

# January 2009

## **IAMS Executive Committee**

### **Friday January 9, Ripon College, Cuddesdon**

Present: Jonathan Bonk, Lalsangkima Pachuau, Mika Vahakangas, Paul Kollman, Gerard Goldman, Rose Uchem, Mariel Deluca Voth, Ken Myamoto, Cathy Ross, Berdine van den Toren

### **Minutes Balaton AGM 20 August 2008**

Mariel Deluca Voth

Accepted

### **Minutes Executive Committee 15 August 2008**

Nike Szarosi

Accepted

### **Matters arising**

The IAMS Executive Committee will send a gift of £200 to Philomena Mwaura, because of the sudden death of her son. She was the former president of IAMS (till last August). This is done because in her culture this is a very appropriate sign of our sympathy.

A card will be sent to.

CMS IT team is helping in the sorting and move of the IAMS database to Oxford. IAMS will give them a gift of £120 and a card, since they are doing it pro-bono.

**David Singh: Gift to Philomena and to CMS IT team**

**Cathy Ross: Card to Philomena and to CMS IT team**

### **Correspondence**

Jan Jongeneel

All items come up under different parts of the agenda

Jan van Butselaar

Martin Conway

From European point of view this is an important organization for ecumenical theology. Joined conference may not be needed, but the conferences should not collide.

Regarding other organizations with overlapping goals and constituencies; information sharing should take place through the different networks to which our members belong. There are no official links with or specific recognition of other organizations. IAMS can offer links on our website.

**Cathy Ross: Send confirmation of reception of letter from Prof. Jan Jongeneel, Jan van Butselaar and Martin Conway.**

**Cathy Ross: Share information about activities ( to avoid overlap of dates) with appropriate networks.**

**Jon Bonk: Establish contact with Peter DeMay of Societas Oecumenica for a proposal of courtesy that keeps communication flowing through all the existing networks.**

### **Database**

A good database is needed. Till 2004 Brill had the responsibility of maintaining the database but sadly lost the database, the IAMS secretariat in Nijmegen reconstructed a new list for them. The list the secretariat has now received from Nijmegen does not seem to be correct or complete either. Reconstruction is again needed.

The Mission Studies list needs to be done first.

Membership payments also need to be integrated into the database.

This may take much time.

The CMS IT team has already integrated the database membership list with the latest Mission Studies list.

**Cathy Ross and Berdine van den Toren:**

- Compare this list with the payment details of members.
- Send list of ambivalent member details to Paul Kollman, to be checked by his student assistant (beginning of February).
- Send questionnaire to members without Email address, with a self-addressed envelope included.

**All Executive Committee members: – Check member details of those from their region who have not responded.**

Note: It is important to keep track of inactivated members or former members. Some of those people may not have been able to pay the membership fees, because they could not come to the latest IAMS conference.

**Kima: Explain history of the database problems for the minutes.**

**Letter Jon Bonk**

IAMS currently has the accounts with the Bank of Scotland. This bank does not work well internationally. HSBC might be a better option. It is important to check how they relate with each different continent.

**David Singh: Investigate change of account to HSBC and inform the Executive Committee of the results.**

**David Singh and Cathy Ross: Make the decision and take the action needed for the change.**

IAMS Website needs to be redeveloped. Tom Peek (CMS) is constructing a new website and is willing to manage it.

Fees: £500 per month and £40 per hour after that. A contract for 3 months needs to be made in writing, to be reviewed at end of 3 months.

The Budget covers 6 months, equaling £3000.00.

The Executive Committee would like the redeveloped website to be functioning by the end of February 2009.

**Jon Bonk: Send thank you letter to At Ipenburg for his work on the website.**

**Cathy Ross: Create a contract for Tom Peek.**

**2008 Conference Balaton Fured**

Evaluation graphs show overall positive experience, even though we may have received more criticism.

The Balaton conference should not be used as a reference point in the planning of the next conference. It should be seen as an exception, especially regarding finance.

It set a surcharge for everything – over budget by \$25,000.

For the next conference:

- Include a cost for contingency/emergency
  - Concentrate on getting funds for individual participants' costs
  - Apply for funds for subsidies early enough so we know how many grants we can offer and add a surcharge onto the grant for IAMS
  - Policy needed on schools – who, why, how much – do we pay visas and travel costs to embassy, and do we pay for them even if they do not come?
  - Registration process must be in place much earlier
  - There needs to be a central and single communication point to the participant. This should be the secretariat.
  - Consider a cap on the conference size. Limit the conference according to the available accommodation and budget and if more people want to come they will have to find their own accommodation.
  - Consider the duration of the conference, which is too long from a university perspective. It is a week from tradition. One of the reasons is the notion of fellowship, which is only once in 4 years. Also the possibility of exposure needs to be kept in the program. To shorten the time may be possible if you make the first and last day a full day, but with provision of nights before and after for those who choose to need that.
- General Secretariat is responsible for the interface with the local committee. The last meeting of the Executive Committee will be together with the local committee in the local situation of the upcoming conference. The Executive Committee will also meet with the local committee just before the conference.

Plenary sessions:

Illness and replacement have been part of the problem. When speakers are asked we need to anticipate this problem and keep on top of it.

Ways to avoid this problem: Find the important speaker in the place where the conference is held.

Follow things up clearly and regularly. Create a contract with them. (People just do double book.)

A substitute should already be agreed on before the first speaker has resigned.

The lectures should be more organized together, as a unity. A basic plenary address, which traces the issues relevant to the subject and establishes a foundation for all the rest of the reflection, lectures, etc., should be given by the first speaker. He/she should be a real good speaker, perhaps one from the Executive Committee.

A problem was the way the papers were presented. Visuals could have helped. Presenter should present the paper and give highlights, but not just read the paper. Paper should be read by the participants before the lecture.

Idea: ask participants to read the paper ahead of time and to prepare one question. The resulting questions will be given to the speaker well before the lecture. The lecture then should integrate these questions and seek to respond to them

Plenary lectures and papers should be brought together in a IAMS sponsored book. This also encourages speakers to participate.

Parallel groups were problematic.

Should the concept be redefined?

People submit papers that do not relate to the theme. In first communication about the conference it should be made clear that this cannot be the case any more. Theme and categories of the parallel groups should be announced. Somebody of the Executive Committee needs to go through all the paper proposals and accept and reject according to these limits.

The deadline of the abstract needs to be well for the conference. If people do not submit in time, they cannot read their paper.

Parallel groups should reflect the IAMS study groups but relate to the program in a natural way.

PhD students: have forum for them specifically to submit their papers/present their research. There we cannot be so strict on the conference theme. The goal of this group is to provide feed-back from significant others than their own mentors.

It may be necessary to create a space for people who can only come to the conference if they are allowed to read a paper, because their costs will only be covered by their university if they read the paper. Application for travel needs to be done after the approval of the paper.

Worship and Bible study need to be more integrated into the program. More attention needs to be given to the organization of it.

Business meetings need to be well prepared and the process needs to be communicated clearly ahead of time and in writing. Already prepare people for the election through the communication before the conference.

Regional meeting facilitators/chairs need to be asked ahead of time and well briefed. This includes election questions, issues related to regional interests regarding IAMS and possible future conferences/meetings.

Regarding the membership to regional meetings, there is an ambiguity relating to people's nationality and the country in which they are living. People need to have the freedom to self-identify. This needs to be clarified in the directions for the general meetings.

The proposal to split the Asia regional group and the European group is not accepted.

It is not deemed necessary because of the ambiguities necessarily existing in this world, and the principle of self-identification.

### **Conference 2012**

For the next conference, IAMS has received an official invitation Wycliffe College in Toronto,

Potential problems: relation with Anglican Church in Canada.

It is a big city. Not easy to organize the conference in the same place, as in Hungary. See letter of Paul.

Visa – some people will have to have a transit in the USA, which is very difficult

Positive:

Toronto is a most migratory city.

The President of this committee is very close and can be well involved.

Toronto has an international airport.

Theme of human migration is very important at this time in this world, Toronto is a good place to look at this subject. This theme is also a passion of the current president.

IAMS also received a verbal invitation from Nigeria, through Rose Uchem.

More people from Africa will come.

Motion: Toronto chosen for the 2012 Conference and Nigeria as the contingency option. This is accepted unanimously.

**Jon Bonk: Contact the necessary organizations in Toronto for accommodation, pre-booking, legal advice regarding visa's etc. Also contact Wycliffe College.**

**Rose Uchem: Seek an official invitation for the coming conference contingency option and for the 2016 conference, 4 years later.**

The Conference venue and theme should be related.

Theme for Toronto conference:

Human migration:

### **God's mission and the movement of peoples**

Movement to be understood under at least the following descriptions: forced, voluntary, economic, political, environmental, involuntary.

This proposal was accepted unanimously.

Proposed dates: Saturday 11 August – Friday 17 August 2012. These dates Accommodate with tourist and academic cycle.

### **Study Groups**

Names of current different study groups: DABOH, BISAM, Pneumatology and Healing, Gender Issues.

Theology in view of world Christianity (TWC) is an emerging study group.

Young Missiologists are part of the study groups but are also a specific group. The same could be said of the Gender group.

Decided: Communicate (for website and future communication) **Ongoing Study groups (3):** DABOH, BISAM, TWC (emerging) and perhaps Pneumatology and Healing, if it is well organized.

The Gender Issues group and the Young Missiologists need to be seen as part of all the other study groups! "Transversals".

**Conference Focus groups:** All the groups that will be formed, including the Ongoing Study Groups, the Gender Issues group and the Young Missiologists, etc.. This is an open category for the conference, depending on the interests that will come up in the time of the organization of the conference – theme related.

Women group needs to be called gender issues, as concluded at the AGM.

**Cathy Ross: – Contact Christopher Grundman regarding his plans for the Pneumatology and Healing study group.**

- **Contact each of the study group organizers about what and how they want to organize their groups and be active between the assemblies and tell them what is expected of a study group.** (If a study group feels they cannot measure up to the expectations of a study group, they should be taken off the list of the study groups.) **Suggest if needed that the current incumbent of a group can suggest somebody else to head up the group. Kirsteen Kim should be encouraged. Ask them also how we can help and facilitate their work.**

- **Ask the Gender Issues group the same questions.**

**Kima: Find the AAR template for the organization of focus groups, their expectations and organization.** This template requires a lot of energy of the person who wants to launch or run things. The Executive Committee will need to facilitate.

**Derk: Make a graph of the groups.**

### **Treasurer's report**

Cathy Ross and David Singh are authorized to take action to move the accounts to Oxford and to change the signatories to Briony (as before), David and Cathy.

David will continue to work with Briony. Account change to HSBC – see discussion on this under "Letter John Bonk"

Brill has not yet paid the editorial expenses for Mission Studies for 2008 – around £1500

There are remaining questions about the contract, the duration and who should sign the contract.

Policy around visa costs.

For this conference these costs have been paid.

Recommendation: make it a policy to not pay them. People will need to find other sponsors for these costs.

This should be clearly communicated through the application procedure information.

Each study group should be told that there is a small amount of money for them available, for which they will have to make a proposal to the Executive Committee of how they want to use it. This should now include TWC.

**Cathy Ross: Communicate to each study group the £300 budgeted for them for this year and the need to write a proposal for the use of this money.**

The 2009 budget shows an unhealthy financial situation, with more expenses than expected revenues. We need to come up with \$45.000 for this year's budget.

A two-tier approach is adopted: reduce costs and raise funding.

Revenues come from fundraising, Mission Studies, individual membership and corporate membership.

All Membership prices include the subscription to Mission Studies (contrary to what is stated on the website).

We cannot yet change the membership price as an incentive for longer period memberships, because it can only be proposed to the next AGM.

Foundations have taken big losses

Executive Committee members should contact professional organizations, mission societies, etc. for funding/corporate membership. Describe the advantage for organizations (schools, societies, libraries) to be a member

- link/listed on website

- resources for teachers

Corporate membership and sponsorships need to be on an annual basis.

Fundraising needs to be done throughout the years, not just for the conference.

Website advertising could generate income. An initial rate card related to hits etc. needs to be developed and reviewed later. For example: Corporate members and sponsors receive a place on the website with a link to their website for 500 Euro per year.

This can start with the Asbury college request.

**Kima: Contact Asbury College to see what their expectations are regarding price and what service we should give them.**

**Cathy Ross: Check on prices for advertising on the web. Once the price is determined, a price card will be designed and distributed to publishing houses, theological schools, etc.**

Closer to the conference we can contact NGO's related to migration and refugees, because of the theme.

Fundraising can also be done for projects specifically, such as IAMS representation at E2010, work of study groups, etc.

Tax refund is very important for donors in the USA, but IAMS is not registered. This is a long and complicated process.

To reduce the cost of this last meeting, Mika and Paul would like to receive a bill for the costs, in order to reclaim funding from their universities.

The next Executive Committee meeting will be by teleconference.

Space the meetings to every one and a half year.

**All Executive Committee members: Start a membership drive and contact professional organizations, mission societies, etc. for funding/corporate membership. Names and addresses for fundraising need to be send to the General Secretariat.**

**Regular reporting of all fundraising activities is requested.**

**Jon Bonk:**

- **Create example sponsor request for different organizations.**
- **Communicate the financial situation of IAMS to the members through a Presidential letter, after advise from former presidents.**
- **Get legal advice on the registration of IAMS in the USA for tax-refund purposes.**

**Cathy Ross:**

- **Create IAMS stationary**
- **Ask Tom to look into web advertisement possibilities.**
- **Contact Brill to see if it is possible that IAMS receives more revenue through Mission Studies (advertisement possibilities?)**
- **Remind Brill that higher membership fees should not be demanded, since Brill does not take responsibility of the maintenance of the membership database any more.**

**David Singh:**

- **Look into SAGE for the publication of Mission Studies.**
- **Give a quarterly report of the accounts and financial situation**

**Berdine van den Toren: – Send membership list to all Executive Committee members.**

**- Send named bills for food and accommodation for this meeting to Mika .... And Paul Kollman.**

**Regular reporting is requested of all members**

In the year 2010 the financial situation will be re-evaluated.

**Membership issues**

Requirements/criteria for IAMS membership need to be reviewed, in order to become more welcoming and inclusive. Example: PhD as unofficial prerequisite for membership is not correct, since mission practitioners can bring profit to the organization and the organization can profit from their experience and reflection. But be careful to not lose the good theological content. IAMS is not a missionary society, they specialize in the scholarly reflection on the mission praxis. (see first paragraph in the IAMS brochure.

**Kima: make a proposal for membership criteria.**

In the evaluation forms it was again suggested to open IAMS membership up to people of other religions. It is decided in earlier meetings that we are a Christian organization. IAMS seeks to look at mission and academic issues through a Christian perspective.

It would be very appropriate if an ongoing study group would be started on inter faith relationships/dialogue. New members accepted:

James Haire

Mark Laing

Benjamin Simon

Daniel K. Zau Nan

People who requested IAMS membership, but of whom we do not have enough references, need to be contacted again.

The membership requests will be dealt with by the General Secretariat office, who will nominate new members, according to her satisfaction. She will only raise a flag in case of concern.

Acceptance of new members can also be organized through email consultation with the Executive Committee.

**Cathy Ross:**

- Send notice to newly accepted members, from last Executive Committee meeting and before last meeting. This notice needs to include the reminder that Mission Studies will only be received after payment of the membership fee.**
- Contact people who requested membership, but of whom we do not yet have the references.**

**Edinburgh 2010**

The Port Dickson Conference decreed IAMS to make a contribution to Edinburgh.

Gerry Anderson is writing a short history of IAMS –

a number of presentation copies of this could be created for Edinburgh 2010.

DABOH wants to organize a meeting in Herrnhut in order to focus on grey literature such as letters, pamphlets, flyers etc. to secure the memory of these things for the future. This will be their contribution to the Edinburgh 2010, on behalf of IAMS. This does not mean that they will be physically present at this conference.

DABOH will need to raise money for this.

If this is not financially possible, there will only be a small delegation of IAMS reporting at the Edinburgh 2010 conference. Cathy, Jon and Kima are already involved as chairing specific groups. They are a logical representation.

**Jon Bonk: Thank Jan van Butselaar for his work for Edinburgh 2010 and confirm the end of this assignment, which will be taken over by Cathy Ross.**

**Mission Studies**

Mariel Deluca Voth and Mika Vahakangas are both asked to be new associate editorial members for Mission Studies. Both have accepted.

Coming issues:

One issue will contain the plenary sessions of conference in Mission Studies, including the address of the president at the conference.

Another issue will be on DABOH. It will also contain a piece on David Bosch and on Kwame Bediako. Mission Studies has a backlog of articles.

Plenary papers are often published in Mission Studies, but this is not an automatic promise. No promises are given. The editorial team has the authority to decide which papers will be published in Mission Studies and which will only be put on the website (with mention of this in the Mission Studies). This time, Kima wants to publish them all, because of human relationships and because it is the historical record.

People who want to publish the papers they read at the conference, should first go to Mission Studies. If, because of the backlog, this is not possible, they can publish it in another journal.

Mission Studies need not be the only way of communicating with the members. Next to the editorial in Mission Studies, a news section needs to be started on the website. This E-newsletter should be published at least twice a year.

**Kima: Ask Michael Poon to start E-newsletter. Kima and Michael will work together on this, relating Mission Studies and the web news.**

### **DABOH**

The DABOH proposal on a meeting in Herrnhut was discussed.

The difficult financial situation of IAMS needs to be explained to DABOH.

The money raised earlier for DABOH was always raised under the umbrella of IAMS. As a result it is not only for DABOH. It was decided that what would not be used would go back to IAMS. The money left over from the last conference will be merged into IAMS means, but with a note that potentially this will be made available for the Herrnhut meeting next year.

Fundraising needs to be done specifically for this project. DABOH can help IAMS with this. Participants need to find their own funding for participation in the conference, for travel and accommodation. A registration fee should be set.

### **Jon Bonk:**

- **Ask Rosemary Seton to write a proposal for fundraising.**
- **Organise teleconference explaining the situation to Michael/daboh and ask for his help in this situation.**
- **Final wording from Jon to Michael: We have marked \$6.667.73, pending our success in fundraising, and pending our success in fundraising, we can also mark \$4000 more. DABOH will also have to do fundraising for whatever else is needed for the conference.**

### **BISAM**

The report from BISAM was appreciated.

They will be asked to contribute resource people for the Toronto Conference lectures for Biblical theology.

**Cathy Ross: Report back to BISAM the appreciation and their possible role for the Toronto Conference.**

### **Young Missiologists**

The Young Missiologists will be asked to define the term 'Young'. What constitutes the Young Missiologist group? A strict age limit may disadvantage people from a less privileged background, who start studying later.

IAMS needs to give more space, so that they feel represented by at least one of them. Commissioning them to voice their concerns and ideas. Invite their feed-back. Create a forum to present their perception of the issues. It is perhaps more a social need for mutual encouragement and acclimatization into missiological circles.

The development of the website and the fact that the Young Missiologists can have a page on it, needs to be explained.

They need to be linked with Michael Poon for the news communication

### **Theology in the view of World Christianity**

TWC they will become an ongoing study group.

Their website will be linked to the IAMS website.

**Cathy Ross: Inform the conveners of the above mentioned groups of the decisions taken in regard with their functioning.**

## **IAMS Asia network**

Proposal by Ken Miyamoto

At Balaton, the Asian Regional Group decided to set up a network of IAMS members and friends in Asia in order to maintain and develop constant interactions and cooperation among them during the periods between two IAMS international conferences, and to organize a regional missiological conference in conjunction with Edinburgh 2010. Ken, convener of NAM, requested IAMS to grant financial support for its initial activities.

In Asia, there are many mission associations and organizations who are not in contact with IAMS. People tend to work nationally. It would be good to bring them together.

The IAMS Executive Committee suggests that such a network does not need to depend on IAMS. It is important to find the details of all mission associations and networks in Asia. The IAMS Conference is a good place to bring them together.

A blog can also be started. John Prior is good at that. Out of this work a network can grow. Kima gave the advice to do the preliminary work and use the internet to connect, to let it grow from the grass roots. A committee can then emerge out of the activities.

At this point, IAMS is unable to allocate money to this project.

### **Meeting of journal editors**

On the coming IAMS conference a meeting needs to be integrated officially in the program.

### **Next Executive Committee meeting**

This meeting will be done through tele-conferencing, using Skype. If this does not work, the committee will use the tele-conferencing facilities of OMSC.

Papers need to be send out well before the meeting.

A small meeting will be done as a try-out in September.

The second, bigger meeting will be held in January 2010.

Agenda items already decided on:

- Financial report
- Website report
- Database report

**Ken Miyamoto and Rose Uchem: explore teleconference/Skype possibilities in their context.**

**Berdine van den Toren:**

- **Send invitation with a series of dates and times proposed for this meeting**  
(Friday is best day).
- **Collect Skype addresses of all Executive Committee members and circulate this list.**

### **Brainstorm for IAMS Conference 2012**

Resource people

Jehu Hanciles

Daniel Groody

Danny Carol (Hispanic diaspora in USA from Evangelical perspective)

Sabina Alkire

Afe Adogame

Elina Hankela

Benjamin Simon

Mechteld Jansen

Frieder Ludwig

Mojubaolu Okome

Eugene Uzuko

Mission to seafarers Peter Larom

Virgilio Elizondo biblical perspective

David Singh for muslim relations

Somebody from university of Kentucky Kima will give name

Tite Tienou

Nicholas Sarkovsky

Charles Taylor



Stephen Lewis

Philip Jenkins

Jean Paul Laderach

Edward Mogire (refugee studies)

Sister Eugenia Bonetti

Sadako Ogata

Bishop Sentamu

Matthew Kukah

Identity questions for Chinese in Toronto etc. questions that come out of migration

Religious identity questions coming out of migration (Hindu's Sikhs etc.)

Provide personal witness, first person experience, even including people who have difficulty with speaking English

International Organisation for Migration

Global forum for women also for sponsorship

Biblestudy

Walter Bruegemann

Archbishop John Onaiyekan (Nigeria)

Tom Houston

## **Summary of Action points**

### **All Executive Committee members:**

1. **Check member details of those from their region who have not responded in regards to the membership database update.**
2. **Start a membership drive and contact professional organizations, mission societies, etc. for funding/corporate membership. Names and addresses for fundraising need to be send to the General Secretariat. Regular reporting of all fundraising activities is requested.**
3. **Send Skype addresses to Berdine van den Toren**

### **Jon Bonk:**

1. **Establish contact with Peter DeMay of Societas Oecumenica for a proposal of courtesy that keeps communication flowing through all the existing networks.**
2. **Create example sponsor request for different organizations.**
3. **Communicate the financial situation of IAMS to the members through a Presidential letter, after advice from former presidents.**
4. **Get legal advice on the registration of IAMS in the USA for tax-refund purposes.**
5. **Contact the necessary organizations in Toronto for accommodation, pre-booking, legal advice regarding visa's etc. Also contact Wycliffe College.**
6. **Thank Jan van Butselaar for his work for Edinburgh 2010 and confirm the end of this assignment, which will be taken over by Cathy Ross.**
7. **Ask Rosemary Seton to write a proposal for fundraising.**
8. **Organize teleconference explaining the situation to Michael Poon/DABOH and ask for his help in this situation.**
9. **Final wording from Jon to Michael: We have marked \$6.667.73, pending our success in fundraising, and pending our success in fundraising, we can also mark \$4000 more. DABOH will also have to do fundraising for whatever else is needed for the conference.**

### **David Singh:**

1. **Gift to Philomena and to CMS IT team.**
2. **Investigate change of account to HSBC and inform the Executive Committee of the results.**
3. **Look into SAGE for the publication of Mission Studies.**
4. **Give a quarterly report of the accounts and financial situation.**

### **David Singh and Cathy Ross:**

**Make the decision regarding the move of the IAMS bank account to HSBC and take the action needed for the change.**

### **Lalsankima Pachuau:**

1. **Explain history of the database problems for the minutes.**
2. **Find the AAR template for the organization of focus groups, their expectations and organization. This template requires a lot of energy of the person who wants to launch or run things. The Executive Committee will need to facilitate.**
3. **Contact Asbury College to see what their expectations are regarding price and what service we should give them.**
4. **Make a proposal for membership criteria.**
5. **Ask Michael Poon to start E-newsletter. Kima and Michael will work together on this, relating Mission Studies and the web news.**

### **Rose Uchem:**

**Seek an official invitation for the coming conference contingency option and for the 2016 conference, 4 years later.**

### **Rose Uchem and Ken Miyamoto:**

**Explore teleconference/Skype possibilities in their context.**

### **Cathy Ross:**

1. **Send card to Philomena and to CMS IT team.**
2. **Send confirmation of reception of letter from Prof. Jan Jongeneel, Jan van Butselaar and Martin Conway.**
3. **Share information about activities ( to avoid overlap of dates) with appropriate mission networks.**

4. **Create a contract for Tom Peek.**
5. **Contact Christopher Grundmann regarding his plans for the Pneumatology and Healing study group.**
6. **Contact each of the study group organizers about what and how they want to organize their groups and be active between the assemblies and tell them what is expected of a study group. (If a study group feels they cannot measure up to the expectations of a study group, they should be taken off the list of the study groups.) Suggest if needed that the current incumbent of a group can suggest somebody else to head up the group. Kirsteen Kim should be encouraged. Ask them also how we can help and facilitate their work.**
7. **Ask the Gender Issues group the same questions.**
8. **Communicate to each study group the £300 budgeted for them for this year and the need to write a proposal for the use of this money.**
9. **Check on prices for advertising on the web. Once the price is determined, a price card will be designed and distributed to publishing houses, theological schools, etc.**
10. **Ask Tom to look into web advertisement possibilities.**
11. **Contact Brill to see if it is possible that IAMS receives more revenue through Mission Studies (advertisement possibilities?)**
12. **Remind Brill that higher membership fees should not be demanded, since Brill does not take responsibility of the maintenance of the membership database any more.**
13. **Create IAMS stationary**
14. **Send notice to newly accepted members, from last Executive Committee meeting and before last meeting. This notice needs to include the reminder that Mission Studies will only be received after payment of the membership fee.**
15. **Contact people who requested membership, but of whom we do not yet have the references.**
16. **Report back to BISAM the appreciation and their possible role for the Toronto Conference.**
17. **Inform the conveners of the Young Missiologists and the TWC study group of the decisions taken in regard with their functioning.**

**Cathy Ross and Berdine van den Toren:**

1. **Compare membership list from the database with the payment details of members.**
2. **Send list of uncertain member details to Paul Kollman, to be checked by his student assistant (beginning of February).**
3. **Send questionnaire to members without Email address, with a self-addressed envelope included.**

**Berdine van den Toren:**

1. **Send membership list to all Executive Committee members.**
2. **Send invitation with a series of dates and times proposed for this meeting (Friday is best day).**
3. **Collect Skype addresses of all Executive Committee members and circulate this list.**
4. **Send named bills for food and accommodation for this meeting to Mika .... And Paul Kollman.**

**Derk:**

**Make a graph of the ongoing study groups.**