Admin and office

* + better follow-up of newly made contacts

How to avoid? What can be done?

* + - Agree on database system and on road book on how to use the selected system

Events

Internal preparations:

* + better follow-up of the meeting road book by all staff members, including interns (deadlines, during the event really doing the job)
  + have the documents for the members sooner available should be more of a priority (also for the finalization of the documents, especially the agenda)

How to avoid? What can be done?

* + - Include at least one full staff and intern meeting during the week before the event.
    - Make sure that during the event one person is coordinating. She dispatches the tasks and checks that all tasks are effectively done.
    - Schedule the preparations for an event better in the workload of each staff member.
    - Do not schedule events less than 2 weeks apart. One should not have more than 1 event per month. With respect to the GA, there should be at least a gab of 1,5 months. The fact that we also have now annual elections and often new members attending the meetings request much more preparations/communications with the membership. Having more time in between two events will lighten the daily workload. Note that according to the statutes, the agenda should be shared with the members mimimum 4 weeks in advance and the supporting documents 2 weeks in advance.
    - Be careful not to have to make the travel bookings for the members. There is an increasing trend which is very time consuming and potential problematic for the finances.

External preparations:

* + better educate the members (ongoing new members etc) on deadlines and logistics involved in our meetings and especially on the importance of  proofing expenses.

How to avoid? What can be done?

* + - Be stricter with deadlines, even if this means having less members in the meeting room
    - Make sure that one person is coordinating at the event but this person should not have tasks to do. She dispatches the tasks and checks that all tasks are done
    - Schedule the preparations for an event better in the workload of each staff member