CIDOC Board meeting Minutes

Time and location:

February 2nd, 2013 – 9h30 to 18h30, February 3rd, 2013 – 10h00 to 16h00 at Institut für Museumsforschung, Berlin

Attendees:

Nicholas Crofts, Maija Ekosaari, Monika Hagedorn-Saupe, Walter Koch, Susanne Nickel (1st day only), Hans Rengman, Stephen Stead (1st day only), Regine Stein
TOP 5: Regina Smolnik (LOC CIDOC 2014)

Apologies:

Nancy van Asseldonk, Marie-France Cardonna, Martina Krug

Minutes taken by: Regine Stein

	A = Action / D = Decision / I = Information	Who	When
D	Minutes of the CIDOC Board meetings during CIDOC 2012 in Helsinki (9-15 June 2012) approved		
	1. Brazil 2013 planning		
	– Summer school and CIDOC conference Sao Paolo		
I	Nick will send the agreement between CIDOC and the Sao Paolo organizers. The schedule for the summer school is worked out by Gabriel Bevilacqua, it will take place from 4-9 August 2013 in Sao Paolo.	Nick	
D	CIDOC Working Group meetings should be scheduled for the weekend 10-11 August 2013 in Sao Paolo.		
	– ICOM triennual		
I	Bursaries for ICOM triennual: 5 applications have been passed to ICOM	Nick	
D	The CIDOC Board regrets the restriction of languages for bursary applicants: The applicants are required to be fluent in English while the programme is translated into the three official ICOM languages.		
D	The CIDOC Board regrets the failure of the Brazilian committee to provide information about low-/less cost accommodation.		
I/A	CIDOC Programme for Rio will look as follows – Presence in the International Committes's receptionnaire salon all-day – Monday, Aug 12th, afternoon: CIDOC Annual General Meeting 2013, including presentation of CIDOC 2014	Nick & all	

		– Wednesday, Aug 14th: Joint "Museum Focus" meeting with COSTUME and ICMS at the *Museu da República*: joint presentations in the morning followed by hands-on study and evaluation workshops in the afternoon. Evening reception and apperitif in the museum gardens. – Thursday, Aug 15th: Joint meeting with ICOFOM and ICTOP with a focus on museological terminology: presentations, discussion, lunch and evening reception. – Highlight other International Committee's Call for Papers to the membership, to suggest documentation topics, CIDOC 'ambassadors programme'		
D		Change CIDOC2012 facebook account to CIDOCevents and use it as an information space for non-official triennual programme		
A		Change of the facebook account	Maija	
A		Prepare a running presentation for the International Committes's receptionnaire salon as a mixture of leisure and official programme	Hans & all	
		2. Board elections 2013		
		– Organization		
A		Organization of the elections: Ask Alice Grant – Christian-Emil Ore – Richard Light if they would be willing to organise the Board elections. Nominations to open as soon as possible, elections starting around May	Nick	
		3. Finances / administration		
D		CIDOC Board will address a letter to the Executive Council and the President expressing our concern about financial arrangements, the situation in the secretariat in Paris, and policies taken, and asking for information.		
A		Draft an open letter	Nick	
A		Circulate it to our National Committee boards	All	
A		Draft of statutes, proposal of a name and a board to create an association under Swiss law with the aim to support CIDOC's activities	Nick	
I		Presentation of a CIDOC Association Training Programme (CATP) – draft of fee and certification structure	Steve	
A		Detail figures and draft contracts for the CATP	Steve	
		4. CIDOC resources		

		– Revision of conference guidelines		
A		Update the guidelines following the experiences of the CIDOC 2012 Helsinki LOC	Hans Maija	15/07/13
		– Revision / translation of existing standards		
D		Review the "International Guidelines for Museum Object Information: The CIDOC Information Categories" from 1995 to make sure that it is still current.		
A		Collection of issues about the document		15/07/13
		– Translation to Portuguese with carefully making comments about questionable points	Gabriel	~
		– Translation to French with carefully making comments about questionable points	Nick	~
		– Check the categories against current SPECTRUM XML	Walter	~
		– Update the CRM mapping	CRM-SIG	~
		– Contact original authors if they have comments / are willing to contribute to the review	Nick	~
A		Technical Committee to be set up for the actual review	Sao Paolo meeting	~
A		Everybody to look at their archives if there are any former CIDOC documents that should be preserved for historical interest and send them to Nick	All	
D		WGs who create documents should review their documents on a regular basis. The Board makes sure during each election period that all published guidelines and standards are under systematic review.		
		– Maintenance of website		
A		Work out a proper fallback to English for each language: do a systematic check of fall-back mechanism Identify the pages that are static, make sure they are up-to-date, get them translated into the six languages Make sure that archives are available.	Hans	15/07/13
A		Make sure that the CIDOC 2012 website is archived at Finnish National Library and get a CD copy to Hans	Maija	15/07/13
		– CIDOC Standards, guidelines section		
D		Documents that a WG wants to be promoted as a CIDOC standard or guideline should be announced to the Board by providing title, abstract and link		
A		Put together a 2 pages guideline on how to set up and run a WG	Walter	15/07/13
I		CIDOC Training material: Some taster modules to be put on YouTube	Nick	

		– CIDOC digital library (CDL)		
A		'Dictionarium museologicum' copyright CIDOC 1986: Suggestion to digitize it (possibly to be done by the National Library of Finland) -> check technical feasibilty and present it in Rio at the joint meeting with ICOFOM as a project to make it available through a Wiki	Maija, in collaboration with Hans	
A		Get legal advice on copyright issues for the digitization and contact publisher to ask if files are available	Nick	
A		Import Helsinki material into CIDOC Digital Library (CDL) Transform look-and-feel into ICOM blue / grey Transfer all existing papers from Richards server to ICOM Typo3 Update links in CDL database Set link to CDL on current website	Hans	15/07/13
		– Newsletter		
I		Frances Lloyd-Baynes steps back from her role as editor.	Nick	
A		2012 newsletter will feature a selection of papers from the Helsinki conference. Maija in coordination with Pirjo Hamari and Heikki Hanka will organize the selection and editing process.	Maija	
		5. CIDOC 2014 Dresden		
I		Status of organization is reported: – CIDOC 2014 will take place from 6-11 September 2014 – Website is under development and will be launched by the ICOM triennual at the latest – *Proposed conference title is "Access and Understanding - Networking in the Digital Era" – widely appreciated by board members*	Regina Smolnik	
		6. Any other business		
I		– Conference suggestions: A formal letter of interest from India to organize CIDOC 2015 was addressed to the Chair.	Nick	
I		– CIMCIM applied for an ICOM special project aiming at internationalizing the MIMO – Musical Instrument Museums Online Database. Request for an official support letter from CIDOC since they cooperate with the WG Data Harvesting and Interchange on LIDO implementation.	Regine	
A		Sending a support letter to CIMCIM.	Nick	
I		– Monika has become the chair of a new ISO TC46 Working Group on museum statistics	Monika	
A		Putting link on the website to ISO WG	Monika	
A		Putting link on the website on relationship with Getty foundation	Nick	