

Board meeting minutes

- **Wednesday September 20 – 2018**
- **Time: 13.00 UK time**
- **Teleconference**
- **Open to: board members of the WAEH & invitees by the board**

Attendees

- David Probert, Moorfields Eye Hospital, chair of the WAEH
- Charity Wai, Singapore National Eye Centre, immediate past chair of the WAEH
- Anders Boman, Sankt Erik Eye Hospital
- Cathy Kowalewski, Wilmer Eye Institute – Johns Hopkins Hospital
- Dato Kulasegaran, Tun Hussein On National Eye Hospital
- Mark Petty, Royal Victorian Eye and Ear Hospital
- Sirithorn Rutnin, Rutnin Eye Hospital
- Dr. Nelson, Kellogg Eye Center, USA, invited board member
- Attending in stead of Mr Ron Treffers: Koen Vermeer, The Rotterdam Eye Hospital
- Wim Oosterom – external WAEH advisor to the board

Not attending

- Nico Klay, The Rotterdam Eye Hospital, treasurer of the WAEH
 - New: Ron Treffers, new CEO Rotterdam Eye Hospital

Organized by

- Maaïke van Zuilen, WAEH

Minutes

1. Welcome

- David Probert

- Nico Klay, The Rotterdam Eye Hospital, treasurer of the WAEH, is not any longer working for the Rotterdam Eye Hospital. Mr. Ron Treffers is currently the new CEO of Rotterdam. Wim and Maaïke spoke with him and he is very positive regarding the WAEH and sends his apology for not being able to attend the board meeting yet. In his place Koen Vermeer, director of the Research Institute of the Rotterdam Eye Hospital, is attending the board meeting. Mr. Vermeer will also join the meeting in Dubai.

Action point 201809 – 1.1: MVZ will send a Thank you letter to Nico Klay to thank him for his board member ship.

2. WAEH 2019 meeting

- David Probert & Maaïke van Zuilen

1. Review programme and social programme

- David Probert and Maaïke van Zuilen have given the board an update regarding the 13th annual meeting in London.
- Proposed themes are:
 - Eye Care & Digital Revolution
 - The Patient Voice
 - Different models of Eye Care
 - How to improve safety and quality in eye hospitals worldwide?

- Possibly a 5th theme: education and training.

Action point 201809 – 2.1: MVZ will publish the themes on the event website of the 2019 meeting and review the proposed 5th theme with the team of Moorfields.

- Confirmed key note speakers are:
 - Deepmind - Dr Alan Karthikesalingam - "Applying machine learning to healthcare"
 - Jeremy Farrar, director of the Wellcome Trust
 - Sir Peng Tee Khaw, Moorfields

Action point 201809 – 2.2: MVZ will publish the names of the key note speakers on the event website 2019.

2. Extra: fundraising meeting on Wednesday morning June 5

On Wednesday morning June 5 a special meeting about "Philanthropy & Fundraising: what can we learn from other industries and from each other?" will be organized. On behalf of the working group a short questionnaire will be sent to other members to check if they are also interested.

Action point 201809 – 2.3: MVZ will develop a short questionnaire to be sent to the members.

3. Review budget

The team of Moorfields has prepared a budget and it is maximized to 150.000 UK pounds. They are connecting now to Allergan to see if they would be interested to become a sole sponsor. Sponsoring letters and packages have been prepared to send out to other potential sponsors after the dialogue with Allergan.

Action point 201809 – 2.4: MVZ will contact the sponsoring committee of Moorfields to send out the letter to Allergan and take next steps in connecting to potential sponsors.

4. Review location visit 2 / 3

Two locations are on our mind: the eye hospital in Exeter and in Manchester. If members come from far away visits to other countries are also possible, for instance Switzerland.

Action point 201809 – 2.5: MVZ will contact both locations to see their possibilities.

3. Board composition

- Wim Oosterom

The board has reviewed the document about the Board composition. The proposal is to grow the board into a very active and diverse board of 12 board members in total and make the board more active based on expertise. This gives the opportunity to get 4 active new members on board. More diverse means that instead of wait and see who applies for a board membership the board works out a vision what sort of board members the WAEH needs to steer the association. Criteria could be a mix of doctors and managers, a mix of gender, a mix of regional background, certain expertise (eg expertise on sponsoring, expertise on helping hospitals in developing countries, expertise in research, expertise in project management etc). During the board meeting the board agreed on the principle to extend the board and work with a committee that prepares proposals for future board members. The board wants to discuss the details of the proposal more in depth in the meeting in Dubai.

Action point 201809 – 3.1: Wim Oosterom will present a more detailed proposal based on the general agreement in this meeting to discuss again in Dubai.

Action point 201809 – 3.2: Board members that cannot join the Dubai meeting are invited to send their feedback and ideas to Wim Oosterom and Maaïke van Zuilen before the meeting in Dubai

4. Financials

- Wim Oosterom

- Q2 / Actuals – review document – The board has reviewed the financial overview of 2018 till Q2. The WAEH is in good shape and we keep getting better in receiving our membership fees.
- Two questions from the board that need to be addresses:
 - Add an extra column for half year
 - Add total money on the bank

Action point 201809 – 4.1: MVZ will check the total amount of money on the bank and send it to the board

Action point 201809 – 4.2: WO will add the extra half year column to the financial overview.

5. Programme Dubai

- Maaïke van Zuilen

- Topics to be discussed in Dubai
 - Projects:
 - Review Proposals Projects WAEH
 - Review outcomes project expensive medicine
 - Review process / timeline for projects etc.
 - Chapter / ASEAN – WAEH
 - WAEH new member acquisition
 - WAEH Board:
 - Board composition
 - Choice of a new vice chairman WAEH
 - Location Annual Meeting 2023 - Switzerland
- The board discussed briefly about inviting people outside the board but came to the conclusion that for this meeting it is better to have only board members.

Action point 201809 – 5.1: the board is requested to send in their project proposals as soon as possible.

Action point 201809 – 5.2: MVZ will publish the reminder for the call for projects again via the newsletter and send individual emails to all members.

Action point 201809 – 5.3: MVZ will contact innovative organisations in Dubai for the Monday visits.

6. Sponsored Membership

- Maaïke van Zuilen

Based on a discussion in the board meeting in June 2018 the idea came up to open up the possibility to sponsor the membership of eye hospitals in developing countries. A lot of our members already have connections with eye hospitals in developing countries. This proposal is about the possibility for a limited number of eye hospitals to get sponsorship from the WAEH to become an associate member for a few years and also get some financial support in the travel cost to join the annual meeting.

WO has prepared a proposal how to define the sponsored membership, about a mentoring hospital, and more. The board agreed on the proposal. The next step is to develop a set of criteria to assess new applications.

Action point 201809 – 6.1: Wim Oosterom will make a proposal on criteria.

7. To be reviewed

- a. Board meeting minutes June 2018 - approved
- b. Member meeting minutes June 2018 - approved
- c. Decisions and Action points June 2018 - approved
- d. Presentations 2018-meeting: uploaded on the Hub - approved

Decision 201809 – 7.1: The board has approved the minutes of the board meeting of June, the member meeting of June and the decisions and action points June 2018.