



Europeana Network Association Management Board

Management Board meeting 14 January 2015

DECISIONS & ACTIONS

Attendees Max Kaiser (MK), Merete Sanderhoff (MS), Paul Keller (PK), Joke van der Leeuw-Roord (JLR), Rolf Källman (RK), Johan Oomen (JO), Jill Cousins (JC), Aubéry Escande (AE), Luis Ramos Pinto (LRP)

1. Meeting dates

Decision – Schedule in monthly meetings for the MB

Action – JC: to communicate the schedule for the Foundation Board meetings to LRP.

Action: LRP - to provide a proposal for the next ten MB meetings until the end of the year + for the physical MC meetings.

Note: Please note at least two meetings have to happen a year. At an initial phase in order to facilitate the drafting of the Bylaws you may want to meet with greater frequency. Paper 3 illustrates a possible timeline.

2. Division of roles

Decision - Appointed: MK Chair, MS Vice Chair & PK Treasurer

Decision - Determine who will be serving the 1 year mandate (RK, JLR) and who will serve the two year mandate (MK, MS, PK, JO).

Note: The chair must attend the Foundation Executive Committee meetings (1 x month). The next meeting is scheduled on Jan 27 at 16:30-17:30. The Chair is also responsible for chairing the AGM and the Members' Council meetings and ensuring the involvement & participation of the MB members **Paper 1 (Jill's paper)** highlights all the responsibilities required.

3. Budget

Decision - Budget provisionally approved

Action – PK and JC: to determine full details of the budget by March.

Note: This will allow for physical MB and MC meetings (outside of the AGM), and setting up and running Task Forces. The AGM budget will be shared mid-2015 when CEF funding is approved.

4. Bylaws

Decision – PK, JLR, MS and Julia Fallon will work on the process for drafting Bylaws. JLR and Julia will take the lead.

Action – LRP: add the existing Bylaws to Basecamp.

5. Elections

Action - MK, RK and Julia to work on establishing the next election rules (to be held at the AGM); should be drafted as Bylaws collectively with the MC.

6. AGM

Decision - Someone from the MB to write the brief

Action - LRP: Schedule in this item for another call, with an MB taking the lead

Action - LRP: to clarify what support the Europeana Office will provide

Action - LRP: to send MS the roadmap and event brief for reference

7. AOB

Decision - For all Association related communications and groups we will be using Basecamp. This will be the 'de facto' communication tool of the MB after the first meeting. It will also be the communications tool used by the MC.

Action - MB: to present other topics for discussion.

Action - Update on Incorporation of the Association.