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| <b>Meeting Chair:</b>     | Prof Tubert-Jeannin ADEE President  | <b>Type of meeting:</b> | General Assembly                   |
| <b>Meeting Secretary:</b> | Prof Manzanares ADEE Sec. Gen   | <b>Minute Taker:</b>    | Mr Denis Murphy ADEE Administrator |
| <b>Attendees:</b>         | ADEE 2019 Executive committee, ADEE staff plus 69 delegates representing 48 ADEE member institutions.   |                         |                                    |
| <b>Apologies from:</b>    | Nil   |                         |                                    |
| <b>Note:</b>              | Due to the inter-related nature of discussions and to ensure ease of reading the minutes are recorded as they appear in the Agenda rather than they occurred in practice. |                         |                                    |

## Minutes

**Agenda Item 1&2:** Meeting called to order at 16:15 **Presenter:** Prof Tubert-Jeannin

Professor Tubert-Jeannin welcomed all present and called the meeting to order at 16:15. On behalf of the ADEE Executive Prof Tubert-Jeannin thanked the membership for their attendance at ADEE 2019 in Berlin where over 400 delegates from 50 countries were in attendance. She also thanked those who remained behind for their attendance at this general assembly.

There being no additions to the agenda the meeting progressed as scheduled.

**Item 3 & 4:** Minutes and matters arising **Presenter:** Prof Tubert-Jeannin

On the proposal; of Dr Michael Bothelo (HK) and seconded by Dr Eilis De Lap (IE) the Assembly approved the minutes of the ADEE General Assembly held in Oslo on Friday 24<sup>th</sup> August 2018.

There being no matters arising not on the agenda the meeting continued.

**Item 5:** Officers reports **Presenter:** Prof Tubert-Jeannin

**Item 5.1 Presidents Report:** The President's comprehensive report had been previously circulated to the Assembly members (see attachment 5.1). However, the President took the opportunity to reiterate a number of items to members as follows:

1. Membership and the importance of existing member schools to encourage those institutions who are not members to join.
2. Funding and the important role played by our corporate partners to whom she extended the Executive and memberships appreciation.
3. ADEE Policy remains as it always was to strive for a competence approach in dental education throughout Europe
4. Changing governance and supporting structures to meeting membership needs.
5. Collaborations and partnership. She particularly highlighted the ADEE/ADEE relationship and the ADEE/IADR relationship and drew attention to the importance of relationships with EDSA, FEDCAR and CED also.
6. Brescia 2019 in particular the President thanked Prof Paganelli and his team for the welcome to ADEA/ADEE for the successful joint meeting in April.
7. The recent EU project application led by University of Clermont Ferrand along with ADEE and 7 other universities from Europe has been successful in securing funding. The project O-Health Edu will commence in October 2019 and run for three years.

In concluding the President thanked most sincerely her ADEE Executive Colleagues for their help, collaboration and companionship in 2018 and 2019 during her presidency. She commented that while at times it can be challenging and demanding it was always worthwhile and rewards. She also thanked the ADEE office for their help and support throughout.

The President invited questions from the assembly. There being none the meeting continued as planned.

**Item 5.2 Secretary General's report:** The Secretary General updated the assembly on activities (not separately identified on the agenda for discussion). Prof Manzanares previously circulated report (appendix 5.2 refers) highlighted in particular:

1. The importance of collaboration with organisations such as ENQA in the revision of the ADEE LEADER Programme.
2. Plans to expand the Graduating European Dentist with additional supporting curricula
3. Welcomed all new members to ADEE encouraging them to fully participate in ADEE activities and meetings
4. A focus on growing ADEE collaborations with sister organisations to enable free flows of information and knowledge sharing

To conclude Prof Manzanares thanked her fellow executive members for their continued work and friendship during 2019. Prof Manzanares invited questions, there being none, Prof Tubert Jeannin invited Prof White to present the Editor's Report.

**Item 5.3: Editor's report:** ADEE editor Prof White updated the assembly on European Journal of Dental Education activity covering the period 2018/2019. The previously circulated report (appendix 5.3) highlighted:

1. Impact factor 2018 was 1.531 an increase from 2017's 1.343
2. Submissions increased slightly on 2017
3. The Editor commented the quality of submission for the most part was also on the incline

Prof White thanked the Associated Editors and the journal administrative team from their assistance. She advised the assembly that on conclusion of her contract Dec 2020 she will not be putting herself forward for a second five-year term, and that in the coming months Wiley will be running an open competition for the position of ADEE Editor in Chief.

Prof Tubert Jeannin invited questions for Prof White, there being none she thanked Prof White for her work on the European Journal of Dental Education and on the ADEE Executive committee.

#### **Item 6:** Treasurers report

**Presenter:** Prof Hahn

Prof Tubert Jeannin invited Prof Hahn to present the previously circulated reports (appendix 6 refers) treasurers report to the assembly. Key items highlighted by Prof Hahn included:

**ADEE 2018 accounts:** Prof Hahn commenced by presenting the accounts for 2018 for approval. She drew particular attention to:

1. The overall year end surplus of €11,667 a dramatic improvement on the previous years deficit
2. She highlighted where the surplus came from on a line-by-line basis from the accounts, noting in particular the management of key operational areas such as travel, office costs etc. All of this leading to turning the negative situation of 2017 into a positive in 2018.
3. Securing funding for IFDEA related activities is paramount.

Prof Hahn invited questions from delegates. There being none on the proposal of Prof Damien Walmsley (UK) and seconded by Dr Argyro Kavadella (GR) the assembly approved the 2018 annual accounts.

**ADEE 2019 Revised Budget and 2020 Budget proposal:** Prof Hahn progressed to present the outline the revised budget for 2019 and the proposed budget for 2020. In her presentation, she highlighted the following:

1. Projected outturn for 2019 is revised upwards to a projected small surplus due to the financial success of Brescia and Berlin Meetings.
2. That the office and Executive are tightly managing all expenditure lines
3. All travel is actively planned and only essential persons are sent on travel
4. School membership must be grown and delegates should value and appreciate our Corporate Partners contribution to ADEE

Prof Hahn invited questions from the assembly. There being no questions the Treasurer offered the budget to the assembly for acceptance. On the proposal of Dr James Field (UK) and seconded by Dr Argyro Kavadella (GR) the assembly accepted the revised 2019 budget and the 2020 projected budget.

**ADEE 2018 Annual Report:** Prof Hahn invited questions on the previously circulated annual report for 2018. Their being none she invited the assembly to accept the 2018 Annual Report. On the proposal of Prof Sibylle Vital (FR) and seconded by Dr James Field (UK) the assembly approved the report.

In concluding, Prof Hahn thanks her Executive Colleagues and the ADEE office for their assistance in 2018 and 2019 in cost savings.

Prof Tubert Jeannin thanked Prof Hahn for her dedication to the role of ADEE treasurer and acknowledged the considerable work she has carried out in the past 12 months.

**Item 7: Nominations committee Presenter: Prof Tubert Jeannin**

Prof Tubert Jeannin invited Prof Paganelli to present the previously circulated nominations committee report (appendix 7 refers). The Executive is proposing that the following appointments to come into effect 01.01.20:

***Executive Committee Appointments:***

Dr Barry Quinn (UK) and Prof Sibylle Vital (FR), reappointed as co-opted executive committee members for a one year term commencing 01.01.20.

The Nominations committee assembly delegate for 202 will remain Prof Jon Cowpe.

On the proposal of Prof Damien Walmsley (GB) and seconded by Dr E Delap (IRL) the assembly accepted these proposals.

Prof Tubert Jeannin thanked all those elected for their commitment to ADEE in 2019.

**Item 8: ADEE meetings Presenter: Prof Tubert Jeannin**

Prof Tubert Jeannin advised the assembly of upcoming ADEE and associated meetings as follows:

2020 Strasbourg, France 19-21 August 2020

2021 Porto, Portugal

New meeting regulations are being drafted to reflect the Associations annual meeting changing requirements and these will be available on the website in the coming months.

**Item 9: Any other business Presenter: Prof Tubert Jeannin**

Prof Tubert Jeannin reminded delegates that this year ADEE Excellence in Dental Education Awards, presentation of ADEE School Visit Certificates and presentation of ADEE GSK Dentistry in Society Scholarship were awarded at the ADEE Awards celebrations last night. The following were presented:

ADEE Mature Career Award: Dr Peter Fine University College London

ADEE Oral B IPE Educators Award: Claire Mcilwaine Plymouth University

ADEE School Visit: Tehran University Medical School

ADEE GSK Dentistry in Society Awards: Trinity College Dublin and Kings College London

Prof Tubert Jeannin, invited any questions from the assembly there being none, she again expressed her and the Executive appreciation to the ADEE Berlin team and the ADEE office for the excellent delivery of ADEE 2019 in Berlin. To conclude the meeting she invited Prof Agnes Bloch Zupan to make a short presentation on ADEE 2020 in Strasbourg France.

The meeting concluded at 17:30 and delegates were invited to meet with the Executive for a farewell reception in the foyer.