

SAFE General Assembly – AGENDA
Friday 30th November 2018
Venue: Courtyard Marriott Hotel, Berlin

**The General Assembly will be chaired by the
SAFE Vice President Markus Wagner**

**Delegates are reminded that each organisation has one vote that can be cast,
on each time that a vote is called.**

**This agenda is accompanied by explanatory notes, which provide more
background material on some of the agenda items.**

1. Welcome and apologies
2. Chair's opening remarks
3. Approval of previous GA minutes and matters arising.
4. Membership applications, Resignations and Termination
5. Introduction to nominees for board membership and confidential vote
 - Each nominee will introduce themselves to the General Assembly
6. Presentation of Annual Report 2018 and questions
 - SAFE 2018 Annual Report
 - Review of current SAFE strategy
 - Insurances taken out during the year
 - Financial situation
7. EU Research Update
8. Constitutional and Organisational Changes
 - Fee structure
 - Fundraising
 - Financing working conferences
 - Grant giving to smaller organisations
9. Result of vote for SAFE Board membership,
10. Announcements from member organisations
11. Any other business
12. Date and venue of the 2019 Working Conference and General Assembly,
Porto, Portugal, 27th to 29th November 2019

(Please see attached accompanying explanatory paper)

SAFE GENERAL ASSEMBLY 2018

Explanatory notes to accompany the agenda

Agenda item 3: Board Member Elections

It is a constitutional requirement that Grethe Lunde stand down to her time expiring as a board member. Grethe is eligible to stand for a second term.

The vacancies on the board are for the Representative for the Northern Cluster and Treasurer.

The board has requested that candidates for these posts indicate to Jon Barrick (jon.barrick@stroke.org.uk) either by email or in person by 18.00 on Thursday November 29th.

Each nomination should be supported by someone seconding the nomination (not from the delegate organisation).

The job descriptions are attached.

Agenda Item 4: Membership Applications

The following organisations applied for membership of SAFE. The board agreed that these organisations meet the criteria for Ordinary membership of SAFE, and ask for ratification by the General Assembly.

CEEBRUM, Czech Republic

Porazka (Slovakia)

The membership applications and statutes of the organisations were posted on the website for members to consider, and are available at the conference for review.

Agenda Item 7: Constitutional Changes

New fee structure. SAFE has developed its infrastructure over the last couple of years by employing staff. To maintain the efficiency of SAFE, and to continue our offering to members, we require funds to pay their salaries.

At the 2017 General Assembly, the fee structure of SAFE was amended, with the minimum fee rising from €100 to €500.

As per the Constitution, it is proposed that the membership increases by 2% this forthcoming year, and the new fee structure is shown below.

SAFE will continue to support all members with free communications support around European Stroke Awareness Day and World Stroke Day and funding for dissemination of European research projects (that cover the minimum fee). We are also supporting membership with the SSOFT training materials. We are also hopeful of running regional conferences again.

Fundraising: As with all organisations, commercial organisations go through difficult trading situations and this can mean sponsorship of SAFE from them may reduce or cease. We therefore have to expand our capacity for receiving funds from elsewhere. We hope to explore a mechanism for enabling donations direct to SAFE via the internet. This would involve enabling credit and debit card payments to us via the website from individuals and companies, which is not an easy thing to set up initially.

Commercial organisations have indicated that they may not be able to afford to cover the ever growing cost of SAFE Working Conferences and General Assemblies. And although we strive to obtain funding from several organisations, we may not be able to continue to fund conferences in the same way.

Therefore from the 2019 Working Conference we will, as usual, pay the full cost of one delegate attending from each member organisation. For a second delegate we will pay the cost of travel, but may need to charge the cost of accommodation, and the delegate fee for the conference.

We will of course review this on an annual basis when we know what sponsorship has been received.

Organisations will be allowed to send up to five delegates, but the costs for third, fourth and fifth delegates will need to be paid by the member organisation. Board members will continue to be funded by SAFE so that their home organisations do not have to bear this cost.

Grant giving to smaller organisations: As discussed at the 2017 General Assembly, we are also looking for discussion of the criteria, and approval for the allocation of grants to members. These grants will generally only be given to members who are active, have plans for activity, and are at the lower end of the fee structure.

Annual Turnover			Membership fee 2018	Proposed Membership fee 2019
< €200,000			= €500	€510
€200,000	to	€500,000	= €750	€765
€500,000	to	€1,000,000	= €1,020	€1,040
€1,000,000	to	€2,000,000	= €2,040	€2,080
€2,000,000	to	€3,000,000	= €3,060	€3,121
€3,000,000	to	€4,000,000	= €4,080	€4,162
€4,000,000	to	€5,000,000	= €5,100	€5,202
€5,000,000	to	€6,000,000	= €6,120	€6,242
€6,000,000	to	€7,000,000	= €7,140	€7,283
€7,000,000	to	€8,000,000	= €8,160	€8,323
€8,000,000	to	€9,000,000	= €9,180	€9,364
> €9,000,000			= €10,200	€10,404