

CIDOC Board meeting in Helsinki March 17th, 2012 – Minutes

Time and location:

March 17th, 2012 – 9h00 to 18h00, National Museum of Finland, Helsinki

Attendees:

CIDOC Board: Marie-France Cardonna, Nick Crofts, Walter Koch, Martina Krug, Frances Lloyd-Baynes (*via Skype, 14h00-15h30*), Mika Nyman, Hans Rengman, Steve Stead, Regine Stein

Helsinki conference committee: Maija Ekosaari, Pirjo Hamari, Sirkka Valanto

Apologies:

Martin Doerr, Monika Hagedorn-Saupe, Richard Light

Minutes taken by: Regine Stein

A = Action / D = Decision / I = Information		Who	When
	1. Helsinki 2012 conference planning		
	-- General organization		
I	<ul style="list-style-type: none">- Presentation of premises- About 90 proposals, mostly short papers, good part of full papers, a couple of lightning talks. 2/3 to be accepted.- 15-20 papers per theme, 5 in social media- Sessions in parallel, 2-3- Scientific program classified by Maija, Pirja, Mika, Nick, Hans, Walter- Scientific reviewers really concentrated on scientific judgement.- Abstracts are going to be translated.	Sirkka	
D	Final decision on the selection of papers and program is left to the LOC. Exceptions on acceptance are possible if bursaries are applied.		20/03
A	Notification of acceptance by March 20th.	LOC	24/03

	Preliminary program online by March 24th (early-bird expiring end of March)		
A	3 days / 3 parallel sessions -> 6 session chairs per day needed. Board, scientific committee, LOC are available -> Board please confirm actively who can be planned in / possible conflicts with WG meetings. LOC will make a suggestion.	All	Asap
I	EasyChair has being worked out greatly for all parts – submitters, reviewers and LOC. Application for being accepted by EasyChair to be done early enough: they have a limited number of confs that can be run per year.		
	Get contacts of suppliers / vendors to the LOC for the trade fair, LOC is sending promotion letter and their list to the board.	All	Asap
A	Budget to be fixed.	Pirjo	30/04
A	Extra session for Board / WG chairs allocated Saturday, 9th 6h30-8h30 -> Sat 9th 6h30-8h30: Board meeting, Sun 10th 6h30-8h30: WG chairs coordination		
A	WG chairs: promote WGs beforehand through conf channels (Facebook etc.)	WG chairs	
	-- Bursaries		
I	Getty grant: 45 requests, we get translation costs	Nick	
A	Bulk registration and flight bookings for bursary recipients done by Steve	Steve	
A	LOC will look into postpone early-bird for bursary recipient.	LOC	
D	General principles for bursaries <ul style="list-style-type: none"> - In general, bursary money should go to bursaries, not administration of bursaries. - The procedure has to be transparent to everybody from the beginning. - We are looking into the most cost-effective way to administer the Getty grant. 		
	2. Finances / Administration		
	-- Report from Treasurer		
I	Activity report / In-kind contributions see Steve's sheet	Steve	
D	Rules for Financial Reporting as suggested by Steve are accepted. To be translated to French and Spanish and transmitted to ICOM June meetings.		
A	Publication of financial report on the website: Steve to come up with a format including rules	Steve	
	-- Membership, associated membership		
I	Experience with online accessible ICOM membership database over the past year: not clean at all, mechanism of status changes is not transparent.	Regine	

A	<ul style="list-style-type: none"> - Develop formal specifications about the needed functionality (FOAF based). - Including friends of the IC. - Ask ICOM to implement these. 	Regine Steve Hans Nick	ICOM June meeting
D	For the time being, renew maintenance of own membership list.		
A	<ul style="list-style-type: none"> - Clean up mailing lists 	Regine Martina	
	-- ICOM issues / ICOM June meeting		
I	Refunding policy for summer schools sorted out by defining an „ICOM special mission“. Report to be delivered by September, ICTOP will help	Nick	
A	Question concerning ICOM policy towards reimbursement of costs of IC members will be investigated, and brought up to the June meeting if needed.	Nick	
	3. Summer schools 2012 and 2013	Nick	
	-- Planning Stage		
	<ul style="list-style-type: none"> - Texas Tech providing facilities for 2012, Walter is coming - Board members contribution: Nick, Walter, Steve (all on-site), in discussion: Hans, Richard, Regine - 20 applications for the summer school. 		
	-- Financing Issues		
D	Up to 12.000\$ from the CIDOC bursary funds to be applied for Summer school bursaries, based on the presumption that bursaries for the Helsinki conference can be covered through the Getty grant.		
	4. CIDOC 2013		
D	CIDOC 2013 conference to be held as joint conference with the ICTOP International Committee for Training of Personnel, in conjunction with the ICOM triennial in Rio / Brazil.		
A	Further clarification with ICTOP	Nick	
I	For 2014, presumably an application is coming from Germany, to be held in Dresden	Martina	

	5. Ongoing business		
	-- Sibiu resolutions		
I	Two resolutions to be finalized in preparation for the 2013 ICOM General Assembly: - Statement of Principles of Documentation: 2011 survey feedback to be integrated - Statement on URIs for Museum Objects: debate is ongoing between WG chairs		
A	Statement of Principles of Documentation text to be finalized	Richard	01/06
A	Statement on URIs for Museum Objects: Put all available documentation to the forum, asking for membership comments on the debate. Arranging for finalization.	Hans, Regine	01/06
A	Finalize the actual resolution texts.	Nick	01/06
	-- Newsletter		
I	- Newsletter 2011 currently under translation, to be delivered by CIDOC 2012 - Five Sibiu conference papers selected and edited	Frances	
A	Printing costs for 150 copies, ~20 pages -> 3 quotes requested, one to be taken from Helsinki	Frances, Maija	
I	Contacts are being established with publishers, investigating possibilities to turn the newsletter into a peer review journal, possibly as Print on Demand online journal. Cambridge Scholarly Publisher contacted the Helsinki LOC, interested to publish conference proceedings.	Nick	
D	Step by step, gradual transformation: 1. Turning newsletter into journal 2. With more and more editing 3. Getting to peer review, over the course of the next four years.		
A	Develop a more detailed 4-years plan	Marie-France, Hans, Nick, Frances, Steve as liaison	
A	For the time being: - Conference proceedings to be put in the repository, including e.g. work-in-progress - Journal to be selective on lasting, more-longterm interest, cherry-picking from the proceedings - Rating system for select the 10 mostly liked presentations to be installed.		

	- CIDOC 2012: Only ppts are fine for the LOC. Contributors are asked afterwards if they are willing to work on a newsletter contribution.		
	-- Website		
D	Webmaster: Hans Rengman		
I	Backoffice access can currently not be restricted, e.g. for editing only WG pages	Regine	
A	Ask ICOM to fix login issues.	Hans, Regine	
D	For the time being, board members are allowed to pass on the general login to people, e.g. WG members, who will work on the website. Always CC Hans as webmaster.		
	-- Linked-in presence		
I	385 members, 19 posts, no jobs Discussion forum: Archaeology WG as a model to use it	Steve	
	6. Any other business		
	- CIDOC and the U.S.:		
A	Suggestion: outreach to one of the big US conferences to advertise ICOM/CIDOC, have a sponsored session		
A	Attending AAM 29/4-2/5, trying to do some outreach	Frances	