

**Minutes of the General Assembly of the
International Association on Workplace Bullying and Harassment
Thursday 18 June 2020
Timezone 8.30 am Central European Spring Time (CEST) via Zoom**

Preamble:

The General Assembly started at 8.40 am allowing for people to access Zoom, details of which had been sent to members in an email on 21 May, and again on the evening of 18 June 2020. Members were informed that the meeting would be recorded so that it was available for those unable to attend at the time of the meeting. Members were also informed by email and at the meeting that Slido.com would be used to record their votes during the meeting. Slido remained open to members for 24 hours after the meeting to allow those not present to vote, or those who were present, but not able to immediately access Slido to vote. A member's membership number was required to access Slido to eliminate the possibility of double voting. "In meeting votes" ('live') and "post-meeting votes" ('post') are recorded here separately and then collated for final result. ***It is noted that not all attendees chose to vote during the meeting.*** For ordinary motions a simple majority was required; for constitutional changes a two-thirds majority was required (*Clause 18 of the Governance section of the Constitution*)

- 1. Attendees:** 29 attendees were recorded as present at the start of the meeting, with others joining soon after; in total 42 members attended at various times through the meeting. Attendees at the beginning of the meeting were: Carlo Caponecchia, Jane Murray, Shayne Mathieson, Charlotte Rayner, Adrienne Hubert, Christiane Kreitlow, Stephen Teo, Alastair Watson, Alex Gagan, Alie Kuiper, Alison Thirwall, Allison Ballard, Anne Wyatt, Bevan Catley, Cecilia Österman, Eva Gemzøe Mikkelsen, Helge Hoel, Jo Brown, Ken'ichiro Tanaka, Leanne Faraday-Brash, Loic Lerouge, Mahshid Baghestani, Mary Naana Essiaw, Neill Thompson, Nils Magerøy. Sabine Hammond, Sara Branch, Susan Johnson, Wendy Bloisi. Others recorded as joining during the course of the meeting were: Margaret Hodgkins, Doris Bozin, Valdimir Denison, Karina Mancini, Staale Einarsen, Chimere Elele, M Roser Andreu Campdepadrós, Orit Gat, Elisabeth Iberni, Godspower Chiabuoti, Cyril Longin, Evelyn Field, Declan Fahie.

- 2. Election of General Assembly Chair.**

MOTION 1: That Jane Murray be elected as Chair of the 2020 General Assembly of the IAWBH. **Proposed:** Carlo Caponecchia; **Seconded:** Shayne Mathieson **20 for, 1 abstention; Carried.** Note: Jane Murray abstained from all votes as Chair of the meeting; post meeting vote not relevant for this motion.

- 3. Apologies:** Annie Hogh, Maryam Omari

4. **Minutes** of the 2018 General Assembly held 7 June 2018 to be confirmed

MOTION 2: That the minutes of the 2018 General Assembly be accepted as a true and accurate record of the meeting. **Proposed:** Jane Murray, Seconded Stephen Teo
Live: 22 for; 2 abstentions; Post 7 for; 3 abstain Total for: 29 for; 5 abstentions: Carried (Simple majority required)

5. **IAWBH President's Report:** Carlo Caponecchia

The President's report was delivered by PowerPoint. It covered:

- **Achievements and Developments:**
 - Two Masterclasses – one in the UK, Birkbeck College organised by Kevin Teoh and Stephen Teo; and one in Israel organised by Yariv Itzkovich and Kinneret College. Both were very successful and reported on positively by attendees.
 - Frances McGregor, Ria Deakin and Jo Brown were the social media champions for these events
 - Thanks to all organisers, social media champions, speakers, panellists and participants

- **Membership**
 - Membership geographical data was shared, with larger numbers particularly in Australasia (82) 40 in the UK, 34 Canada, 33 USA. Carlo encouraged members to bring in members to the IAWBH, and to encourage people to attend conferences and a masterclasses. He also noted that a significant proportion of the membership is not employed full time by universities.

- **Board activities and decisions. Specific decisions of note include:**
 - Refined assessment criteria for events;
 - Membership fees to be increased from £60 to £70 for regular members and from £30 to £35 for students/ unwaged and members from developing countries. Carlo noted the context in which this decision had been made, namely that membership fees had not increased since IAWBH's inception in 2008, and that fees have been made easier for students, unwaged and members from developing countries. Membership is our only revenue stream. He also stated though that the planned increase would not take effect until it has been considered by the new board given the impact of covid-19 on economics around the world;
 - Centralised setting of even registration costs. This will ensure consistency between events and over time. This will assist those hosting an event and assist with financial viability of events and the IAWBH.
 - General principles for the ways we're working:
 - Using data more consistently to inform decisions and reporting such date
 - Using sub-groups or working groups where necessary and relevant
 - Improving policies, procedures and documentation going forward; for example financial procedures. This is particularly for succession planning
 - Survey of membership – this was planned for the first half of the year; due to covid-19 it is now planned for the second half of this year. This has not been undertaken before, and useful to have input on what the Association should be and where it should go;

- Governance and constitutional change proposals, some of which are for discussion later on the agenda.
- Conferences: it is a shame that the Dubai conference has been postponed due to the pandemic, until March 2021. The Local Organising Committee, led by Alison, Alistair and Mashid has worked hard on this and their hard work and flexibility has been much appreciated by the Board. The Board met almost weekly in February and March to plan contingencies in a rapidly changing global environment, resulting in the announcement on 24 March that the conference would be postponed. It continues to be a situation of great uncertainty, so the event may not occur as planned, which may result in a virtual conference in 2021, as issues relating to health, travel and economics are all impacted. Many different scenarios have been considered at length, so although it may be different from the original planning it does provide an opportunity for innovation, inclusion and development.
- Future events: we don't anticipate holding Masterclasses in 2021, but plan to hold the 2022 conference as scheduled. Because the Dubai conference has now been postponed we will not be announcing the details of the 2022 conference at this GA. However, as our Association relies on membership fees, we need to continue to have events where possible to ensure the viability of the Association into the future.
- Strategic plan: the draft was presented to show the outline. Development of a strategic plan, covering the broad areas of membership, events, evidence-based practice, workplace engagement and administration and operations. Feedback around this will be sought in the membership survey. The strategic plan helps us to focus on what it is that we are and are not going to do.

Carlo thanked the Board for their work over the last two years. Jane thanked Carlo for the President's report. *(There were 38 participants at this point in the meeting)*

- 6. Election results:** Charlotte Rayner thanked her co-committee member Mienke Pouwelske for her assistance, and also to Shayne Mathieson as the Board liaison person.

Charlotte identified that all positions have been filled without a requirement for an election. The new election committee will comprise Wendy Bloisi and Shayne Mathieson. Charlotte encouraged people to stand for positions in the future.

Governance and Audit Committee comprises Helge Hoel and Nils Magerøy; Nils is remaining on the Committee while Helge after an excellent job is retiring. Premilla d'Cruz will join Nils on the Governance Committee.

President remains as Carlo Caponecchia, whose term will end in 2022.

Board members remaining on the board are Stephen Teo, Eva Gemzøe Mikkelsen and Neill Thompson, while Bevan Catley, Maryam Omari and Shayne Mathieson are leaving the Board. Two members only were nominated, Margaret Hodgins and Susan Johnson. "Reserve" Board members are Loic Lerouge and Mary Naana Essiaw (first serving member from the African continent). Reserve board members are important roles as board members are elected for four

years, which is a long period to commit to, given the changes that can occur in people’s personal and professional lives.

All positions filled except for one Board member’s position. Charlotte identified that there are no practitioners on the current Board. Charlotte noted that this was a source of frustration amongst practitioners who may have wanted to serve on the Board. In order to fully represent the IAWBH a “perfect board” would have a balanced representation from all regions and hemispheres, with gender balance and ideally balance between developing and developed countries, along with practitioner representation, but of course this is not always possible. The board seeks approval from the GA to reopen the call for nominations to fill the final position available on the Board.

MOTION 3: That a call for one further IAWBH Board position be made for a period of 7 days, and that after that period, an election be held if there are two or more candidates. *After discussion this was amended to 10 days. A show of a majority of hands raised was accepted by the Chair to amend the motion to ten days rather than seven. The new motion read:*

Motion 3: That a call for one further IAWBH Board position be made for a period of ten (10) days, and that after that period, an election be held if there are two or more candidates.

Proposed: Charlotte Raynor, seconded Sara Branch; **Live 27 for; 1 abstention; post 10 for, 0 against. 0 abstentions. Carried**

The Chair reminded people about how to access Slido to vote.

The Chair thanked Charlotte for presenting the Election Committee report.

7. Treasurer’s report: Stephen Teo - reported on the current financial situation and budget for 2020 – 2022

We have a healthy bank balance at the moment; current position is:

Savings Account Balances as at 31/5/2020	NOK	£
DNB 1503.37.44355	28,348.16	2,399.65
DNB 1503.37.44398	186,981.2	15,827.81
PayPal	--	12,626.31
Total		30,853.77

July 2018 to 2019 Revenue and Expenses Statement (all currency in GBP £)

Revenue	£	Expenses	£
2018 Membership:			
• July-Dec 2018	2700		
2019			
Masterclass:		Masterclass:	
• London (budgeted £3000) - registration fees	2343	• London - Catering - Presenters travel costs	1228 2776
2019 Membership:		Dubai conference seed fund	5000
• Membership renewals (Jan to June)	6240	Board meeting (London: face to face, budget £12,000)	7500

Revenue	£	Expenses	£
2018 Membership:			
• July-Dec 2018	2700		
2019			
Masterclass:		Masterclass:	
• Membership renewals (July to Dec)	4320	Bookkeeper	900
		Website administration:	851
		• Email server (actual £100)	
		• Wild Apricot (actual £751)	
Interest earned	100	Bank fees	372
TOTAL Income	15703	Total Expenses	18627

Note: Masterclass in Israel: seed funding (£3000) was budgeted but organizers did not ask for funding

2020 - 2022 Financial Planning for IAWBH (all currency in GBP £)

Actual/Budget Income	£	Actual/Budget Expenses	£
2020		2020	
Membership:		Bookkeeper	900
• Jan-June (actual)	5160	Website-related expenses	450
• July-Dec (budget 10% growth from 2019)	4750	Website administration (estimate):	1121
		• Email server	
		• domain name (tri-annual)	
		• Website security (bi annual)	
		• Wild Apricot (annual)	
Interest earned (estimate)	100	Bank Fees (estimate)	371
		Contingency	2025
INCOME	10010	EXPENSES	4519

Budget Income	£	Budgeted Expenses	£
2021		2021	
Membership:		2022 conference seed fund	5000
• Jan-June (budget 10% growth from 2020)	5680	Conference scholarship for students	1000
		Face-to-face Board meeting	12000
• July-Dec (budget 10% growth from 2020)	5225	Bookkeeper	900
		Website administration:	880
		• Email server	
		• Wild Apricot	
		Website-related expenses	450
Interest earned (estimate)	100	Bank Fees (estimate)	400
		Contingency	2025
INCOME	11005	EXPENSES	22655

Budget Income	£	Budget Expenses	£
2022		2022	
Membership:			
• Jan-June (budget 10% growth from 2021)	6240	Conference scholarship for students	2000
• July-Dec (budget 10% growth from 2021)	5750	Bookkeeper	900
		Annual membership:	1000
		• Email server	
		• Website security	
		• Wild Apricot	
		Website-related expenses	450
Interest earned (estimated)	100	Bank Fees (estimated)	400
		Contingency	2025
BUDGET INCOME	12090	BUDGET EXPENSES	6775

Jo Brown questioned the lack of budgeting for the Board to meet in 2022, and whether the 10% in membership fees was a realistic projection. Stephen considered that this was a conservative thought. In terms of budgeting for meeting face to face, the Board meets pre-conference and each member or their employer pays for travel for Board members. Face-to-face meetings take place every year, but only in non-conference years is there is provision for funding from the IAWBH. We may have to look at budgeting for a face-to-face meeting in 2021, as there is a presumption that the Board would be meeting in Dubai.

A question regarding the seeding fund was asked. It is normal for this to be provided. Even if there were a virtual conference, there would still be costs associated with that (e.g. technology, professional facilitator, moderators etc). Any profits from any event are expected to be fed back to the IAWBH, and this is documented in the conference contract. A further question asked whether a small profit is made on the conferences. There is normally a small profit.

The Chair thanked Stephen for his report.

8. Governance Report: Helge Hoel and Nils Magerøy

The Governance Report (as appended to these minutes) was read by Helge.

Evelyn Field queried Helge's comment about the ethical concerns around the Israeli Masterclass. Helge commented that travel restrictions were an issue for some people, and that there are possibly issues around human rights. Helge reflected his view that ethical issues need to be part of the Board's decision-making in the future. He acknowledged this was an issue for Dubai as well, although this was a decision made under the previous Board.

The Chair thanked Helge and Nils for the delivery of the Governance Report.

9. Constitutional amendments: Carlo Caponecchia outlined the proposals for constitutional change. All the items were discussed in a paper sent to members prior to the GA.

Standardised financial year for membership renewals (not a constitutional change)

MOTION 4.1: That the financial year for membership renewals be standardised.

Proposed: Carlo Caponecchia, seconded Allison Ballard; **Live: 27 for; 2 abstentions;**

Post 10 for, 0 against or abstaining; Total for 37 , 2 abstentions; Carried (simple majority required)

This motion, or 4.3, is required to be passed in order to enable 4.1 to occur. There were concerns expressed that this would mean that attendance at a conference would not involve automatic membership. As the difference in conference fee for members is greater than if one had not joined the IAWBH, therefore it would be to people's advantage to join prior to any registration. Charlotte also identified that the IAWBH benefits financially from those coming to the conference. Therefore she wished to know if those coming to a conference will become members. Carlo noted that people will become members as there is an incentive as they would get the benefit of not paying the non-member rate. There has been an issue of getting any return of any membership fee equivalents from LOCs. They could come to the conference as a non-member. Charlotte's concern is that the rate for future conferences may not reflect the difference in fees, but was assured by Carlo that the differential rate was a requirement stipulated in all event contracts. Bevan identified that in the last three conferences, only one has returned any money to the IAWBH. Decoupling the conference registration from membership fees allows for some money to come to the Association. Stale identified that this was the way that the Association receives money from the conference, and that this change would lead to lower membership. Carlo identified that getting money back from the LOC was a different issue, and covered in the conference contract. He also noted that the number of people coming to the conference as non-members was relatively low, and that providing them with a free membership was administratively difficult.

MOTION 4.2: That the sentence: "The full fee for the Conference includes a one year membership of the Association for the following 12 months." be removed from Clause 22 of the Governance section of the Constitution.

Proposed: Carlo Caponecchia; seconded Penny Webster; **Live 22 for; 2 against, 5 abstentions; Post 8 for, 1 against, 1 abstention: total 20 for, 3 against, 6 abstentions, Carried (2/3 majority required)**

MOTION 4.3: If motion 4.2 is not supported, amend the sentence from Clause 22 of the Governance section of the Constitution to read: "The full fee for the Conference includes a ~~one year~~ membership of the Association *up to the next membership renewal date*".

Note: as this received a majority support from the live vote; this motion was not voted on at the GA.

Removing barriers to the Presidency of the IAWBH: this was also covered in the discussion paper sent prior to the GA. This motion was introduced and strongly championed by the President, aligning the principle with the Association's values of inclusion. Stale argued against the motion citing that the original purpose of the Association was to be an academic organization, and the perception that the standard of scientific research has gone down and the leading researchers do not attend conferences, so that the President needs to be academic. Charlotte responded that the quality of the conference is a separate issue from the employment status of the President. Adrienne Hubert was in favour of an academic president; Helge was in favour of removing the full-time requirement, but not the academic requirement for the role. Those against this change stated that having the President as an academic was symbolic. The current President argued that it was similarly symbolic to remove structural

differences based on employment, and to make it possible for any member to be President of the Association.

MOTION 4.4: That Clause 6 of the Governance section of the Constitution be amended to read:
The President will be elected every two years by the General Assembly. To be eligible for the role of President, the candidate must have been a member of the IAWBH for a continuous period of at least 3.5 years. and must hold a full-time academic position.

Proposed: Carlo Caponecchia, seconded Sara Branch. **Live: 17 for, 4 against, 5 abstentions; Post 7 for, 2 against, 1 abstention; total 24 for, 6 against, 6 abstentions. Carried (2/3 majority required)**

Removal of the President or Board Members

The discussion paper covered the key points here. Helge was concerned that this was not an appropriate clause, as there were other avenues for addressing issues with the removal of Board members. Shayne indicated that the high level options for addressing (say) fraud were fraught with conflict of laws issues – i.e. where would criminal matters be taken up – in the country of the perpetrator, country of registration of the Association or where the bank account is held, or elsewhere. This clause tried to take into account the opportunity to address matters at the lowest level, but if that did not achieve its outcome, then the Board maintains relative anonymity for the member by dealing with the issue in a closed environment, and only in the last resort that the member has the opportunity to take the matter to the GA by way of appeal.

MOTION 4.5: That a clause be added to the Constitution that reads:

The Board can remove a President, office bearer or Board member from their role on the Board by unanimous vote of the remaining Board members, in cases of maladministration, significant dereliction of roles and duties, or otherwise acting against the interests of the Association. An Extraordinary General Assembly can be called by any Board member as an appeal mechanism against the Board decision for removal.

Proposed: Carlo Caponecchia; seconded Anne Wyatt; **Live: 18 for; 3 against, 5 abstentions; Post 7 for, 2 against, 1 abstention; total 25 for, 5 against, 6 abstentions; Carried (2/3 majority required).**

10. Consideration of the role of a President –elect: Bevan Catley

MOTION 5: That the Board form a working group to explore the issues for creating and implementing a President elect role, including recommended options and any required constitutional changes.

Proposed: Bevan Carley, seconded Charlotte Rayner; **Live: 21 for, 3 against, 2 abstentions, Post 9 for 1 against, 0 abstentions; total 30 for, 4 against, 2 abstention, Carried (simple majority required)**

11. Any other business. No other business was identified

12. Acknowledgements: Carlo acknowledged the work of the Board as a whole and the three departing Board members. Bevan Catley for his role as events coordinator. He organised the

successful Auckland conference (the last one that gave the Association a tidy profit) and used that experience to enhance our contracts, and ongoing contact with local organising committees. Maryam Omari for her incisive, clear thinking and contribution and Shayne Mathieson for her secretarial duties, and extensive contribution to the Association over 8 years. He thanked existing members and welcomed new members. Carlo also thanked the outgoing Election Committee, Charlotte and Mienieke, and Helge and Nils as Governance Committee members. Nils in particular has been very helpful as the previous treasurer with helping significantly in the hand-over of the finances to the new Treasurer. The last (but not least!) acknowledgement and thanks to Jane Murray for her excellent chairing of a long and active meeting.

MOTION 6: That a vote of thanks be recorded to all outgoing Board members.

Proposed: Carlo Caponecchia, seconded Stephen Teo **Live: 25 for, 1 abstention; Post 9 for, 1 against, total 34 for; 1 against, 1 abstention. Carried (simple majority)**

Meeting closed at 11.17 am CEST