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.