

**Date:** 11<sup>th</sup> April 2013 at Leuven, Belgium  
**Attendance:** See below; 32 attendees; 14 Members (including Board)  
**Office Bearers in attendance:** Simon Buckingham Shum; George Siemens; Caroline Haythornthwaite; Dragan Gasevic; Shane Dawson

**President called the meeting to order at 12:34pm. (4 minutes late George room for improvement)**

**1. Board Welcome (George Siemens):**

- Discussion of SoLAR and background to executive membership. How the society was formed to be able to incorporate
- The executive committee will be tasked with finalising the governance and by laws for the Society. To be finalised by May 1 2013
- Open for questions: Clarification of the structure and incorporation

**AGM Business:**

**2. Financial Statements (George Siemens):**

- Overview of the founding institutions that have committed funding to assist the Society in becoming established
- Post 2013 there will be no further opportunities to be listed as a founding member of SoLAR
- Question: Are there any founding principles for SoLAR. Once governance is in place we can move forward to promoting discussion to move this forward in a strategic plan, mission etc.
- **Action disseminate information to institutions regarding being listed as a founding member**

**3. Membership overview (Grace Lynch)**

- An overview of the proposed membership details - costs, and benefits linked to the membership and the alignment with the Society's constitution and by laws
- Discussion regarding possibility for the Society to receive additional funding not linked to membership. The Society has been set up to be able to receive outside funds.
- Question - relating to the institutional membership and overall costs. This is currently in draft and requires formal approval. There is scope to change these at present
- Question - when will membership details be approved including fees. Shortly after May 1 2013, membership processes will be implemented and formalised.

**4. Update on SoLAR activities and from the Board**

- Overview of SoLAR Flares; SoLAR Storm; LASI and regional LASI events
- In 2013 SoLAR will be focussed on standardizing activities and processes
- Simon Buckingham Shum: overview of SoLAR distributed lab; coordination of the LAK14 proposals; LASI and coordinating the global LA events

- Caroline Haythornthwaite: participation in the exec decisions and discussions re: LA events; assisting with SoLAR events; conference
- Dragan Gasevic: established the incorporation; process for finances; also setting up the Journal; coordination of the program committee for LASI and the selection process.

***5. Other Business arising:***

- Nil

***The president officially called the meeting to a close 13:06pm***

Members in attendance:

Grace Lynch  
Rebecca Ferguson  
Simon Knight  
Paulo Blikstein  
Bertrand Schneider

Doug Clow  
Denise Whitelock  
Marcelo Worsley  
Emily Schneider