

Attendees:

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

Apologies:

Harry Verwayen (HV), Paul Keller (PK **Treasurer**)

- **YK** to reformulate new action point for Joke
- **AE** to finish new TF ToR (looking into the possibility of inserting something on postponing TFs to a later time if there are resource issues) and put them in place before next MC meeting
- **YK** to prepare an #AllezCulture info pack for the MC meeting
- **YK** to Relabel BP session on Day 2 so that it's clearer what it's about
- **YK** to prepare V1 of final MC agenda with required background information attached + send to MK for review
- **MK** to post final agenda on MC Basecamp with message that background information is included in the document
- **YK** to chase Councillors to register themselves on Eventbrite
- **JLR, AE, PK, MS and Gina van der Linden** to submit their WG registration forms
- **YK** will prepare an overview of WGs similar to the TF one.
- **YK** to send RK and JLR any problematic passages from the Statutes and By-Laws
- **MB** to delete old Outlook invites sent by Luis + to inform YK on problems with dates in the MB 2016 meeting schedule
- **YK** to send Network Update paper to Shadi
- **AE** to draft agenda for next MB meeting 22/02 and share with Max and Merete

See to do list on Basecamp.

1. Review of pending ACTIONS

MK reviewed pending actions on Basecamp:

- AE will send the update TF ToR to PK and YK for review; they should be in place before 22/02

2. #AllezCulture Working Group - Update and next steps - MS/JC

MS indicates that the WG is very active and already had 3 meetings.

- The objective is to increase interest and support from EC and MS to fund Europeana in the medium and long term + to get an important target group of the general public (school

children and their educators) active in re-using Europeana content and talking about it. Involvement of our network is very important.

- A campaign plan has been devised, with two dimensions (see brief)
- We will dedicate several active slots during the MC meeting to working on this, so that we can send Councillors home ready to work and get their networks involved. The aim of the slots is to 1) make the Councillors do the exercise so that they have concrete examples, and 2) come up with a plan on how they are going to promote it to their own networks.
- A paper on the campaign was sent to the Foundation Governing Board today.
- Next step: prepare an info pack for the MC (Ylva).

3 . Members Council meeting - 22-23 Feb. - All

The draft agenda for the MC meeting has been shared with the MC but no comments were received. Some changes were proposed:

- Relabel BP session on Day 2 so that it's clearer what it's about
- There will be a brief introduction for new Councillors; we aim to have an info pack ready for new MC members at the end of this year
- The TF slot will encompass a review and approval process for new WGs too.
- **AE** wants to set up a Europeana Pro WG to monitor the way we serve the various communities. There is already an Editorial team in the Office with representatives from every team, but we need external input from the MC
- Next MC physical meeting will be connected to the DSI-2 kick-off in Vienna. Date still under discussion but probably in June.
- **MS** notes that it's very important to stick to timing for the MC meeting because of the guided tour later on.
- **AE** will chase HV for the near-final version of the BP2016.

4. Governance - JLR & RK

JLR and RK drafted an earlier document with the governance things that still needed to be sorted out. They propose setting up a 2-purpose WG:

- 1) To finalise the 'open ends' in the Association governance
- 2) To act as a Voting Committee monitoring the elections and procedures.

Results have to be in place before next MC physical meeting or ultimately 1 Sept 2016. More Councillors will be needed, as JM, RK and JLR will stand for re-election and therefore cannot be part of the Voting Committee. We will not include any non-MC Association Members this year, as we are still in a transition phase - will do that next year. **AE** will add RK and JLR as MB representatives/champions for membership and elections.

5 . Task Forces - Update and next steps - AE

AE reports: Gina van der Linden in the Europeana Office has taken over responsibility for the TFs and the Association budget administration. She has compiled a Progress report 2015/2016 with an overview. The recommendations of last year's finalised TFs (2 still ongoing: Brokerage + Public

Libraries) are all on Pro now, and there was a blog and campaign about the outcomes. A call for submission for new TFs was launched on Jan 27 with a Feb 15 deadline; we do not have any proposals in yet, but expect about 4. All of them should deliver their final recommendations by May 30 2016 to be able to integrate them into the 2017 BP. We need at least 6 sets of recommendations for that, but we already have 5-6 now, so that should be fine.

There is a limited number of TFs we can run because every TF needs a Europeana staff member on it (a rule which really works - TFs are now working much better), and we are sometimes strained for resources. We can, however, approve of a TF but defer it some months.

YK will prepare an overview of WGs similar to the TF one.

6. Approval of new Association members - Recurrent Agenda point - All

All new Members on the list were officially approved. This will be a recurrent agenda item.

7. AOB including our next meetings - All/YK

- The *Europeana Network Update* paper for Foundation Board meeting (25-02-2016) was approved and will be sent to Shadi today.
- **AE** pointed the MB to the 2016 MB meeting schedule and asked them to delete the old Outlook invites sent by Luis. **MB** to inform YK if there are issues with certain dates.
- **AE** will draft an agenda for the next MB meeting on 22/02 and share with MK and MS for review.