

**DECISIONS/ACTIONS**

**Attendees** Max Kaiser (MK *Chair*), Merete Sanderhoff (MS *Vice-Chair*), Joke van der Leeuw-Roord (JLR), Johan Oomen (JO), Aubéry Escande (AE), Ylva Klaassen (YK)

**Apologies** Jill Cousins (JC), Paul Keller (PK *Treasurer*), Rolf Källman (RK), Harry Verwayen (HV)

**1. Review of pending actions - MK**

- GvL is getting in touch with TF chairs to inform them about the review of their proposals
- YK is in touch with Basecamp about the bugs and keeps an eye on it
- GvL had an initial meeting with PK about the budget and will organise a bigger finances meeting in the coming weeks

**ACTION 1:** JLR to seek advice from a lawyer on the interpretation of article 13 of the Statutes on voting during the General Assembly, as well as the sorting out of other open ends in the Association Governance + discuss within new Voting WG

**ACTION 2:** GvL to inform TF Chairs about the review of their TF proposals + encourage new TFs to have their first meeting before mid-May

**ACTION 3:** YK to look into Basecamp problems and check regularly if all Councillors are still on as long as problems aren't solved

**ACTION 4:** GvL to set up a meeting with PK and others to discuss the Association budget

**2. Foundation Board meetings - MK**

- All MB members on this call were present at the latest Governing Board meeting (25-02-2016).
- The next meeting (30-03-2016) will see a goodbye to the current Chair + decision on his successor. YK will prepare the next Network Update paper.

**ACTION 6:** YK to prepare the Network Update Board Paper and send to AE, MK and MS for review before 4 March

**3. Members Council meeting (22/23-2-2016): follow-up - All**

- YK drafted minutes; all MB are asked to review before the end of Thursday 3 March. After incorporation of the comments the minutes will be posted to the MC Basecamp by MK on Friday morning 4 March.
- The MB agreed that Day 1 of the Copenhagen meeting was too chaotic and passive: there were too many agenda items, some were hurried through or postponed, Councillors were inactive and

several indicated not being comfortable with the communications tasks they were asked to work on. Day 2, with the breaking out into smaller groups each tackling different subjects, was a success, and Councillors felt they could really contribute something. Next time we need to put fewer items on the agenda and do more hands-on work in smaller groups with similar interests; that way we can profit more from the expertise of the individual Councillors.

- We will ask all Councillors to give their feedback on the meeting and on MC membership and their role in general. AE/YK will draft a set of questions for the MB to review.
- Finding a date for the next MC meeting in Berlin is proving problematic. MK and YK will look into combining the meeting with the DSI-2 Kick-Off taking place in Vienna in the week of 21-24 June, or alternatively into moving MK's prior engagements on 2 June to another date.

**ACTION 7:** all MB members to review the draft minutes by Thur 3/3 + AE/YK to incorporate comments + MK to circulate to MC Basecamp Friday 4/3

**ACTION 8:** AE and YK to draft a set of questions to ask MC for their feedback on the Copenhagen meeting and the MC membership in general + send to the MB for review

**ACTION 10:** MK and YK to investigate a date for the next MC meeting

#### **4. Task Forces: new Terms of Reference - AE**

- AE drafted new TF Terms of Reference. Main discussion points are the involvements of TF Chairs in the communication of their outcomes, the maximum amount of money available and the possibility of making the 2nd physical meeting conditional upon the submission of a mid-term report.
- MB to review and comment before end of Friday 4 March; AE will then adjust and circulate to the MC for feedback and approval (cf. Bylaws 17.2d), and publish them on Europeana Pro.

**ACTION 12:** MB to review the new TF Terms of Reference before end of Friday 4/3 + AE to incorporate comments and send to MC for feedback and approval, adhering to Bylaws 17.2d

#### **5. Working Group budget requests - YK**

- Voting WG requested € 4,000 for a meeting in April, but JLR adds that this could be lowered as only 4 people will have to travel.
- Data Quality WG requested € 5,000 for a meeting during the Aggregator Forum in April, but most of the people will be reimbursed from the AF budget, so this could be lowered

**ACTION 13:** YK to ask Voting and Data Quality WG Chairs for better estimate of their meeting costs + ask MB for a decision on the budget requests

#### **6. Association legal requirements - JLR**

- JLR will make sure that the Voting WG addresses all open ends in the Association Governance, including drafting a memo about the legal requirements for Chamber of Commerce etc.

## 7. AGM update (recurrent) - JO/AE

- AE: the AGM WG has had two meetings so far. We aim to circulate the Save the Date and registration link for Early Bird tickets towards the end of May, through a blog by JO and UZ and a relay in the March Network Newsletter.
- We started looking into themes and still have some speaker suggestions from last year. JO expects to send out the first keynote invitations this month. MK asks the WG to take the lessons learnt from last year into account.

## 8. Recurrent agenda items - various

- Task Forces: update - AE: GvL (TF liaison) will get in touch with TF chairs and ask them to implement the requirements as defined by the MC in Copenhagen. Future TF proposals will be reviewed online, using an evaluation form and rating system, to prevent hasty decision-making like at the last meeting.
- Working Groups: update - YK (WG liaison) will look into getting regular updates on WG progress and into WG representation on Pro.
- Approval of the new Members on the Members list: the MB decides to move the approval of new members to the next MB meeting because of some issues. The MB decides that all new members should be checked beforehand *[added after the meeting: GvL and TvH do run basic background checks, as well as practical harmonisation, before accepting new members into the CRM]*
- MK states that there is no way of knowing if all members are still active/alive and if their information is still correct. AE says that the Network team does keep track of email bouncebacks from the Newsletter and that there is regular interaction through the Network mailbox. We could run a membership campaign every two years (too time-consuming to do it every year). The searchable [csv file on Europeana Pro](#) is updated every month.

**ACTION 15:** Network Team to revise membership workflows so CRM and Europeana Pro are not updated until after MB approval.

## 9. AOB - All

- MK addresses the issue of the number of Councillors in the MC: the group of 30 is already difficult and expensive to handle; do we really want to increase the size to the planned 50? **The MB decides** to discuss this item in more detail at the next meeting in April.

**ACTION 20:** the MB to put the item of MC size on the agenda for the next monthly meeting