



**Publishing and Marketing Committee Meeting
REHVA Journal Editorial Board Meeting
Minutes**

Aalborg Kongres Center, Aalborg, Denmark
May 20th, 2016 from 15.30 to 18.30

Distribution of the minutes:

- Participants
- PMC Members
- PMC Corresponding members
- Editorial Board Members
- Editorial Board Corresponding members
- Board Members

Participants :

- Frank Hovorka – FH (Chair)
- Francesca R. d’Ambrosio (Co-chair) – FDA
- Renato Merati – RM
- Jacques Benoist – JB
- Manuel Gameiro Da Silva – MGDS
- Jan Aufderheijde – JA
- Maija Virta – MV
- Siru Lonnqvist – SL
- Tiina Stand – TS
- Milos Lain – ML
- Stefan Jakab – SJ
- Tuba Bingol Altiok – TBA
- Brigit Mueller – BM
- Andy Ford - AF
- Jaap Hogeling – JH
- Stefano Corgnati – SC
- Olli Seppanen - OS
- Chiara Girardi (Secretary) – CG

Excused :

- Branislav Todorovic

ITEMS	DISCUSSIONS & DECISIONS	ACTIONS
1) Minutes of last meeting	Agenda and Minutes of the last PMC Meeting agreed	
2) Members of the committee 2016-2017	a) Election of chair and co-chair FH has been re-elected Chair and FDA Co-Chair. OS and MGDS have been moved to PMC Corresponding Members	
3) 2016 Business plan	a) Business plan FH listed as PMC objectives the creation of a social media communication and of an App by 2017. National Associations should have a direct link with the REHVA Restricted Area National Association should have REHVA eShop link and vice versa as well as the link of the REHVA Dictionary eGuidebooks 7 and 10 to be inserted in the REHVA Restricted Area by the end of 2016 New price list for 2017 for REHVA Journal services – market study	CG CG – done CG - done CG - done CG

	<p>Presentation to be ready by next PMC meeting with the share between Advertisements from Supporters Packages and others, Max number of advertisements per Issue and total number of advertisements per Issue.</p> <p>FH agreed with all the participants that the front cover of the REHVA Journal is not for sale except for Special Issue, to be changed in the media kit.</p> <p>REHVA GB:</p> <ol style="list-style-type: none"> 1. Displacement Ventilation Risto Kosonen has to be contacted 2. Historic Buildings Created by AiCARR FDA asked to send to the REHVA Members, Karel Kabele and AF the specification giving them the deadline of July 2016. No printing, just PDF and eGB Typesetting should start in October/November 2016 3. Commissioning In cooperation with ISHRAE 4. Fire Safety in Buildings GB to be translated from German to English <p>GB Summer Special sale to be organized, all the participants decided which GB can be put on sales</p> <p>SC suggested to ask REHVA MoU-partners if they want to buy the GB that we will try to sold out.</p> <p>b) PMC budget 2016 SC suggested to check the price to protect the GB in PDF FH and all the participants agreed on increasing the PDF version's price as the Paper Copy version's price Budget Approved by all the participants</p>	<p>CG</p> <p>CG – done</p> <p>CG - done</p> <p>CG – done</p> <p>CG – done</p> <p>CG - done</p> <p>CG - done</p> <p>CG – done</p> <p>CG - done</p> <p>CG - done</p>
4) Website	<ol style="list-style-type: none"> a) 2015-2016 Statistics - Agreed b) Updates for 2016-2017 	
5) Guidebooks	<ol style="list-style-type: none"> a) Sales report 2015 b) Guidebooks and translation prices - Agreed c) Task Force reports 	
6) Events in 2016	<ol style="list-style-type: none"> a) Indoor Air 2016 – 3-8 July 2016 b) Eurovent Summit - 27-30 September 2016 	
7) REHVA Journal	<ol style="list-style-type: none"> a) Presentation of the summary of the 2015 REHVA Journal report JH suggested to have more articles b) Plans for 2016 <ol style="list-style-type: none"> i. Plans for 2016 (see Business plan 2016) c) Editorial board 2016 – 2017 <p>The participants suggested the contents for RJ 2017:</p> <ul style="list-style-type: none"> • EPBD Standards – Spring • EPBD Recast – Summer • Indoor environmental Quality Worldwide – November <p>JH suggested to ask the best article of the year to each National Association.</p> <p>SC introduced his idea to video – interview each president of national association, in order to create a program of interviews with both Members and Supporters</p> <p>Creation of YouTube Channel in order to publish there the interviews</p>	<p>CG - done</p> <p>CG - done</p> <p>CG – done</p>

	Proposal of interviewing Students as well, in particular those that attended the competitions Create template for the interviews in which there shouldn't be any product selling	CG - done
8) REHVA dictionary	a) Updates and future plans	
9) Next PMC and Editorial Board Committee Meeting	a) September 2016 in Krakow, Poland	

Publishing and Marketing activities income and expenditures for 2016	
Publishing and Marketing activities income	
Promotional contracts (seminars and promotion of exhibitions)	€ 15.750,00
Guidebooks sales	€ 27.000,00
ACREX journal ads etc.	€ 20.000,00
Translation rights	€ 5.000,00
REHVA Journal (advertisements)	€ 85.000,00
REHVA Journal (subscription fees)	€ 5.000,00
Website revenues (restricted area)	€ 5.000,00
Total Income	€ 162.750,00

Publishing and Marketing activities expenditures	
Travel Staff	€ 5.000,00
ACREX activities	€ 15.000,00
Website (maintenance and updates)	€ 17.000,00
Promotional Material	€ 4.000,00
Exhibition Costs	€ 10.000,00
Guidebooks printing and graphical design	€ 15.000,00
REHVA Journal	€ 55.000,00
Publishing and Marketing Committee	€ 3.000,00
Total expenditures	€ 124.000,00