazine, where fellow students from VIA attended a presentation on what the magazine and CIAT are about. In the upcoming months, the Aspiration group worked closely with representatives from London to establish a working framework that would benefit both sides in the best way possible.

The interest to the magazine team grew in the next few months and as a result, a number of new members were introduced. The newly assembled team finished the second issue in time for the AGM held in Aarhus."

Review of magazine lead by Ákos Horváth (2019):

Since his [Denis] class is doing an internship, the new members are from the fourth and third semester. We started the year by laying down the different responsibilities for the magazine (like design or quality assurance) and assign people for each one of them. Since then we work on the third issue. The articles expected to be ready to the end of April. The team right now have approximately 10 members, we usually count 6-7 in one meeting.

The third issue is hopefully will be printed before the summer break. In June we plan to organize an event where we can formally advertise our new issue in the school and among professionals. We would like to invite lecturers to create an interesting environment for the magazine and CIAT. It will require some organization with teachers and professionals, for what I hope we will have enough energy and time.

Our other goal in this semester to invite the semester below to take part, and establish the communication and work flow between several semesters. We already had a visitor from the first semester in the last meeting.

There is not much more we can ask from CIAT for help. The only thing that we discussed that we have a hard time to find people in the professional field to have interviews or invite them as lecturers. We want to write about the various possibilities we can have after graduation, and for that, we try to contact interesting professionals from a different type of fields. If you can help us to contact some CIAT members who have a great experience that they willing to share, that would be great.

Ákos M. Horváth

Magazine Group Leader

09.04.2019

Note:

Report reproduced by Simon Coggins-Hill (Chairman) from emailed report received from Ákos M. Horváth.

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APPENDIX C

EUROPE CENTRE ACCOUNTS 2018-2019

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 EUROPE CENTRE ACCOUNTS 1 MAY 2018 - 30 APRIL 2019

Budget	1st May 18 to 30th April 19		Assumed exchange rate £1 = 8.3DKK unless otherwise stated
	£	DKK	
Centre	700.00	5810.00	
aspirATion	400.00	3320.00	
Total	1100.00	9130.00	
Spending			
Printing Magazine	-72.29	-600.00	
Printing Magazine	-114.70	-952.00	
Chairman's Medal (due to be delivered March 2019)	-175.00	-1452.50	£175 plus VAT
Aldona Travel expenses	-40.09	-346.78	Exchange rate 8.65DKK = £1
Pizza for Magazine Meeting	-35.00	-300.00	Exchange rate 8.6DKK = £1
Climbing Wall	-210.00	-1820.00	Exchange rate 8.6DKK = £1
Total expenditure	-647.08	-5471.28	
Remaining budget until end of April 2019	452.92	3658.72	

Paula Bleanch
 Europe Centre Councillor
 10.04.2019