

# Pathoplexus Executive Board Meeting

## Agenda & Notes Summary

13 Feb 2025 🌧️

Attending:

**Executive Board:**

- Emma Hodcroft
- Anderson Brito
- George Githinji

**Continued from the previous finance-focused discussion on 27 Jan**

**Agenda:**

- The meeting opened with an Executive Board (EB) member reporting on discussions around potential pathogens to add, and potential funding opportunities.
- Updates from previous meeting:
  - Previously approved expenses were claimed via a new Claims template and approved by the treasurer
  - Almost all previously approved running costs were transferred to the debit card
  - The application to join IPSN was submitted
  - Efforts to start a Slack and set up an online donation platform were still ongoing
- As a new Association we need to decide when the association year is. It was proposed by the treasurer that this could align to match the previous (founding) General Assembly (GA) meeting. The proposal was that year-end could be 30 June, with July to write up the annual report and do auditing, and having the GA in August.
  - The EB voted (3/3) in favour of this association year.
- The treasurer proposed that they be the main person to do back transfers. For example, if there are any instructions to send money or do reimbursements, they are passed to them without others attempting the transaction, to avoid double-charges.
  - The EB voted (3/3) in favour of the treasurer being the person to do financial transactions in the bank account, with an exception that if they are unable to, another authorized signatory can action the transaction
- The remainder of the meeting was spent discussing a balance between maintaining oversight of spending without having to come to the EB for every expenditure, especially small ones (examples were increases in prices of our day-to-day services, or the need for a new development subscription to check compatibility). It was noted that expected

repeating expenses should be ideally covered and approved in a budget in the run-up to the GA. Further, large expenses (such as contracting work) should clearly be larger discussions and involve the EB.

- The focus of this discussion was instead to set clear boundaries for how much oversight is needed at which levels. A 3-tiered proposal was created for approval. It was not voted on as only 3 EB members were present and it was decided that input from missing members would be valuable. Thus voting happened asynchronously after the meeting and is reflected in a resolution.