



Europeana Network Association Management Board

Management Board meeting 3 February 2015

DECISIONS & ACTIONS

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

Apologies Johan Oomen (JO)

1. Review of pending actions - MK

Pending actions were reviewed and approved.

2. Meetings

Decision - A physical Members Council meeting should be held in June, in order to prepare Association's recommendations for the 2016 Business Plan.

Action - PK: To liaise with Luis at a later date (after CEF funding has been approved) to see if there are sufficient funds to hold the meeting.

Action - LRP: To schedule in the remainder of the MB meetings for the year to come on first Wed of every month 11:00 - 12: 00 (inc. Foundation Board meeting and Management Board (?) pre-meeting)

3. Task Forces

Action - LRP: Include Task Force terms of reference on the agenda of the forthcoming MB meeting, so that discussion can start on these.

Action - LRP: Find out if there is any money left over from past Task Forces that can be included in the Association budget.

4. Working Groups

Actions - LRP: To consult MB on topics for new WG.

Actions - LRP: To prepare doc with WG teams, all should have 1 x MB lead and 1 x Europeana Staff.

Action - PK: To prepare paper on the Terms of Reference for Working Groups.

5. Bylaws

Decision: Bylaws should be completed within two months

Action - JLR & JF: To prepare draft Bylaws.

6. Communication with the MC:

Decision - As a general principle the MB should aim promote a sense of inclusiveness when liaising with the Members Council and Network.

Decision - Agenda of MB meetings should be circulated to the MC at least one week before. The Europeana office to circulate agenda to Chair and Vice-Chair 9 days before the meeting, these to approve within two days and Chair to circulate the adjusted Agenda on MC Basecamp.

Action - LRP: To circulate all draft agenda to the Chair & Vice Chair 9 days prior to the meeting, these to approve within two days.