

CIDOC Board meeting at Helsinki conference, June 9th-15th, 2012 – Minutes

Time and location:

First meeting: June 9th, 2012 – 18h30 to 19h30, National Board of Antiquities

Second meeting: June 10th, 2012 – 17h30 to 19h30, National Board of Antiquities

Third meeting: June 13th, 2012 – 15h30 to 17h30, National Museum of Finland

Feedback meeting: June 15th, 2012 – 11h00 to 13h30, Suomenlinna

Attendees:

9/06/12:

CIDOC Board: Marie-France Cardonna, Nick Crofts, Martina Krug, Hans Rengman, Regine Stein, Richard Light

10/06/12:

CIDOC Board: Marie-France Cardonna, Nick Crofts, Martina Krug, Hans Rengman, Regine Stein, Richard Light, Martin Doerr, Monika Hagedorn-Saupe, Walter Koch, Siegfried Krause, Mika Nyman, Stephen Stead, Susanne Nickel

Invited as representative for ICOM/CIDOC 2013: Gabriel Bevilacqua (Sao Paulo)

13/06/12:

CIDOC Board: Marie-France Cardonna, Nick Crofts, Martina Krug, Hans Rengman, Regine Stein, Richard Light, Martin Doerr, Siegfried Krause, Mika Nyman, Stephen Stead, Susanne Nickel

15/06/12:

CIDOC Board: Marie-France Cardonna, Nick Crofts, Martina Krug, Regine Stein

Helsinki LOC: Maija Ekosaari, Katri Hirvonen-Nurmi, Henna Keski-Mäenpää, Sirkka Valanto

For Sao Paulo 2013 LOC: Gabriel Bevilacqua

Apologies:

Nancy van Asseldonk, Erin Coburn, Frances Lloyd-Baynes, Maja Sojat-Bikic.

Minutes taken by: Regine Stein

A = Action / D = Decision / I = Information		Who	When
	<i>First meeting: June 9th, 2012 – 18h30 to 19h30</i>		
	1. Report on Advisory Board meetings in Paris		
I	General information: <ul style="list-style-type: none"> - ICOM financial report approved 100%, without any comment / objections - ICOMMUNITY platform for collaborative work of ICOM members presented, see http://icomcommunity.icom.museum - Toolkit for (print) publishing template will be developed - Joint projects between International Committees are highly appreciated: e.g. Brazil asks Costume Committee for support to build up a fashion museum, Costume Committee needs documentation skills -> team up for an ICOM „Special Project“ - ICOM General Conference 2016 will be held in Milan 	Nick	
I	ICOM 2013: 10th-17th August in Rio de Janeiro <ul style="list-style-type: none"> - In general, conference attendance will be quite expensive, hotel prices in accessible distance to the venue are around 120 USD minimum - Each International Committee will have a lounge to present itself - One plenary session will be held where each International Committee can present itself in a 2min video 	Nick	
A	Subsequent to the problems with ICOM Paris on reimbursing travel expenses of CIDOC committee members for the CIDOC summer school, CIDOC will formulate guidelines for reimbursing committee members and submit these to ICOM and the other International Committees for formal approval.	Nick	
	<i>Second meeting: June 10th, 2012 – 17h30 to 19h30</i>		
	2. 2013 CIDOC conference / ICOM General Conference / CIDOC Board election		
D	The CIDOC 2013 conference will be organized in parallel with the CIDOC Summer school in Sao Paulo from 5-9 August 2013, prior to ICOM 2013		
D	During ICOM's General Conference from 10-17 August 2013 in Rio de Janeiro CIDOC will focus on the strategic objective to do outreach to other International Committees.		
D	The CIDOC Board elections of 2013 will be run prior to the AGM with the possibility to either vote electronically or by		

	mail. The CIDOC AGM 2013 will be held in Rio de Janeiro as a pure formality.		
A	Outreach plan for Rio <ul style="list-style-type: none"> - Developing promotional material - Ask other International Committees if they meet in Rio and if they'd welcome CIDOC presentation - Release Call for Contributions to the whole membership for the outreach: members may have established contacts to other committees or specialized knowledge which is of specific interest for other committees - Ideas for potentially interested committees in a specific documentation presentation: Costume, CIPEG (Egyptology), Military museums 	Nick Steve Hans Richard	
3. AGM 2012 planning			
I	Agenda: <ul style="list-style-type: none"> - Obituaries - Approval of minutes, matters arising, apologies - Chair's report - Secretary's report - Financial report - Working Group reports and proposals - Resolutions - CIDOC 2013 - Future conferences (2014, 2015) - Any other business? - Thanks 		
	-- Resolutions		
A	a. Statement of principles of museum documentation Updated document to be presented for voting, preparation of voting text	Richard	
A	b. Statement on Linked Data identifiers for museum objects Revised document to be presented for voting, preparation of voting text	Regine Richard	
<i>Third meeting: June 13th, 2012 – 15h30 to 17h30</i>			
4. Working Group coordination			
I	A general issue on how CIDOC Working Groups act in case of controversial recommendations is raised through a practical issue between the CRM-SIG and the Transdisciplinary WG which maintains the Erlangen OWL version of the	Martin	

	CRM: The RDF Subset of Erlangen OWL version is in conflict with the CRM-SIG RDF version of the CRM.		
D	CIDOC Working Groups must take care not to publish recommendations that are incompatible or inconsistent with existing published and active CIDOC publications. Conflicts must be resolved through negotiation and discussion between the Working Groups. The board will decide in cases where no resolution has been reached through discussion.		
5. Finances / CIDOC foundation			
I	The idea is discussed to set up a foundation – possibly with a non-profit and a profit branch? - in order to establish a legal entity that can handle contracts and financial transactions on CIDOC's behalf. Primarily its purpose would be running conferences and summer schools, fundraising, etc. Basic principles for allocating funds would need to be developed: <ul style="list-style-type: none"> - Clear guidelines under what circumstances a refunding is possible. - Only for extra services rendered. - Expecting a baseline voluntary contribution. 	All	
A	Investigate the possibilities of creating a CIDOC foundation and outline a proposal.	Nick Steve	30/01/13
6. 2014 venue			
I	The board received expressions of interest for running the CIDOC conference in 2014 and/or 2015 for: <ul style="list-style-type: none"> - Dresden / Leipzig, Germany (Regina Smolnik, Landesamt für Archäologie Sachsen) - London, UK (Jonathan Whitson Cloud, British Museum) - Doha, Qatar (Laura Philipps) Germany has already submitted a formal application letter from Landesamt für Archaeologie, together with a support letter of ICOM Germany.		
D	Ask all applicants for complete application documents according to CIDOC guidelines by June 30th.	Regine	
7. Resolutions to be submitted to ICOM			
A	The two resolutions approved at the AGM 2012 are to be reformulated to meet the needs of the ICOM general assembly, which should be understandable for directors, and submitted to ICOM in time for the 2013 ICOM General Assembly. Previous CIDOC resolutions need to be checked to make sure there are no contradictions.	Nick	

	8. Helsinki 2012 conference feedback		
I	<p>Feedback:</p> <ul style="list-style-type: none"> - Distance between venues were too far, switching between parallel sessions was impossible. - Avoid competitive parallel sessions. Develop criteria on how to organize parallel sessions not necessarily technical vs. non-technical. - Ask for feedback to LOC. 	All	
A	Gathering feedback and include it into conference guidelines	Hans	
<i>Feedback meeting with Helsinki LOC: June 15th, 2012 – 11h00 to 13h30</i>			
I	<p>Notes from the feedback meeting (in no particular order)</p> <ul style="list-style-type: none"> - LOC will prepare a conference evaluation form as online questionnaire - CIDOC2012 Facebook account should be turned into a general CIDOC conferences account - Continuity with good experiences should be assured, e.g. using EasyChair for managing the CfP - A LOC needs, prior to a conference, some general strategy information from the board. - Clear recommendation to have a professional conference organiser (PCO). Helsinki experience: for ~7.500 Euro the PCO ran the whole registration process including the registration/reception desk. - PCO handed out an assistant handbook (finnish), look for a similar guidebook on the web. - Lunch on site allows for better networking, especially for newbies. (Tell your caterer that CIDOC people eat at least 50% more than others... ;-)) - Conference assistants: Take care for well-balanced responsibilities. - Visual identity of the LOC very helpful. Helsinki experience: <ul style="list-style-type: none"> o Professional designers provided logo, MS Word and Powerpoint templates, website template (e.g. consistent choice of fonts is crucial) o Ask for offers, range was between 4.000-12.000 Euro. o Designer provided technical support, suggestions were discussed by LOC - Separate assistants to keep the time in sessions very helpful for session chairs. - Speaker's notes: Prepared „storyboards“ for each session very helpful for the session chairs. - Diagram about the whole conference process would be helpful to give the LOC an idea what is required. - Feed back to the CIDOC board after the conference information about how many hours spent by the LOC, how many rooms etc. Important for annual report for ICOM. <p>To be included into the CIDOC conference guidelines</p>		

	<ul style="list-style-type: none"> - Evaluation after the conference is expected - Conference website has to be maintained for at least a year after the conference - All presentations and papers need to go on the website, make sure that it is after the conference copied/moved to the CIDOC archive - Visual identity of LOC is much appreciated. - Printing of conference material should be fixed one month ahead of the conference start. <p>Helsinki LOC feedback to CIDOC conference guidelines</p> <ul style="list-style-type: none"> - Some contradictory information, clarification needed. - Make clear which parts are mandatory, which are culturally bound, which don't need to be run each year. - Be more clear about what has to be negotiated with whom. - Particularly on paper selection, stronger opinions from the board are expected <p>Discussion / ideas:</p> <ul style="list-style-type: none"> - Vendor's exhibition: <ul style="list-style-type: none"> o Needs to be close to where people are spending coffee breaks o Session: Case studies with clients o Session: Vendor's news o Organize through registration form appointments with specific vendors - Develop relationship with service and software providers, be clearer about which talks are about products including open-source. - Mark programme with icons (like the number of peppers on a menu for spicy food): e.g. <ul style="list-style-type: none"> o 1-3 computers for a non-technical vs. technical talk o 1-3 dollar signs for a talk about a product 		