

CIDOC Board meeting Minutes

Time and location:

February 5th, 2011 – 9h00 to 18h30 at Musée d’art et d’histoire du Judaïsme, Paris

Attendees:

Nancy van Asseldonk, Marie-France Cardonna, Nick Crofts, Monika Hagedorn-Saupe, Walter Koch, Martina Krug, Virgil Nitulescu (9h00-14h00), Hans Rengman, Samia Slimani (ICOM legal adviser, 15h15-16h30), Steve Stead, Regine Stein

Absent:

Nicola Ladkin (MTTU) due to weather

Minutes taken by: Regine Stein

Reviewed by Nick Crofts

A = Action / D = Decision / I = Information		Who	When
	1. Sibiu conference planning.		
I	<p>Conference organization is settled as follows so far:</p> <ul style="list-style-type: none"> - Brukenthal museum is managing all budget issues, finances are secured by the Ministry. - Artex company, well known to Virgil, is contracted for all conference management issues. - Iulia Mesea is responsible on site at the Brukenthal museum. - Fee will be 150-200 Euro. - English, French, Spanish, Romanian translations planned. - ICOM president Hans-Martin Hinz will likely be there for the conference opening. 	Virgil	
I	<p>Further issues as discussed:</p> <ul style="list-style-type: none"> - Official conference date: 4-9 September, including Sunday 4th as Workshop day - Keynote speaker: One international, one local. David Bearman, David Weinberger (“Everything is miscellaneous”) suggested as possible international speaker. - ICOM young professional grants available, point to respective Website information : - Bursary Programme for Young professionals http://icom.museum/where-we-work/icom-network/support-to-the-network.html 		

	<ul style="list-style-type: none"> - Programme de bourses pour les jeunes professionnels http://icom.museum/ou-travaillons-nous/le-reseau-icom/soutien-au-reseau/L/2.html - Programa de becas para los jóvenes profesionales http://icom.museum/donde-trabajamos/la-red-del-icom/apoyo-a-la-red/L/1.html - In order to allow newcomers easier access to the conference in general and the WGs in particular: <ol style="list-style-type: none"> 1. Full series of half-day workshops to be run on Sunday. 2. In parallel to the first WG meeting (Monday) there will be an introductory session for newcomers with an overview of what's going on in documentation. WGs can better focus on house-keeping issues in their first meeting. 3. "Birds of a feather" brunch with WGs. (Tuesday morning 8-10) 4. Second WG meetings afterwards (Tuesday afternoon / Wednesday) 		
D	Hans Rengman is the official conference contact for the board (SPOC: single point of contact ;-)), for organizers: Iulia and Virgil		
D	Conference theme for Sibiu: "Knowledge management and museums"		
A	Sending out conference announcement, Hans: CIDOC forum, Steve: LinkedIn, all: national lists	All	Now
A	Draft a Call for Contributions, explaining the theme	Walter	11.02.
A	Review committee for contributions: Walter, Nancy, two local committee members to be appointed (Dan Matei probably one of them)	Virgil	Asap
A	Fee grid to be developed: locals/non-locals, members/non-members, students	Virgil	14.02.
A	Conference Website running, linking with CIDOC website	Virgil, Artex, Hans	21.02.
A	Call for Contributions – including papers, workshops, posters – issued in four languages together with website	Virgil	21.02.
A	Introductory session for newcomers during first WG meeting as discussed to be run by Nick	Nick	
A	Half-day workshops: Send request to cidoc-board list who is willing to do what, suggestions whom to ask	Regine	Asap
A	Possible cooperation with Getty to offer grants for participants from developing countries (as implemented in Santiago): Documents to be submitted through ICOM office to Getty	Nick	25.02.
A	Bursary organization: Collecting applications, preparing decisions, circulating to board, short feedback time	Steve	
D	Close of Call for Contributions		30.04.
D	Review process through May, notification of acceptance by May 31 st		31.05.
	2. Strategy / goals for term 2010-2013		
	-- Membership goals / membership database		
I	Nick has checked at the ICOM office the stage of the membership database: A vast improvement with new functionality (mailings, storing of friend's information) has been established. This is greatly due to Richard Light's support of which ICOM office is very grateful, and it is of immense help for all Committee's work – thanks Richard!!	Nick	
I	Wherever possible incentives to become CIDOC member should be offered and actively promoted, e.g. fee reductions for	Nick	

	conferences, training programme.		
	-- Newsletter		
D	Frances Lloyd-Baynes, Collections Registrar at the American Swedish Institute in Minneapolis, to be co-opted to the board as editor for the current newsletter/bulletin.		
D	Profiling the newsletter/bulletin as a more academic publication, possibly changing the name to „Bulletin“.		
A	Promotion of the bulletin to be collected by libraries. Check with ICOM possibilities to distribute the bulletin.	Nick, Frances	
A	Periodic (monthly) CIDOC mailings to the membership and friends: Everybody sends possible news to Nick.	Nick	
A	Separate email address for these mailings to be established.	Nick	
	-- Conference format		
D	Conference ideas paper as circulated by Steve through email (“Consultation document on future directions for the conference format”, Email Dec 1 st) accepted in principle, setting apart the idea about the triennial conferences for further discussion.		
D	Mission statement for conferences to be put on the website and included into conference guidelines.		
A	Edit and finalize the „Conference Ideas“ paper for publication	Steve	21.02.
A	French translation of „Conference Ideas“ paper	Nick, Marie- France	
A	Clarify conference guidelines re conference fees: Usually speakers pay conference fees, but local organizers may handle this in different ways if they wish.	Hans	
A	Conference guidelines, including conference format table, to be put on the website	Hans	
	-- Training programme		
I	Idea: Establishing a “CIDOC Summer School” (Training Seminars on Museum Documentation), potentially to be run each year in different places. A collaboration of ICOM, UNESCO, and the Museum of Texas Tech University, CIDOC provides documentation expertise and trainers. See attached outline. - Texas Tech offers free access to their facilities, “academic credentials” (including entry to the master programme), and staff. - Pilot programme to be run in June 2011. Nick and Steve have agreed to teach there on voluntary basis (travel expenses only). - Potentially to be developed in cooperation with other ICOM committess as a programme that covers all museum issues. - Practical questions to be resolved: Who will hold rights on developed training material? Who will contract trainers?	Nick	
D	CIDOC supports the intiative of estblishing such training programme.		
A	Review the outline brief, give feedback. Look which modules you would be able to develop and/or to train	All	

	3. Finances/administration		
	-- Report from treasurer		
	<i>Postponed.</i>		
	-- ICOM "Network support" grants		
	<i>Postponed.</i>		
	-- Getty grant requests		
	See 1. Sibiu conference planning.		
	-- ICOM progress report		
	<i>Postponed. ICOM report to be handled by Nick.</i>	Nick	
	4. Update on CRM/ISO copyright issues		
I	CRM/ISO: - CIDOC-CRM considered as collective work which belongs to ICOM. - Copyright license agreement to be signed between ICOM and ISO (see agreement attached): Non-exclusive publication rights for both sides. The ISO version and the CIDOC-CRM version are considered as two different entities. - ICOM contributor agreement will be signed by each CRM contributor in the future (see agreement attached). - Request: members of the CRM-SIG who are also ICOM members should have free access to the ISO document.	Samia, Nick	
A	Practical way of handling the signing of the contributor agreement for further products (CRM, LIDO, training material) to be established: Developing a template for a sign-in sheet.	Steve	
A	Figure out a solution for applying a "CreativeCommons" type license to ICOM/CIDOC products. (Problem: Since CC is not applicable in France, specified terms of use have to be applied.)	Samia	
A	Blue-print for a contributor agreement between ICOM/CIDOC and another party providing their material (e.g. training material)	Samia	
	5. Logistics		
	-- Website:		
I	ICOM CMS demo had taken place on Friday afternoon at ICOM office with Carla Bonomi and Nadine Amorim. See mock-up provided by Carla Bonomi at http://network.icom.museum/cidoc See website developed by the Glass committee within ICOM CMS at http://network.icom.museum/glass		
I	Wordpress and Joomla CMS demo	Hans	
	-- Discussion and decision on how to progress with website		
I	Multilingual issue (full support of more than three languages) is being resolved following a discussion with Carla, Nadine and Julien Anfruns.	Nick	
I	Forum and archive are not supported so far within ICOM CMS, to be developed. Keep them for the time being on Hans' server.		

D	Migration of website to ICOM system. Review of the system and services after trial period (date to be decided). If unsatisfactory we will change again.		
A	Set-up of website in ICOM system, tentative deadline: April.	Nick, Hans, Regine, ??	April
A	Figure out if we are allowed to use the ICOM stylesheets in another system.	Nick	
A	Negotiate a service level agreement with ICOM for the website hosting.	??	
A	Set-up skype conference to organize further procedure in detail.	Regine	End Feb.
	-- Organisation tools: conference planning, membership database		
	<i>Postponed.</i>		
	6. Working Groups		
	-- WG reports		
	<i>Postponed.</i>		
	-- LOD recommendation / Proposal by CRM-SIG and Co-Ref WG		
A	Ask WG to write a covering note to explain in non-technical terms what the LOD document is about (bearing in mind Richard's comments, see email of Dec 7 th , 2010 "Re: LOD - my comments").	Nick	
A	Call for comments to the membership, deadline to fit with ICOM Advisory Board meeting in June.	Nick	
	7. Miscellaneous		
	-- Conference 2012 in Helsinki		
I	Conference planning started: – Local organizing committee established. – Ore Lassila has agreed to be a keynote speaker. – Conference theme to be established with board in spring 2011.	Hans	
D	CIDOC board liaison with Helsinki organizing committee is Hans Rengman.		
	-- Refunding Policy for Board members		
A	Collation of Board activities to be started for documentation of the "costs of the board": Everybody sends time and money expenses on a quarterly basis to Steve	Steve, all	