

MB Meeting 5 February 2020, 13:30 -14:30 CET
<https://app.gotomeeting.com/home.html>

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Fred Truyen (FT), Albert Verhaar (AV), Zuzana Malicherova (ZM), Gina van der Linden (GvdL), Gregory Markus (GM), Clemens Neudecker (CN), Dafydd Tudur (DT), Julia Fallon (JF), Alba Irollo (AI)

Apologies Sara Di Giorgio (SdG), Stephan Bartholmei (SB), Erwin Verbruggen (EV)

Actions

- **Action 2020 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 2020-1: MdN - to summarize main takeaways from his meeting with community managers for the rest of the Board.**
- **Action 2020-2: MdN - to discuss with HV and AV how the work of the community managers for the EF aligns with their work for the ENA.**
- **Action 2020-3: ZM - to prepare a community work plan review form for the MC, GA to draft a message.**
- **Action 2020-4: ZM - to inform the MC everytime the minutes are published on Pro.**
- **Action 2020-5: MdN - to share the MC webinar agenda with the MC.**
- **Action 2020-6: GvdL - to send a message to the Board with more details on possible dates, MB to review them.**
- **Action 2020-7: AV - to prepare a sheet with an overview of the community budget spending; FT to communicate the spending to the communities.**

1. Communities

- *Community updates - Tech, Research, Impact*

EuropeanaTech

- In addition to written reporting, GM explained that the EAF wants to build on the past ENA IIF TF (2017) and create a working group to run based on partnership between Europeana and the IIF, involving both aggregators and ENA members.
- 3D TF members and attendees of the workshop in Lisbon are going to write blogs on how 3D objects are digitized in their organisations. Relevant blogs on the topic of 3D and the TF work will also be published on Pro.
- Physical meeting of the SG will take place in April.
- CN and GM will focus on bringing the SG together and keeping it active.

Research

- SdG has stepped down from her role as the chair of the community.
- The role of the Advisory Board hasn't yet been clarified in relation to the community SG.
- The SG hasn't yet met this year.
- The TF aims to conclude its work by March.
- The EOSC and Clarin workshops in Lisbon haven't been followed up on yet, this will happen when opportunity for further collaboration arises.

Impact

- Maja Drabczyk stepped down from her role as the chair of the community, Maaïke Verberk, who was already on the SG, volunteered to be the new chair.
- The newsletter was sent out in December, the next one will follow soon.
- The new phase of the playbook is being launched and the preview will be first sent to the community members and people involved in its preparations as a special benefit.
- The New Professionals TF doesn't completely fit in the community work plan, but the SG has adopted it nonetheless. The TF has been inviting and selecting members, tentative ones are Killian Downing, Georgia Evans (EF), Larissa Borck, and JF. The process should be finalized by the end of the month and the first meeting might take place in March.
- Impact Lite TF proposal: InDICES project (Horizon 2020) started in January 2020 with an aim to develop an impact framework for the CH sector as a method and platform for collecting data. Europeana impact framework should align with the project objectives in collecting measures and supporting the practice of impact, and the project outcomes should be then reflected in further impact work of Europeana. The Impact community can be involved in the project as a test user group for measuring metrics, running workshops, and testing the interactive communication platform/forum.
The Impact Lite TF proposal is not directly related to this project, although Olivier Schulbaum is involved in both initiatives. The TF would focus on developing workshops and resources that contribute to faster adoption and use of impact tools. The two can support each other but they don't particularly overlap. The TF would not use any money from the project budget. These items will be clarified in the TF proposal.

The present Board members didn't take any decisions on the currently submitted TF proposals, this will only happen collectively once the community work plans are submitted.

- *Approval of the TF template for reporting*

The form was approved in its current form by the present members.

- *MdN's feedback on the meeting with community managers*

MdN gave a brief update on his meeting with the community managers:

- It is unclear for managers how their work for the EF is aligned with their work for ENA.
- In the SGs, there is a lot of talking but not enough activity, which feels demotivating for the managers. The SG members who cannot deliver what they have committed to should be encouraged to step down and free their seats for new SG members.
- Managers are often in a situation where they need to make decisions because of lack of feedback from their SG members, which creates tensions.
- There should be an intake/onboarding discussion for new chairs with MdN, ZM and the community manager.

- **Action 2020-1:** MdN - to summarize main takeaways from his meeting with community managers for the rest of the Board.
- **Action 2020-2:** MdN - to discuss with HV and AV how the work of the community managers for the EF aligns with their work for the ENA.

2. Review of minutes and pending actions from MB meeting 8 January 2020

The minutes were approved and the action points reviewed.

The EF strategy document is still being finalized, 90% of it is in line with what is expected/known. More information will follow in a few weeks.

- **Action 2020-3:** ZM - to prepare a community work plan review form for the MC, GA to draft a message.
- **Action 2020-4:** ZM - to inform the MC on Basecamp everytime the minutes are published on Pro.

3. MC webinar 20 March 2020

The present members agreed on the draft agenda to be circulated, and further organized in detail in the coming weeks.

- **Action 2020-5:** MdN - to share the MC webinar agenda with the MC.

5. AOB

- 2020 Annual event update

The 2020 event will most likely take place between 11 and 23 November in the Netherlands. The office is looking for a venue that can host at least 350 people. The Tech conference will take place in conjunction with the annual conference (due to budget limitations) and the whole event might last 3-4 days.

- **Action 2020-6:** GvdL - to send a message to the Board with more details on possible dates, MB to review them.

- *ENA impact assessment + satisfaction survey*

The ENA impact assessment + satisfaction survey will take place in March, but first it will be shared online with the MC to verify basic assumptions of this assessment. The survey questions together with a brief with all the background information will be sent to the Councillors in the coming weeks to get their feedback. The survey will run for two weeks and will be analyzed in April 2020.

- **Action 2020-7:** AV - to prepare a sheet with an overview of the community budget spending; FT to communicate the spending to the communities.