



Secretary's Report 2021 – 2022

Dear All,

The last year has been difficult for all of us and particular the war situation in the Ukraine added new initiatives and activities from our side. Mostly, Iza and Elli took care of the networking, but still all our concerns and communication was overshadowed by it.

My main activities throughout the last year were related to the organisation of the conference in Potsdam (venue visitations, deciding of the catering, booking the hotels for the keynote speakers, preparing contracts, etc, ect....).

In my position as the connecting person between the board and the “EADMT conference group”, many things needed to be coordinated among us. Additionally, in my participation in the “Berlin conference group”, who prepared everything on the site, there was a lot of communication flow needed, so decisions and suggestions could be decided together with the EADMT board, the BTB board, and the EADMT conference group.

My duties as EADMT secretary general still maintained:

- keeping up a continues communication with delegates / deputies
- staying in touch with the membership committee as the connecting person to the board
- trying to maintain creating the profiles of EADMT delegates and deputies which can be found on our website under: EADMT // n.a. delegates // profiles
- as Terje Kaldur has offered to shadow the boards work throughout the year, I started to share some of the renewal procedure with her, to give her an insight of these formal procedures in our association (thanks to Terje for her precise participation and help)
- finally, finding a person who is willing to continue the bureaucratic matters of EADMT with the German notary and the tax clerk. This will be Elen Vidovic, who was in charge of all the finances around the conference so far. She will receive a small amount of money for her work and I started to introduce her to various procedures already (e.g. filing the taxes for 2020-2021).

So, I hope to hand over this position in an orderly and well-structured state. Thanks to each and everybody for your cooperation and support of this (sometimes exhausting) formal part of our EADMT mission.

All the best to you, *Imke*