Europeana Network Association Management Board

MB Meeting 11 December 2019, 14:00 - 15:00 CET
https://app.gotomeeting.com/home.html
Access Code: 425-661-461

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Sara Di Giorgio (SdG), Stephan Bartholmei (SB), Albert Verhaar (AV), Zuzana Malicherova (ZM)

Apologies Fred Truyen (FT), Erwin Verbruggen (EV)

Actions

➔ **Action 2019-recurring: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro, and update the list of actions on Basecamp (done).**
➔ **Action 2019-54: SB - to inform the MC about the results of 2019 voting.**
➔ **Action 2019-55: SB - to send information about streaming options to AV.**
➔ **Action 2019-56: ZM - to clarify in the TF ToR that the review of TF results needs to be done by the Councillors in a formal and objective manner, not necessarily based on specific expertise (done).**
➔ **Action 2019-57: MB - to review the TF evaluation form ASAP.**
➔ **Action 2019-58: MB - the Board members are free to make a proposal for changes in the community/TF meeting reimbursement rules.**
➔ **Action 2019-59: FT - to send an email to (HV/AV) and ask for a formal transfer of leftover ENA budget from 2019 into the 2020 budget (done).**
➔ **Action 2019-60: ZM - to communicate the TF approval to the TF chairs (done).**
➔ **Action 2019-61: ZM - to check the Councillors availability for the MC webinar on 18 / 25 March 2020 (done).**

1. Review of pending actions from November 2019

The Board reviewed all the pending actions left from 2019. All the currently remaining ones are ongoing, the rest is completed. Regarding action 50 on calls with the community managers / chairs, the Board agreed to invite three communities every three months on a rotating basis depending on specific needs of each community at given time.

2. Lisbon recap and follow-up: MC meeting agenda and Europeana 2019

The present members agreed that the MC meeting was very productive, the Councillors felt connected and involved, and good progress was made with the work on communities. The breakout discussions on digital transformation were very interesting and fruitful as well. Only at the Research community table the discussion revolved around the TF work and not around the 2020 work plan. Nevertheless, in the meantime, the Research SG agreed on the way forward for

both items and a closer collaboration between SdG and Maria Engberg. MdN suggested that for next year, the Board would like to utilize the skills and expertise of the Councillors more and involve the MC more actively throughout the year.

The General Assembly session went well, the Board received numerous compliments for their presentations and active contributions throughout the year. The voting results were positive as well. The Board was happy with the content and format of the reports, it can be used again next year. The conference as such was very successful, both the Board members and the Office have received a very positive feedback from the attendees on programme and content of the sessions. It seems to be a smart decision to run an event on more consecutive days. The Office has been discussing some lessons learnt, especially regarding technical issues. The event satisfaction survey was sent out and the results will be analyzed in mid December. SB proposed a new idea for future streaming options based on his experience during Coding da Vinci event in Munich in May 2019.

→ **Action 2019-54**: SB - to inform the MC about the results of 2019 voting.
→ **Action 2019-55**: SB - to send information about streaming options to AV.

3. Communities

- *3D TF review*

During the MC meeting, there were different expectations of what the final review entails, which is something that should be clarified in the TF terms of reference. MdN created a new review form, which has already been distributed among this round's TF reviewers because of the tight deadline. Following the review deadline and the period given for incorporating feedback into the TF final recommendations, the Board will discuss it in January and sign the TF off by the end of the month.

→ **Action 2019-56:** ZM - to clarify in the TF ToR that the review of TF results needs to be done by the Councillors in a formal and objective manner, not necessarily based on specific expertise.
→ **Action 2019-57:** MB - to review the TF evaluation form ASAP.

- *AI TF approval (carry-over activity)*

The proposal is very well written and captures a great idea carried over from 2018. The TF work should start ASAP, SB would like to take part in it. The main question for approval of this and the next TF proposal was whether the requested amount of money can be taken from the 2019 leftover budget and transferred to the 2020 community budget. AV explained that any budget leftover from 2019 that the communities wish to use for 2020 can be transferred based on a formal request from the Board to the EF (HV/AV). The expected underspent might be maximum around 6000 Euros, but the EF will only know the exact numbers once all the reimbursement claims are processed in mid January. In previous years, the EF didn't have the possibility to transfer money this way, but this year it could be done as we continue the DSI4 funding. The EF only operates the ENA budget and has no intention to make it difficult for the 2020 TF proposals to be approved for financial reasons. Therefore, if this and the following TF proposal ask for around 3000 Euros, the 2019 budget leftovers could more or less cover these expenses and the TFs don't need to worry about lack of funding in 2019/2020.

The financial restrictions regarding the rules for catering and hosting of TF meetings were arranged years ago and the Board can decide to change them as it is not up to EF to decide what

the ENA will pay for in terms of meeting costs. Voting on the TF proposal: the present Board members approved the TF proposal.

- *New professionals TF*

The TF chairs would like to make sure that if the Impact community adopts this proposal, they will not lose their 2020 budget, which they might need for other impact-related activities. As mentioned earlier, the money will be secured from the 2019 budget. This proposal is more concise but tackles a topic that shows the level of maturity of the ENA as a community and a movement.

Voting on the TF proposal: the present Board members approved the TF proposal.

→ **Action 2019-58**: MB - the Board members are free to make a proposal for changes in the community/TF meeting reimbursement rules.
→ **Action 2019-59:** FT - to send an email to (HV/AV) and ask for a formal transfer of leftover ENA budget from 2019 into the 2020 budget.
→ **Action 2019-60**: ZM - to communicate the TF approval to the TF chairs.

- *2020 community work plans*

The Board members agreed that having a common template for the work plans makes it easier for them to have a reference point in order to more easily monitor the work progress of the communities. At the same time, it doesn't create additional administrative workload for the community SGs. There was a discussion about whether the MC should be involved in the review of the work plans, or whether it should happen within the communities, and when that process should take place exactly. It was agreed that since almost all the Councillors are involved in the community SGs, they are going to be actively involved in drafting of the work plans anyway. Therefore, the formal review and approval will be done by the Board in communication with the SGs.

The community work plans need to be finalized by the end of February, shared with the Board in early March and the Board will take final decisions at the MB meeting on 13 March. The work plans will be circulated to the MC for a formal feedback prior to their virtual meeting, which should either take place on 18 or 25 March. During this webinar, the Councillors will have space for discussion and possibility to give additional suggestions for improvement. The plans should be finalized within the following few days and published on Pro by the end of March.

4. Approval new membership requests

MdN and SB checked the new membership requests and were very pleased to receive around 70 of them.

5. AOB

- *Planning MB & MC meeting in March and July*

Majority of the Board members agreed to have a virtual MC meeting in March. The physical MC meeting should then take place around the week of 29 June. The regular MB calls should take place every first (or second) Wednesday of the month in the afternoon.

→ **Action 2019-61**: ZM - to check the Councillors availability for the MC webinar on 18 / 25 March 2020.