The following items were discussed over a luncheon meeting.

1. **Meetings:** Claus-Peter Echter will ask the various subcommittees when they will have their next meetings with an eye to avoiding a conflict with the Sydney GA. David Logan reported on the developing GA plans in Sidney in October 2020. There will be a time and place for a CIVVIH meeting. Posters from CIVVIH need to be developed.

2. **Information:** There was discussion regarding the small output of information and concern for whether CIVVIH has all of the current email addresses for its many members. This is a big matter if members do not inform CIVVIH of email address changes as then there is no way to contact the person.

   Most members agreed that Skype meetings held periodically would be a great idea. It would be difficult given the different time zones, but other ISCs hold such meetings.

   Ofelia Sanou is interested in offering information on communication tools to enlarge the ability of CIVVIH members to be in touch with each other and informed. She is knowledgeable about such
matters. Social media is important but a range of possibilities are available. She will send a recommendation forthwith.

3. **MoU:** The OWHC MoU was discussed. With its circulation, there is an opportunity for exchanges and invitations.

4. **The Ibero-American subcommittee:** The matter of the Ibero-American subcommittee was discussed. All agreed that the proposed committee must be a fully integrated CIVVIH committee with CIVVIH members open to all. A resolution forthcoming should be carefully reviewed by CIVVIH Executive Committee members. President Claus-Peter Echter will send the information regarding the Ibero-American committee matter.

The meeting was concluded.

Minutes written by Kathleen H. Crowther, Secretary General, with a correction contributed by Samir Abdulac.

Approved by Claus-Peter Echter, President

9 December 2019