



**Minutes for the PCSI Executive Committee Meeting
Grand Hotel Amrâth Kurhaus Scheveningen, The Hague**

October 14, 14:00pm to 18:00

In attendance: Dana Burduja (President) [DB], Jacob Hofdijk [JH], Jugna Shah (Vice-President) [JS], Janette Green [JG], Brian McCarthy (Secretary) [BMC], Kristiina Kahur [KK], Martti Virtanen [MV], Jiro Okochi [JO], Jean Marie Rodrigues [JMR], Syed Aljunid [SA], Olafr Stenium [OS], Paula Monteith (Treasurer) [PM], Deniza Mazevska [DM] and Husein Reka [HR].

The agenda for the meeting was as follows:

1. Welcome and overview of the EC tasks during the Hague Conference (DM)
2. Presentation of the Hague Conference main facts and figures (JG, BMC, JH)
3. Financial Situation 2014 (PM, DB, PM);
4. General Assembly Agenda and Election Procedure Review (BMC)
5. Proposal on institutional cooperation within PCSI (JH)
6. Information and data management for/ within EC (website, tools etc – DB, BMC)
7. Future conferences, Australia, Dublin (BMC, Brian D, James D)
8. 2015 and 2016 Schools update(JMR, JH, Jeff H)
9. AOB

Note that the order of the items of the agenda was changed during the meeting and not all items were covered.

1. Welcome and overview of the EC tasks during the Hague Conference

DB welcomed the group and chaired the meeting. She thanked everyone for the work they have done over the year and for the conference. She specifically thanked JH for his help. Finally, she noted the large number of people from Iceland.

DB asked JO if he would mark the poster competition again this year and he agreed. He asked for volunteers to assist and MV and PM agreed.

BMC asked for volunteers to assist in the general assembly and DM, PM, and KK agreed to help. Volunteers were sought for the voting as well and HR, JS, PM, KK all volunteered.

2. Conference in the Hague

JH presented on the conference in the Hague. The main points are below.

- There were 226 attendees from 40 countries (this represents 21% of the countries of the world.) Note some of the attendees were invited and did not pay so JH felt the number of paid attendees would be around 160.
- A break down of the main countries is listed below:

Aland Islands	1	Portugal	3
Austria	1	Qatar	3
Croatia	1	Germany	4
Cyprus	1	Lithuania	4

Estonia	1	Poland	5
Ethiopia	1	South Africa	5
India	1	Denmark	6
Italy	1	Finland	6
Lebanon	1	France	6
Turkey	1	Ireland	6
Bosnia and Herzegovina	2	Malaysia	6
Georgia	2	Canada	8
Kenya	2	United States	8
Latvia	2	Iceland	9
Luxembourg	2	Sweden	10
Switzerland	2	United Kingdom	10
Thailand	2	Belgium	13
Hungary	3	Australia	16
Japan	3	Norway	21
Korea, Republic Of	3	Netherlands	46

- The meeting asked for the abstract total and they were 11 posters selected out of 14. 66 oral presentations selected out of 73. There were 2 oral presentations withdrawn.
- JH discussed some of the difficulties with the budget and thanked the committee for their help. He indicated that he had to take action on the budget via meetings with MCI (the conference organisers).
- DB noted that three hardship funds had been allocated and that two were taken up.
- Finally DB informed the meeting of a specific issue raised in the workshops regarding the vendor specific information. This has been addressed by JH. BMC was asked to ensure that this issue does not happen for future workshops.

[ACTION: BMC to ensure that workshops are clearer non vendor specific]

3. Financial Situation 2014

PM presented the accounts for presentation to the GA and for information at the EC. The following is the financial report made to the PCSI Executive Committee (EC) meeting on 13th October 2015. (note that this material was revised on the 14th)

The report will identify the 2014 opening and closing balances. The report will also identify 2015 financial figures to 8th October 2015, and includes a projected forecast to 31st December 2015.

PCSI Account Definitions

During 2014, PCSI held two financial accounts at Credit Agricole Loire Haute-Loire, France, one financial account in Luxembourg and one financial account in Canada, TD Canada Trust as table 1 below:

Table 1 – PCSI – Type of account

Type Of Account	
CCHQ (France)	Cheque Account
CSL (France)	Deposit Account
CCHQ (Luxembourg)	Cheque Account
CCHQ (Canada)	Cheque Account

Table 2 – 2014 Closing Account Summary

Account	Opening Balance (Euros)	Closing Balance (Euros)
CCHQ (France)	22,263.48	21,890.07
CSL (France)	2,799.23	2,811.51
CCHQ (Denmark)	7,825.42	0
CCHQ (Luxembourg)		3,000.00
CCHQ (Canada)	2,280.80 \$3,223.47	10,144.79 \$14,992.00*
TOTAL	35,168.93	37,846.37

* Exchange rate for Canada account = 1.48 CAD = 1 euro (13th October 2015)

Table 3 – Winter (Advanced) School 2014 Portugal

	Euros
Income	33,820.21
Expenditure	24,021.52
Profit/(Loss)*	9,798.69

* Exchange rate for Canada account = 1.48 CAD = 1 euro (13th October 2015)

Table 4 – Summer (Basic Principles) School 2014 Singapore (Event Cancelled)

	Euros
Income	0.00
Expenditure	2,905.31
Profit/(Loss)	(2,905.31)

Table 5 – PCSI Conference 2014 Doha

	Euros
Income	23,948.81
Expenditure	16,252.78
Profit/(Loss)	7,696.03

Table 6 – 2014 Total Income and Expenditure for all accounts**

Accounts	Euros	Euros	Euros	Euros
Opening Balance	35,168.93			
Income		61,909.31		
Expenditure			59,231.87	
Closing Balance				37,846.37

** Assumes Danish account = expenditure, Luxembourg account = income and exchange rate for Canada account = 1.48 CAD = 1 euro (13th October 2015)

PM then presented the account summaries and forecast balance to 31 December 2015 (Table 1). She listed the following assumptions in preparing the projections:

- Basic principles (summer) school 2015 includes 5,000 euros contingency for as yet unraised fees / payments.
- PCSI 2015 Conference income based on estimated 160 members at 60 euros each (with no additional profit or loss share).
- Projected Conference expenses include EC travel and prizes / gifts.
- No estimation has been made for receipt of monies from Partnership Events 2015.
- Bank charges are estimated for the remainder of October plus November and December (Table 1).

Table 1 – 2015 Account summaries (01/01/15-08/10/15)

Accounts (Euros)	Opening balance 01/01/2015 (Euros)	Balance as at 08/10/15 (Euros)	Forecast balance to 31/12/15 (Euros)
CCHQ (France)	21,890.07	37,205.45	32,130.45
CSL (France)	2,811.51	2,820.20	2,841.17
CCHQ (Denmark)	0.00	0.00	0.00
CCHQ (Luxembourg)	3,000.00	3,000.00	3,000.00
CCHQ (Canada)*	10,144.79	12,913.67	12,910.06
TOTAL	37,846.37	55,939.32	50,881.68

* Exchange rate for Canada account = 1.48 CAD = 1 euro (13th October 2015)

The following are the main points made regarding the budget

- Main reason for increase:
 - Successful Conference Doha 2014
 - Successful Basic Principles (Summer) School 2015
 - Successful Advanced (Winter) School 2015
 - Successful Partnership Events (CIHI) 2015
- PM outlined that the projected closing balance will be 55K at the end of the year.
- As discussed at last year's conference, PM has changed the presentation of accounts so that it was based on accrual presentation.
- JS asked are there a lot of expenses for this year's conference. DB outlined the hardship fund, gifts, biomed.
- A discussion occurred regarding the current project budget and how this money may be invested. The main ideas include
 - Expanding the hardship fund
 - Investment in the website
 - Raffle to get additional information from delegates.
 - Assisting in the publication of casemix material.

DM queried what exactly we are hoping to achieve with the investment of this money and felt that this should drive out thinking

- Regarding the hardship fund, the meeting discussed the criteria used for deciding the hardship funds. The idea of changing the rule from low income countries to expand the countries was suggested. DB proposed that the hardship fund be increased to €10K.
- Regarding assisting publication, the meeting discussed this in detail wondering about the amount of assistance and who should get assistance. For example,

- should all the costs of publication be covered or some of it
- should PCSI in noted as assisting in the publication
- should the assistance be for hardship rules candidates or all delegates
- should the abstracts themselves be vetted

There was not clear decision on this.

- DM raised another idea i.e. that we offer discounts to authors who submit the abstracts by a certain date. JS agreed but indicated that the abstracts had to be accepted. BMC said that this could lead to multiple reviews of abstracts.
- DM also said that there should be no extensions to the deadlines.
- DB indicated that she and other members of the EC are looking at an issue with tax related to the running of the winter school in Portugal.
- DB suggested that we invest in a dropbox site to keep track of documents. However, other members of the EC indicated that they are not able to access these sites.
- BMC and JS are to speak to the Web guy (Michael M) about the website.
- JH separately asked if the Logo for the PCSI could be cleaned up. This was accepted by all.
- The EC approved the budget for showing to the GA.

[ACTION: PM requests approval from the EC to present the 2014 financial figures to the PCSI General Assembly 2015.]

[ACTION: BMC to arrange an updated PCSI logo]

[ACTION: BMC/JH to work on the website]

4. 2015 and 2016 Schools update

Winter School

JG provided an update on the Winter School. The key points of this presentation are as follows

- The 5th Winter School was held from April 13th to April 17th 2015 in Lisbon.
- The theme of the school was “Design and Implementation of Activity Based Funding”
- The location of the school was “Sana Malhoa Hotel”
- The Tuition cost this year was €1,700 per student.
- A total of 23 students attended the school from the following countries England (5), Denmark (2), Iceland (2), Ireland (2), France (1), Kazakhstan (2), Norway (1), Portugal (4), South Africa (3), Spain(1)
- It is planned to run the PCSI Winter School 2016 in Lisbon. The exact dates are not clear as this depends on instructor availability (expected to be April). This is contingent on sorting out the VAT issue
- The curriculum of the school will be similar to past years.
- Details of the school will be posted on the PCSI website in November.

Canadian school

DB/JG outlined the details of the Canadian case mix funding school in 2015. The main points are:

- The 2015 school will be held in November 2015. The length of the school is five days.
- It is associated with PCSI and uses the PCSI name and logo. All students pay the PCSI association fee (€60) as part of the registration.
- The content of the Canadian school is similar to the PCSI winter school, with similar content and instructors.
- The school is only open to members of CIHI and there was significant demand. A total of 60 applications had been received with other emails of interest. A school of 20 students will be run.

Summer school

JMR reported on the Summer school in Avignon. The main points are as follows:

- The school is run from June 15 to 19 2015 and is planned to be run 11-17 June 2016.
- The programme will be similar to the previous programmes.
- A new innovation was introduced with French presenters presenting in French in parallel sessions. The plan is that there will be bilingual sessions.
- A total of 20 students attended. The tuition fee was €1,600 per student (one student was part of the hardship fund).
- The preliminary financial result of the school was discussed.
- JMR indicated that he was happy that the school was a success given the previous two schools ran a deficit (One of the schools was cancelled so the deficit relates to expenses which could not be reimbursed).
- JS indicated that the issue has come up due to the attendance drop.
- OS asked if the 2016 school will be in French and English. JMR said yes.
- There was a considerable discussion on the fees for presenters at the two schools (and whether there should be an alignment of the fees). DB indicated at the end of this discussion that budget for each school should be prepared in advance for the EC and the fees should be clear.

5. General Assembly Agenda and Election Procedure Review

The general assembly agenda was reviewed and discussed.

6. Proposal on institutional cooperation within PCSI

JH outlined his proposal to create a network of casemix institutions and indicated that he had positive feedback from some institutions already. He has proposed a meal on Thursday night to try and move this forward. The EC (in general) thought that this was a good idea.

7. Future conferences, Ireland and Australia

Brian Donovan and James Downie joined the meeting and both of them presented the proposals for further conferences in 2016 (Brian D) and 2017 (James). The main points and questions are below.

Dublin Conference 2016

- The conference is to be held in Dublin Castle from 4th to 7th October 2016. This is Tuesday to Friday.
- Welcome reception to be held in a state room in Dublin castle.
- Conference dinner venue to be confirmed – probably the Mansion House in Dublin.
- DB indicated that the EC needs to see a budget.
- DB indicated that the EC would provide 2-3 for the LOC.
- Brian D confirmed (in response to a question) that VAT is 21%.
- KK asked about Tuesday to Saturday and Brian D indicated that it would cost more to rent the venue on Saturday.
- HR asked about hotels and Brian D indicated that there were lots of hotels in the immediate area.
- DB indicated that the most important issue is to get a theme in place and to get keynotes lined up.

Australia Conference 2017

- James Downie presented a proposal for the 2017 conference to be held in Sydney
- The main points of the proposal are
 - The conference will be held in conjunction with the IHPA.
 - IHPA have held three conferences with approx. 400 delegates.

- The 2015 conference had workshops (5), plenary session (10), parallel session (>40) and number of international delegates and speakers.
- IHPA use a conference organiser to run the conference.
- IHPA propose to run the conference as a partnership between IHPA and PCSI. Extend the ABF conference from 3 days to 5 days. The first two days will be the IHPA ABF conference. Middle day will be workshops. Last two days will be PCSI.

Day	IHPA	PCSI
Monday	ABF conference	
Tuesday	ABF conference	
Wednesday	Workshops	Workshops
Thursday		PCSI conference
Friday		PCSI conference

- Conference will be billed and sold as a combined conference. PCSI delegates can attend the ABF conference at no additional charge.
 - Social tours and engagements can be arranged
 - Discounted accommodation rates are to be organised.
 - Proposed Venue : Hilton Sydney
 - Proposed Dates: Monday 25 to Friday 29 September 2017 or
Monday 9 to Friday 13 October 2017
- The dates were discussed but DB felt that the question of whether the conference should go to Australia should go to the GA.
 - OS asked about whether there would be an overlap with WHO FIC.
 - JMR wondered if we should consider skipping years.