Europeana Network Association - Members Council

Meeting 3 Feb 2015, Koninklijke Bibliotheek, The Hague

Attendees

Aranzazu Laufente Urién (ALU), Breandán Knowlton (BK), Francesca Di Donato (FD), Gill Hamilton (GH), Jef Malliet (JM), Jiří Frank (JF), Johan Oomen (JO – Board Member), Joke van der Leeuw-Roord (JLR – Board Member), Kerstin Arnold (KA), Kerstin Herlt (KH), Lizzy Jongma (LJ), Louise Edwards (LE), Max Kaiser (MK – Chair), Merete Sanderhoff (MS – Vice-Chair), Oliver Schulbaum (OS), Paul Keller (PK – Treasurer), René Capovin (RC), Rolf Källman (RK – Board Member), Sorina Stanca (SS), Sašo Zagoranski (SZ), Uldis Zariņš (UZ), Wim van Dongen (WD)

Apologies:

Rosella Caffo (RC), Jonathan Grey (JG), Jana Hoffmann (JH)

Europeana office:

Aubéry Escande (AE), Gina van der Linden (GL), Harry Verwayen (HV), Jill Cousins (JC), Julia Fallon (JF), Luis Ramos Pinto (LRP), Neil Bates (NB), Victor-Jan Vos (VJ), Ylva Klaassen (YK)

1. Background: familiarising yourself with Europeana's strategy, our 2015 Business Plan and funding opportunities

1.1. Presentations

All three presentations can now be found in our Basecamp group.

→ **ACTION**: MC to review presentations as they'll support Task Forces developments in the future (see **section 6** for more info).

1.2. Governance

The Foundation Executive Committee have approved a recommendation for a change in composition of the governing bodies of the Foundation. These changes are broadly in line with the recommendations made by the Governance Task Force and will be presented to the Foundation Board for final approval at the **next meeting 1 April.**

→ **ACTION**: MB to share the decision made at the Foundation Board.

2. Highlighting the role of the Members Council

The MC held a plenary discussion on what its roles & priorities should be. The decisions were as follows:

- To ensure transparent communication between the Foundation Board and the Network both top-down (Board-Network) and bottom-up (Network-Board).
- The Association must get into the 'engine-room of Europeana' through the Working Groups and Task Forces.
- The Network should be consulted for their input on the 2016 Business Plan at an early stage (before the AGM). Additionally TFs and WGs must support the BP (see **section 6** for more info).
- The MC & MB must promote a sense of community and inclusiveness when liaising with the wider Network (see **section 4**).
- It is imperative that the groundwork for the Association's decision-making process (By-Laws) be set.

→ **ACTION**: MC to complete By-Laws within two months (see **section 5** for more info).

3. Admin

The MC decided that Basecamp should be the 'de facto' communication tool of the MB and MC.

→ **ACTION**: LRP to create separate Basecamp groups for Working-Groups when required.
→ **ACTION**: MC to familiarize themselves with the instructions on how to use Basecamp (in the documents section).

4. Promoting the and communicating with the Network

The Members Councillors are the Network champions. The office will support them through the following:
- Monthly Network Newsletter distributed to all Europeana members; each issue will be endorsed by a MC representative who will act as *Editor in Chief*. The NL is recycled through Pro website and LinkedIn.
- Europeana LinkedIn will be made available to all MC with usage guidelines in the coming 3 weeks.

→ **ACTION**: MC to support the network activities by relaying the NL (redistributing within their networks), supporting the LinkedIn activities and relaying the Twitter campaigns.
→ **ACTION**: Europeana Office to distribute LinkedIn guidelines by mid-March.
→ **ACTION**: Europeana Office to contact MC individually for the NL role of *Editor In Chief.*
→ **ACTION**: MC to review and approve their profile pictures taken at the meeting.
→ **ACTION**: MC to review their respective bios once new Europeana Pro is live.

5. Moving forward: creating the Bylaws

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We've included the presentation: detailing the roles of the By-Laws, why they are important and what they need to cover in the Basecamp group.

During the meeting these teams were established. Each team has a MB member responsible for ensuring the timely submission of its deliverables. We have created working documents for each individual sub-group, outlining the recommendations from the MC meeting:

- AGM
- Membership
- Elections
- Bylaws

→ **ACTION**: Teams to use the steps outlined in the presentation and the working documents. The By-Laws team should propose a draft By-Laws document for discussion and approval. The membership, elections and AGM teams should provide recommendations on their topics to inform the By-Laws.
→ **ACTION**: The By-Laws team to have the draft proposals prepared within two weeks (**deadline 27 February**). Have the By-Laws approved by **March 18.**
 → **ACTION**: LRP to create Basecamp discussions to facilitate communications between team members.

6. Getting in the engine room: Network Task Forces & Working Groups

6.1. Task Forces
Background: TFs enable members of the Europeana Network to take on specific subjects or areas of common interest and work on them to create recommendations. TFs support the Business Plan.

→ **ACTION**: MC to decide on whether pending Task Forces are of relevance within **two weeks.**
→ **ACTION**: LRP to circulate survey on pending TFs to the MC for their approval. Decision to be made within **two weeks** of receiving the poll.
→ **ACTION**: Europeana Office to identify BP requirements and suggest TFs to the MC by end of April 2015.
→ **ACTION**: MB to review present existing draft TF Terms of Reference and modify for the TFs - to be formally approved by **April 2015** within six months.

6.2. Working Groups
Working groups can be of an indeterminate length (no budget) and are the tool that allows the MB & MC to liaise with each other on a regular basis on key issues.

→ **ACTION**: PK to prepare Terms of Reference for the working groups for approval
→ **ACTION**: LRP to present MC with a document calling for Working Group proposals. Please join and recommend Working Groups here.

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