

Board Meeting Action points & Decision points

Updated: September 2015

ACTION POINTS:

- Action point 20130426 1: Wim Oosterom writes for the board meeting in October a report about the roles and responsibilities in the board, the appointment schedule.
- ACTION POINT 20130426 2.1: MVZ will write guidelines for local organisations instructions
- ACTION POINT 20130426 2.2: MVZ will contact John Pelly to start rethinking and organizing the themes of next meeting
- ACTION POINT 20130426 2.3: MVZ will organize an extra board meeting June 5.
- ACTION POINT 20130426 3.1: MVZ will contact the members of the board that are planning a (re)design to start organizing this extra meeting.
- ACTION POINT 20130426 4.1: All board members are asked to send in photos, individual member documents.
- ACTION POINT 20130426 4.2: Siri Rutnin will ask the designer to make a link in the knowledge hub to the BSC / Medical Outcomes.
- ACTION POINT 20130426 5.1: Anders Boman will ask Aravind for a quotation regarding the development of the outcomes tool.
- ACTION POINT 20130605 3.1 MVZ will request the board members to send their feedback via e-mail.
- ACTION POINT 20130605 3.2 MVZ will contact JP to start developing the program.
- ACTION POINT 20130605 3.3 MVZ will contact Aravind to get their input for the annual meeting program.
- ACTION POINT 20130605 3.4 MVZ will rewrite the 'suggested principles' and implement the received feedback from the board.
- ACTION POINT 20130605 4.1 Board members will call the CEO's of eye hospitals in their target countries
- ACTION POINT 20130605 4.2 MVZ will contact WS to organize an exhibition stand during one of the upcoming European symposia.
- ACTION POINT 20130605 5.1 MVZ will contact John Pelly, Werner Spileers, Ann Clark, Anders Boman about the extra day focused on Hospital (Re)Design to organize the meeting.
- ACTIONPOINT 20131010 3.1: The chairman will send out a letter to all full members to inform them about the process of the member meeting.
- ACTION POINT 20131010 4.1 WO writes a new vision document for the WAEH.
- ACTION POINT 20131010 4.2 MVZ will email all individual members to inform them about the extra topic per year and will request for topics.
- ACTION POINT 20131010 6.1: WO will rewrite the budget for 2014
- ACTIONPOINT 20131010 7.1 MVZ will request the following projects for an update during the annual meeting: Medical Outcomes, AMD and BSC.
- ACTIONPOINT 20131010 8.1. MVZ will write a letter about the annual meeting for the board members to invite their guests.
- ACTION POINT 20131010 9.1 MVZ will send all individual board members the structure of the annual meeting and their own theme.
- ACTION POINT 20131010 9.2 MVZ will ask all members to develop a poster to present their new developments and plans for the future.
- ACTION POINT 20131010 9.3 MVZ/JP will develop criteria of what has to be published on the poster (criteria like numbers / kind of hospital, etc.).
- ACTION POINT 20131010 9.4 MVZ will contact Aravind to review the possibilities of presenting the posters (digital / paper).
- ACTIONPOINT 20131010 9.5 MVZ will contact Aravind about filling in the whole Thursday of the annual meeting.
- ACTIONPOINT 20131010 9.6 MVZ will contact Aravind to update the flyer with the text: the 8th annual meeting of the WAEH.
- ACTION POINT 20131010 11.1 the board is requested to send in their profile photos to Siri Rutnin to be uploaded on the knowledge hub.

- ACTIONPOINT 20131010 13.1 a small number of the meeting reports will be printed and send to all members of the WAEH.
- ACTION POINT 20131010 14.1: WO will write a summary with an advice about the website for the WAFH
- ACTIONPOINT 20131010 15.1 Siri Rutnin will send all invoices of the knowledge hub to MVZ
- ACTIONPOINT 20131203 2.1 MVZ will collect proposals for topics for the extra topic meeting via sending an e-mail to all WAEH-members
- ACTIONPOINT 20131203 2.2 MVZ will put the Strategy and Support document on the agenda of the next board meeting
- ACTIONPOINT 20131203 3.1 MVZ will put the Budget and Year plan on the agenda of the next board meeting
- ACTIONPOINT 20131203 4.1 MVZ will send a reminder to all possible attendees of the WAEH
- ACTIONPOINT 20131203 4.2 MVZ and JP will update the overview of themes and let possible attendees know that they can send in their proposals
- ACTIONPOINT 20131203 5.1 The board will review the documents and let WO and MVZ know their feedback via e-mail before the end of December 2013 – MVZ will remind the board members when sending out the minutes of the board meeting
- ACTIONPOINT 20131203 5.2 MVZ will send JP and VR the re-election application form
- ACTIONPOINT 20131203 5.3 MVZ will develop an online election form
- ACTIONPOINT 20131203 5.4 MVZ will send all full members an e-mail with explanation about the election process and the online voting form
- ACTIONPOINT 20131203 6.1 WO will let philogirl know to start with building the new website.
 During the next annual meeting the first impressions of the new design will be showed.
- ACTIONPOINT 20131203 7.1 SR will present the new hub during the annual meeting.
- ACTIONPOINT 20131203 7.2 The board is requested to send in their personal pictures to SR.
- ACTIONPOINT 20131203 9.1 MVZ will change the minutes of the board meeting of October the
 proposal of the new features of the knowledge hub was approved by the board during this meeting
 but will be invoiced in 2014.
- ACTIONPOINT 20131203 10.1 MVZ will send all board members a reminder to review the dates in their agenda and let her know which dates suit their agendas the best.
- ACTIONPOINT 20131203 11.1 MVZ will contact JP and KS to review the fee structure and let other attending members know the proposal.
- ACTION 24012014 3.1 Wim Oosterom will write an overview of achievements in the last two years and an action plan for 2015 2016.
- ACTION 24012014 3.2 Wim Oosterom will contact the external project manager for the WAEH Cataract project.
- ACTION 24012014 6.1 Wim Oosterom and Maaike van Zuilen will prepare a proposal regarding the extra topic meeting for the board meeting of April 2014.
- ACTION 24012014 10.1 Maaike van Zuilen will design a certificate and send this certificate to all attendees of the annual meeting.
- Action point 16042014 1.1: if the board has feedback, the board is requested to send in feedback on the financials to WO and MVZ before the 1st of June
- Action point 16042014 2.1: MVZ will contact Moorfields Dubai and organize the meeting with them: the board meeting, the extra topic meeting, the site visit possibilities, the media attention on World Sight Day
- Action point 16042014 2.2: MVZ will send a save the date invitation to all members of the WAEH
- Action point 16042014 3.1: MVZ will send the Save the Date flyer of the 2015-meeting asap to members and potential members
- Action point 16042014 3.2: The board is requested to send feedback on the themes to CW and MVZ before May 9
- Action point 16042014 4.1: all members will be contacted by the project manager and are requested to send in information asap
- Action point 16042014 5.1: WO will present the outcomes of the quick review of the BSC / Knowledge Hub / Medical Outcomes projects during the Dubai meeting
- Action point 16042014 6.1: KS will contact the Aravind Eye Care System to review the application of the Dr. Zaman Eye Hospital from Bangladesh
- Action point 16042014 6.2: CW will review the application of the Surray Eye Institute
- Action point 16042014 6.3: JP will review the application of the Kellogg Eye Institute
- Action point 16042014 7.1: MVZ will start to build the website
- Action point 16042014 9.1: MVZ will send three proposal dates for the teleconference at the beginning of September to all board members

- ACTION POINT 03092014 3.1 The applications from eye hospitals in India and Bangladesh will be reviewed in Dubai
- ACTION POINT 03092014 4.1 Quick scan other running projects outcomes will be presented in Dubai
- ACTION POINT 03092014 4.2 Cataract project: lessons learned will be shared in Dubai
- ACTION POINT 08102014 1.1: Send the Cataract Report to all members and upload it on the Knowledge Hub – MVZ
- ACTION POINT 08102014 1.2: Send request to the members for new projects according to the timeline – MVZ
- ACTION POINT 08102014 1.3: The members will send a report of their discussion to the WAEH support staff before the end of February 2015 All participants of the cataract study
- ACTION POINT 08102014 1.4 The WAEH support staff will summarize the discussion reports 2 months before the meeting in Singapore MVZ
- ACTION POINT 08102014 2.1 Implement in program annual meeting to give an update about the knowledge hub – MVZ
- ACTION POINT 08102014 2.2: A proposal of an external project manager for each of the 3 running projects- WvO
- ACTION POINT 08102014 2.3: A proposal of an external advisor to design one IT backbone WvO
- ACTION POINT 08102014 4.1: Request financial department to include VAT number in invoice MVZ
- ACTION POINT 08102014 4.2: make a proposal for the next board meeting about members who has not paid their invoices for more than two years. JP and WvO
- ACTION POINT 08102014 5.1 Invite the best in class doctors for the annual meeting with a high profile to attract doctors to hear more about managerial aspects CW / MVZ
- ACTION POINT 08102014 6.1: Implement program topic about non-optimal IOL's and the impact of human factors in the annual meeting – CW / MVZ
- ACTION POINT 08102014 6.2: Implement program topic about patient Safety: 'How to Implement General Safety rules?' in the annual program CW / MVZ
- ACTION POINT 08102014 6.3: Implement 'How to combine Patient oriented outcomes with medical outcomes?' Ask Kellog – CW / MVZ
- ACTION POINT 08102014 6.4: Implement Program Design thinking in Annual meeting Program -Contact Kees Dorst – Design Thinking – Sydney – CW / MVZ
- ACTION POINT 08102014 6.5: Develop an e-newsletter connected to an online form to give members the possibility to send in abstracts in a structured way – MVZ
- ACTION POINT 08102014 7.1: John Pelly will ask his team to come up with a list with names of famous eye institutions- JP
- ACTION POINT 10122014 1.1 CW will contact Mexico to check the payments of the invoices
- ACTION POINT 10122014 2.1 The board will review the call for abstracts and ask their team members to send in their proposals
- ACTION POINT 10122014 2.2 MVZ will send the registration form in December to WAEH contacts
- ACTION POINT 10122014 2.3 MVZ/CW will review the program and invite more doctors to speak during the meeting
- ACTION POINT 10122014 3.1 WO will write a proposal regarding a possible new kind of membership – will be reviewed during the member meeting in Singapore
- ACTION POINT 10122014 3.2 Proposal structure to be shared with board members in the next board meeting in 2015 - MVZ
- ACTION POINT 10122014 3.3 MVZ will ask the Aditya Jyot and the Aravind Eye Care System to review the applications from India and Bangladesh
- ACTION POINT 10122014 3.4: MVZ/CW will contact the Metta Eye Hospital about the possible membership
- ACTION POINT 10122014 3.5: MVZ/Anders will invite the AAEECE members to come over to Singapore and about the possible membership
- ACTION POINT 10122014 3.6 MVZ will contact Dirk de Korne at SNEC to see if there are any
 doctors from the AAEECE who would like to present during the WAEH meeting
- ACTION POINT 10122014 3.7 MVZ will contact JP about the possible membership with the Zhongshan Ophthalmic Center in China
- ACTION POINT 10122014 3.8 MVZ will contact the Instituto Oftalmologica Mexico-City, Mexico to see if they are interested to become a member of the WAEH
- ACTION POINT 10122014 3.9 MVZ/KS will contact the Peking University People's Hospital to see if they are interested to become a member of the WAEH

- ACTION POINT 10122014 3.10 MVZ/AB will contact Tays Eye Centre in Finland and send a reminder about the possible membership of the WAEH.
- ACTION POINT 09022015 6.1 The Senior Management Program report and minutes of October, December need to be put on the board agenda of April (MVZ).
- ACTION POINT 09022015 1.1 The WAEH 2015 team will send a reminder to member that have not sent in an abstract.
- ACTION POINT 09022015 2.1 Plan in a call with John Pelly, Charity Wai, Wim Oosterom, Maaike van Zuilen about the debtors of membership fees
- ACTION POINT 09022015 2.2 Implement High Resolution images in annual report (MVZ).
- ACTION POINT 09022015 2.3 The application form to become a member of the board will be sent out the end of February.
- ACTION 09022015 4.1 The list of potential new members will be reviewed again during the next board meeting.
- ACTION POINT 09022015 6.1 The Senior Management Program report and minutes of October, December need to be put on the board agenda of April (MVZ).
- ACTION POINT 04292015 1.1 MVZ will send an update to the board members and the attendees of the WAEH meeting
- ACTION POINT 04292015 1.2 MVZ will send an overview of possible press angles to the board
- ACTION POINT 04292015 2.1 MVZ will implement the ICHOM meeting into the program of the WAEH
- ACTION POINT 04292015 2.2 AB will organize a workshop with ICHOM during the WAEH-meeting
- ACTION POINT 04292015 2.3 AB will send the link to ICHOM to the board
- ACTION POINT 04292015 2.4 All board members will review the list of partners of ICHOM and review this list if there are any local partners which can possible subsidize the fee.
- ACTION POINT 04292015 5.1 MVZ will prepare the needed voting form, the applications from the board members that are going for (re)-election and send the voting form to all full members, closing date for voting: 18 May 2015.
- ACTION POINT 04292015 6.1 MVZ contact Gomezperalta about the application of new institute and it's possible membership upon clearance of overdue membership fees
- ACTION POINT 04292015 6.2 MVZ will send a letter to the Angeles Lomas to withdraw the membership.
- ACTION POINT 04292015 6.3 WO will write a memo about actions required for overdue membership fees for the board meeting in Singapore.
- ACTION POINT 04292015 7.1 A note of thanks from the board to Francis Hiddema needs to be sent MVZ.

Action points May 2015

ACTION POINT 20052015 – 1.2.1 – Review the alternatives in the board meeting of September:

- The board reviewed the program of the member meeting and the outcomes of the board voting process. The existing members of the board (Leuven / Melbourne) have been reelected.
- The board has talked about alternatives of participating in the WAEH, like given the nonchosen hospitals the lead in a certain key-project, member of an advisory board or being the chair of the annual meeting.
- ACTION POINT 20052015 1.3.1 MVZ will contact the West of England Eye Unit to congratulate them with the associate membership and to give them access to the knowledge hub
- ACTION POINT 20052015 1.3.2 MVZ will contact Werner Spileers and give him the application of the Dr. Zaman Eye Hospital
- ACTION POINT 20052015 1.3.3 MVZ will add the accreditation possibilities to the application form
- ACTION POINT 20052015 1. 5.1 MVZ will plan in a meeting with Siri Rutnin to review the knowledge hub
- ACTION POINT 22052015 2.3.1 MVZ will plan in a call with Siri Rutnin how to bring the access and hosting to the secretary.
- ACTION POINT 22052015 2.3.2. SNEC will review the existing platforms and give advice on how
 to combine all the best regarding the wishes of the users.
- ACTION POINT 22052015 2.3.3 MVZ will review the single sign on possibilities.
- ACTION POINT 22052015 2.4.1 WO will make a proposal for the board meeting during the annual meeting.
- ACTION POINT 22052015 3.2.1 The board will review AAEECE membership again in the

- September board meeting.
- ACTION POINT 22052015 3.3.1 The board will review the 2017-location again in the September board meeting.
- ACTION POINT 22052015 3.4.1 WO will update the budget of 2016. WO will also prepare a proposal for the fee structure, registration fee for 2017.
- ACTION POINT 22052015 3.5.1 The SNEC will take the lead in the medical outcomes project
 including the ICHOM project and contact all contact persons to plan in the first call regarding
 implementing the ICHOM measurements. SNEC will make a project proposal around this project,
 including the request for a small budget to run this.
- ACTION POINT 22052015 3.5.2 The board will review the ICHOM process during the September board meeting.
- ACTION POINT 22052015 3.6.1 MVZ will contact the Jakarta Eye Center regarding the
 alternatives.
- ACTION POINT 22052015 3.6.2 The alternatives will be reviewed again by the board in the September meeting.
- ACTION POINT 22052015 3.7.1 MVZ will contact Dr. Parag to congratulate with the membership and send the necessary login details of the Knowledge Hub.

DECISIONS:

- DECISION 20130426 1: The board decided that associate members can also attend the member meeting.
- DECISION 20130426 2.1: Annual meeting 2014: January 21 January 24, Aravind main location, facultative visit Adit Jyot.
- DECISION 20140426 2.2: A board member will be responsible for the annual meeting program: for Aravind this will be John Pelly
 - DECISION 20130426 2.3 : The board decided to have the 2015 annual meeting in Singapore
- DECISION 20130605 2.1 Minutes board meeting 23 April 2013 are approved.
- DECISION 20130605 2.2 Minutes member meeting 24 April 2013 are approved.
- DECISION 20130605 2.3 Minutes board meeting 26 April 2013 are approved.
- DECISION POINT 20130605 -3.1 The board decided that the program for the annual meeting has to be finalized during the October meeting.
- DECISION 20130605 5.1 The board decided to have an extra day focused on Hospital (Re)Design.
 The meeting including the extra board meeting will be held from Wednesday October 9 till Thursday October 10.
- DECISION 20131010 2.1 The board decided to follow the proposal.
- DECISION 20131010 2.2 the board decided to choose the incoming chairperson during the board meeting in January and also have a discussion about the roles in the board during this January meeting.
- DECISION 20131010 3.1: the board decided to vote via e-mail.
- DECISION 20131010 4.1 Discuss the new vision of the WAEH in the next board meeting.
- DECISION 20131010 4.1 The board decided to organize one extra topic-meeting in a year just in between the annual meetings.
- DECISION POINT 20131010 6.2: The new budget will be reviewed during the board meeting in December 2013
- DECISION 20131010 7.1: Pick out one of the dissatisfiers in our hospitals and see if we can build a project around that
- DECISION 20131010 8.1. The board decides to invite a guest for the annual meeting.
- DECISION 20131010 9.1 The board decided to implement an optional visit to the Aditya Jyot Eye Hospital in Maharashtra, India on Monday January 20.
- DECISION 20131010 9.2: The board decided that all themes will be owned by one or two board members.
- DECISION 20131010 9.3 the board decided to ask Aravind to fill in the whole Thursday including a hospital tour.
- DECISION 20131010 9.4 The board decided that all board members will be able to invite one potential members as a guest.
- DECISION 20131010 9.5 The board decided that the invitational flyer can be sent to other potential members. These members have to pay a fee of 500 euro per attendee. If the potential member becomes a member, the membership fee for the first year will be reduced by the conference fee.
- DECISION 20131010 10.1 The board approves the proposal of the Senior Eye Management

Program

- DECISION 20131010 12.1 the minutes of the meeting in June 2013 have been approved.
- DECISION 20131010 13.1 the meeting report of the annual meeting April 2013 has been approved.
- DECISION 20131010 15.1 The proposal of the new features of the knowledge hub has been approved by the board during the board meeting of October and will be invoiced in 2014.
- DECISION 20131203 2.1 The WAEH will organize the extra topic meeting in 2014 Location Dubai
- DECISIONPOINT 20131203 6.1 The board has decided to give the opportunity to build the new website to Philogirl.
- DECISION 21012014 1.1 The board decided to elect Charity Wai as the chairman per January 1 2015. Mrs. Wai will be incoming chairman in 2014.
- DECISION 21012014 2.1 John Pelly (Moorfields) and Dato Ramani (THONEH) are reelected as board members of the WAEH.
- DECISION 24012014 3.1 The board decides to ask Dirk de Korne to manage the medical outcome project.
- DECISION 24012014 3.2 The board decided to appoint an external project manager for the Cataract Pathway and do a quick scan of the other running projects.
- DECISION 24012014 4.1 The board decided to put the roles of the board on the agenda of the extra board meeting in October 2014.
- DECISION 24012014 7.1 The board is okay with external sponsors as long as they have no input on the program.
- DECISION 24012014 7.2 The board decided to organize the 2016-meeting in Europe.
- DECISION 21012014 8.1 The board approved the overview of the action points and decisions of December 2013.
- DECISION 21012014 9.1 The board approved the minutes of the board meeting of December 2013.
- DECISION 24012014 10.1 The board decided to develop a certificate that people receive after the meeting.
- Decision point 16042014 2.1: the board approves the proposed theme of the extra topic meeting in Dubai and approves to open up the extra topic meeting for all members of the WAEH
- Decision point 16042014 3.1: The board decided to end the 2015-meeting at lunch time Sunday May
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- Decision point 16042014 7.1: The board approved the design for the new website
- Decision point 16042014 8.1: The board approved the Meeting Report
- Decision point 16042014 8.2: The board approved the minutes of the board meetings in January 2014
- Decision point 16042014 8.3: The board approved the overview of action points and decision points
- DECISION 03092014 1.1 The board approves QII financials of the WAEH
- DECISION 03092014 2.1 The board approves the Dubai program
- DECISION 03092014 3.1 The board approved the full membership of the Fondation Asile des aveugles from Lausanne, Switzerland
- DECISION 03092014 3.2 The board approved the associate membership of the Clinica Pasteur from
- DECISION 03092014 3.3 The board decided on the group-rebate of the AAEECE
- DECISION 03092014 4.1 The board has approved the proposed structure / timeline of new projects
- DECISION 03092014 5.1 The minutes of the board meetings April 2014: approved
- DECISION 03092014 5.2 The action points and decisions: approved
- DECISION 08102014 1.1 The WAEH will share information in the board transparently: all board members will receive all information although they are maybe not participating in a project
- DECISION 08102014 1.2 The Cataract Report will be shared with other members via the knowledge hub
- DECISION 08102014 3.1 The board decided to keep two meetings: the annual meeting (upcoming in Singapore) and a second meeting (board meeting PLUS, about an extra topic, the topic meeting will be open to all members)
- DECISION 08102014 4.1: If a member has not paid for two years, the member will be suspended.
- DECISION 08102014 8.1: The board approves the minutes of the meeting of September.
- DECISION 09022015 2.1 The board agrees with the proposed action plan for 2015 2016.
- DECISION 09022015 2.2 The board agrees with the proposed budget 2015 2016.
- DECISION 09022015 3.1 The board agrees with the proposed dates.
- DECISION 09022015 4.1 The board agrees with the application of the Tays Eye Centre from Finland as an associate member of the WAEH.

- DECISION 09022015 5.1 The board will review the possibility of the extra topic meeting again during the next board meeting in April.
- DECISION 29042015 4.1 The board has decided to skip the 2015 extra topic meeting as there is currently no need for an extra strategic meeting regarding a certain topic. The board meeting will be organized by telephone.
- DECISION 29042015 7.1 Minutes of the board meeting December 2014 agreed by the board.
- DECISION 29042015 7.2 Minutes of the board meeting February 2015 agreed by the board.
- DECISION 29042015 7.3 Decisions and Action points agreed by the board.

Decisions meeting May

- DECISION 20052015 1.3.1 The board approves the associate membership of the West of England Eye Unit
- DECISION 20052015 1.4.1 The board approves the minutes and the decisions and action points
- DECISION 22052015 2.2.1 The board accepted the policy of membership and payment of fees
- DECISION 22052015 2.2.2 The board accepted the proposal of Wim Oosterom to place new members from day one in the right category (associate or full). The board also accepted the proposal to make the entry-period a bit longer.
- DECISION 22052015 2.3.1. The board has decided to bring the access and the hosting of the website and the knowledge hub in one place, coordinated by the secretary
- DECISION 22052015 3.1 The board appoints Werner Spileers as treasurer per January 1 2016.
- DECISION 22052015 3.2 The board appoints Veera Ramani as secretary per May 22 2015.
- DECISION 22052015 3.4.1 The board decided to support the organization of the 10th annual meeting with a budget of E 50.000,-
- DECISION 22052015 3.7.1 The board accepted the Dr. Zaman Eye Hospital as associate member of the WAEH.

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