



Europeana Network Association Management Board

MB Meeting 5 November 2018, 09:00 -10:30 CET
Teleconference

Minutes

Attendees Merete Sanderhoff (MS, Chair), Joke van der Leeuw-Roord (JvdLR), Paul Keller (PK), Johan Oomen (JO), Uldis Zarins (UZ), Harry Verwayen (HV), Zuzana Malicherova (ZM), Victor-Jan Vos (VJV)

Apologies Max Kaiser (MK)

Actions

- **Action 1: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro.**
- **Action 2: ZM - to revise the documents for the GA 2018, MB to review before 12 November.**
- **Action 3: PK - to prepare the Financial report 2018 & budget 2019 before 12 November.**
- **Action 4: all - to review the MB terms of reference document before 12 November.**
- **Action 5: all - to review the community and TF terms of reference documents before 12 November.**
- **Action 6: ZM - to confirm the time of the next MB meeting in Vienna and inform the Board.**

1. Review of minutes and pending actions from MB meeting 2-3 October

The minutes were reviewed and the action points from the previous meeting were completed.

→ **Action 1:** ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro.

2. Planning of AGM and GA 2018

- [Programme](#) and [GA preparation](#)

The session on communities still remains to be finalized. There is a possibility to reserve 1.5 hours for lunch during which each community can have a stand where attendees can discuss with the community managers/chairs and get more information. PK can introduce the keynote, Chris Sigaloff; MS can then talk about the community concept, JvdLR will moderate the GA session, and JO will moderate the 'Pitch your wow moment' session.

The Board reviewed the [ENA Annual Report 2018](#) and [Activity Plan 2019](#). The Plan should be more visionary and actionable, propose what the new MB should continue with to follow up on the current Board's work, and be less lengthy.

- **Action 2:** ZM - to revise the documents for the GA 2018, MB to review before 12 November.
- **Action 3:** PK - to prepare the Financial report 2018 & budget 2019 before 12 November.

3. MC meeting 4 December Vienna

- [Agenda](#)

In the first session the Council can discuss the new terms of reference for the communities and TFs, and agree on the competencies required by community chairs. During the second session, the MC can split into 6 groups representing the communities - led by community chairs/vice-chairs - and do some preparation work for the AGM session on community pitches, and prepare slides that could be put up during the AGM.

4. [MC elections 2018](#)

- Update on elections campaign 2018

Around 40 candidates have registered for the MC elections one week prior to the deadline. It is important to review the membership applicants as well as candidates carefully to avoid those that may try to manipulate or benefit from the electoral process and the membership.

- MB transition - [MB terms of reference](#)

The Board members agreed that it would be useful for the new Board to have an initial call with the old Board in order to convey some recommendations. Subsequently it would be useful to organize the first meeting of the new MB as a physical one together with the old Board prior to the first MC meeting.

- **Action 4:** all - to review the MB terms of reference document before 12 November.

5. [ENA Communities, TFs and WGs](#)

- Review of [revised TF terms of reference](#) and [communities terms of reference](#)

Although the current Board's term ends in January and it is up to the new one to agree on the rules put forward in the terms of reference for the communities and TFs and decide on remaining issues, the current Board should have the principal rules approved and agreed upon to give the framework for the communities so that they can be fully operational as soon as possible.

- **Action 5:** all - to review the community and TF terms of reference documents before 12 November.

6. Recurrent agenda items

- ENA budget update

The present members suggested that there still needs to be a bigger discussion on the funding of the communities, TFs and number of MC meetings. There is a possibility to replace one of the MC meetings with a meeting focusing on communities.

7. AOB

The meeting of the DCHE Sub-group will take place on 6-7 November in Luxembourg. MS talked with the Danish representatives before the meeting and discussed issues related to Europeana.

The final event of the EYCH in Vienna: it is still not confirmed whether Europeana will be in the programme, but it would be good for the Board members to be present on the 2. Day of the event. UZ and JvdLR will attend it.

The physical MB meeting will take place on the afternoon of 3 December, the exact time still needs to be confirmed.

→ **Action 6:** ZM - to confirm the time of the next MB meeting in Vienna and inform the Board.