CIDOC Board Winter Meeting 2018
Minutes

2-4 February 2018
Berlin, SPK

Agenda

Friday 2 February: 13:00 – 18:00

1. Welcome to all members (coffee, tea, and sandwiches)
2. Review the agenda: additional topics?
3. Approval of minutes AGM 2017, Board meeting 2017.
4. Looking back at CIDOC's activities in 2017.
5. WG reports, what has been done and plans for 2018.
6. Work on communication strategy and social media.
7. CIDOC training association report.
8. CIDOC website.
9. Newsletter and blog.
10. ISO Liaison.
11. Conference 2017: Looking back at Tbilisi
12. Conference 2018: Preparations for Heraklion
13. Conference 2019, 2020
14. CIDOC finances.
15. CIDOC membership: database, mailing list.
16. Young member support. Internship request (with board members?)
17. Closing

Minutes

1. Welcome to all members
Present: Monika Hagedorn-Saupe, Trilce Navarrete (minutes), Emmanuelle Delmas-Glass, Dominik Remondino, Jan Behrendt, Kaie Jeeser, Alexandre Matos, Gordon McKenna, George Bruseker, Regine Stein, Susanne Nickel, Axel Ermert, Martina Krug.
Apologies from Maija Ekosaari, Siegfried Krause, Nicholas Crofts, Stephen Stead, Christian-Emil Ore, Gabriel Moore Forell Bevilacqua, Mika Nyman, Jonathan Whitson Cloud.

Monika opened the meeting at 14:00 and welcomed members at the Institute and explained that the meeting room functions also as archive of the documentation of the European Museum of the Year Award (EMYA).

2. Review the agenda
Getty scholarships: The Getty Foundation accepted the report of CIDOCs 2017 conference scholarship. A request was sent to inquire about 2018 scholarships, pending response.

3. Approval of minutes 2017
The AGM 2017 minutes were approved.
The Board 2017 minutes were approved.
Follow up: Chair, secretary, communications will follow up with the following.

- There is a possibility to use Zoom for virtual conferencing (using the Yale account). It can be used with up to 100 participants, via the phone or the computer. It is like Skype. Emmanuelle will set up test call earlier in 2018.
- A question was raised on the digital archive: the CIDOC website serves as archive. CIDOC also adopted Google Drive for document archive. Questions were raised regarding the ownership and governance of the digital archives. Does CIDOC want to have a back-up? (If so, where?). Does ICOM can offer loud working space service for committees? **To be discussed in Paris.**
- CIDOC will check with ICOM about their evaluation results according to their criteria on which basis ICOM allocates funds to the International Committees. Only when we know about the results of the evaluation we can improve. **To be discussed in Paris.**
- Ask Paris about membership and membership database: CIDOC members (geo, <35) and CIDOC interest. **To be discussed in Paris.**

4. CIDOCs activities 2017:
Monika reported on the COMCOL-CIDOC conference in Rio. Thanks to Gabriel (CIDOC) and to Claudia (COMCOL), the conference was very successful. Over 50 participants attended the exciting and fruitful meeting. An official report will be distributed. The conference was possible thanks to grants from ICOM, CIDOC, and COMCOL (as well as additional local funders).

CIDOC did not apply for a special project in 2018. ICOM welcomes joint initiatives. CIDOC could consider future collaborations during the conference board meeting. The call comes out late in the year and applications have to be sent in by the end of December.

Collaboration between WGs is desired but it remains challenging. Possible forms include:
- WGs can comment on each other's documents (e.g. give feedback to PERSIST doc).
- WGs can work on a joint project (e.g. Co-reference and CRM).
- WGs can meet during Annual Conference to tackle a question from different perspectives.

A work/panel discussion during the conference (different from the AGM WG informational reports) would depend on space/time availability during the conference.

5. WG reports
The WG Chairs held a separate meeting and came to two resolutions.
- To have a closed-door meeting of the WG Chairs at CIDOC 2018 in order to discuss communication across WGs and potential for collaboration.
  - The discussion would focus on the goals of WGs,
  - look at how to communicate on-going work in efficient and easy manner,
  - Search for topics that may be of genuine interest to work on together, this can serve to set up a mid-long term practical agenda of cooperation (where areas of common interest identified)
  - Aim for One Representative per WG
  - If possible, this session could have a Skype connection and or room cam to allow virtual participation.
  - The aim of the session would be an open discussion towards hands on collaboration and not a formal presentation of work.

- To have a special Topic for CIDOC 2018 WGs

The proposal, discussed and approved by 3 WGs (Lido, CRM, Digital Preservation) would be to adopt a new format for WG session in CIDOC 2018.

The idea would be to adopt a common special topic for the conference. There would be one break out WG session where the topic was discussed relative to the work of the WG. There would be a second WG session more in the form of a round table where the discussions held in the individual WGs could be shared back to the group and a common discussion taken up.

The proposed topic for this year would be 'Exhibitions', a practical topic within the general theme of Provenance of Knowledge, of interest to many WGs from different perspectives.

It was decided to draft a mail summarizing the above proposal to share to the other WG Chairs as a joint proposal. GB to draft mail and share and then can be sent in name of all 3 WG Chairs.

6. Communication strategy and social media

Jan presented the state of CIDOCs communication strategy. It requires an update list of future activities and a final revision. CIDOC board will review the document during the winter board meeting and start implementation.
Twitter, Facebook, and LinkedIn are active. Twitter is used mostly in conferences because it allows high frequency for short periods and inactivity for other periods. Facebook requires a different strategy, 1-2 post per week.
Jan is happy with the general organization, since it does help promote CIDOC (and training association). Contributions from the board are welcomed: e.g. conferences or other topics that may be of interest for the CIDOC community.

Social media can be used to highlight content from the CIDOC website.
Standards, relevant to museums, those from CIDOC as well as other emerging and established standards, should be found at the CIDOC website.

7. CIDOC Training Association report

Until 2017 Dominik has been the representative of the CIDOC board at the Association and he stepped down. The CIDOC board confirmed Jan Behrendt as the new representative of the board. Jan reported on the association's activities:
There are trainings and there are trainings for trainers.
The 4 basic level modules (level 1) of training are available for free on the website. Access to the rest requires registration. Currently there are a total of 36 modules available: Level 1 (8 modules), Level 2 (7 modules), Level 3 (16 modules), Level 4 (5 modules). 4 new modules have just been developed. A CIDOC certificate of documentation practice is granted when all 8 basic modules + 6 additional modules are completed. In addition, level of proficiency requires the completion of a written report. Every year, a selection of modules is given at the summer school (a total of 8 modules in 2017).
So far, 100 participants have followed the training in Lubbock, Texas.

Question to Nick: How many people have acquired the certificate? How many active trainers are there? How many members does the Association have? (€240 membership) **Jan to ask**.

Each year a training takes place in the USA, which in the past year has raised visa issues for trainers and participants. Alternative sites have been contacted to increase geographic representation. Courses will be multilingual (with simultaneous translators when needed) and be limited to 25 participants.

Plans are underway for a course in Mexico (following up last year, where a scheduled training had to be cancelled due to the earthquake). Interest has also been voiced from Cambodia, and Vietnam. Locations are sought of in Africa, Germany and the UK. The dates for this year's Lubbock summer school are 31 July – 3 August 2018.

The CIDOC training association grants CIDOC certificates, so training must be given by CIDOC. Translations (approved by CIDOC) should be planned for. Perhaps this could be part of an application for Special Project with ICOM.

8. Website
Emmanuelle presented the changes in the website. The CIDOC website serves as archive for papers from past conferences and papers of past conferences have been uploaded.
In the last months a lot of work has been done on translations for the website: now, most of the CIDOC website has been translated into FR and ES.

During the meeting, the board worked on the following:
- Reorganization of the Google Drive "CIDOC for all".
- Photographs have been added (see Drive: photos > per year). Board members are welcome to upload their own photographs (1990). In general, the proposal is to have approx. 20 photographs per event (unless very good images are available).
- A list was made of the pages available, identifying the present / missing languages (see Drive: CIDOC for all > Website > Website Translation and Link Check).
- The Fact Sheets (3) were reviewed and an update is due. **Pending.**
- The Meeting Minutes page was standardized (in all languages).
- Annual CIDOC report 2016 to ICOM uploaded.
- Older programs have been scanned and uploaded (1993 program and abstract, 1990 program, 1997 program).
- New Standards page created and (partly) populated. **Ongoing**.
- Texts were translated into French.
- Where WG subpages exist only in English, a menu entry was created on the main WG page pointing to the further information in English.
- The Tbilisi program with all presentations was uploaded.

A new page has been created in order to present standards more prominently on the CIDOC website. The role of CIDOC is to promote and increase visibility of standards, standards created by CIDOC WGs, as well as other standards relevant for museums. Gordon has done an overview about standards for Athena (2009), which could serve as base for a new CIDOC area about standards on CIDOCs website. The page will include a link to CRM and to LIDO, with an introductory sentence, and a brief description of the principles. **Gordon and Trilce to follow up.**

A committee will work on the statutes and prepare a new version to review at the board meeting in Heraklion. **Pending**.

9. Newsletter and blog
The 2016 number has been published. Articles included a selection beyond the conference presented papers.

The 2017 newsletter is planned to be published in April, and should include some presentations from CIDOC 2017 annual conference, also a note about the blog. Papers need to be ready in March to allow for translations.

Blog posts have been published every month and a half.
The last blog post was made by the 22 bursaries who attended the 2017 conference.
The first blog post got 300 retweets, current blog posts gets over 1000 retweets.
Two entries are in the pipeline. Future posts will include short meeting reports by board members (COMCOL-CIDOC, Helsinki).

10. ISO Liaison
Axel presented the newly published (1 May 2017) ISO 5127 standard on terminology (terms and definitions). It offers systematic listing of concepts. The previous edition is from 2001 (20 translations). Updates include IT and scientific content. A new revision is underway.
A preview is available (for free) at https://www.iso.org/obp/ui.

Another ISO standard is under preparation: Key indicators of museum work.
Indicators involve a scale where to position something, whereas statistic is only a numeric rendition. The WG will meet in early March (Berlin), and May (Lisbon). ISO TC 46/SC8/WG11.

11. CIDOC Annual Conference 2017: Tbilisi
The conference in Tbilisi was a success. The papers are being uploaded and will be available at the CIDOC website. The CIDOC 2017 participants will receive the CIDOC 2018 CfP.

12. CIDOC Annual Conference 2018: Heraklion
George gave an update on the organization of Heraklion.
The organizing committee has met a couple of times already. The place of the conference is 'the red house', the Cultural and Conference Center of Heraklion.
The board will support the publicity of the CfP through various channels (documented in Drive: CIDOC for all > Annual conferences > 2018 > information about advertising the CFP.
The board discussed the program and general organization. The notes on the preparation of Heraklion are available at the Drive.
Regarding publications: all presentations will be published on the website, with papers when available (5-8 pages). Separate publication of proceedings will be considered.

The chair (Monika), the secretary (Dominik) and the board representative for the CIDOC2018 conference (Gordon) will visit the site 8-9 March 2018. Other board members are welcome to join.

Lana did an excellent job organizing Tbilisi. The board accepted supporting her to attend as delegate at Heraklion.

13. Conferences 2019, 2020
2019 Kyoto ICOM Triennial: CIDOC was considering doing joint sessions with other committees, including COMCOL (3 Sept). COMCOL is also organizing another joint panel.

Portugal is exploring the possibility to apply for CIDOC 2020.

14. CIDOC Finances
Dominik updated on the finances of CIDOC. No special news.
Main income 2017: (rounded)
- Getty support (€44,300, unsure for 2018)
- Joint project (€5,000 not in 2018)
- ICOM funding based on membership (€6,600 based on membership)

Main expenses 2017:
- Bursaries Conference (CIDOC and COMCOL €58,000)
- Translations (€4,650)
- Rental of equipment (€2800)
- Travel support for Board members (€4,700)
- Board annual dinner (€300)
- Taxes (€100)

Balance beginning in 2018 = €36,000

New this year, hours spent by members were not reported.
There is an outstanding amount of €2,000 which has to be spent for the publication of the conference proceedings of CIDOC 2015 New Delhi.

15. CIDOC Membership database, mailing list
A membership update is pending full access in the new database. Paris has been contacted and further support is required for the board to have access. It is not clear if the current environment is the final membership website or if content available is still partial.

A list of emails has been collected from all participants at Tbilisi. This represents less than half of CIDOC members. A full updated list awaits response and support from Paris.

16. Young member support
CIDOC will get money from ICOM Paris to support 1 young (<35) ICOM member to attend the annual conference.

An internship request was received at info@cidoc. Future requests will be forwarded to the board to decide potential placement of interns, depending on possible host, visa requirements, and general restrictions (financial, time, availability).

17. Closing
It was a very successful and productive weekend. Lots was discussed and the website was improved. A few items remain pending

- CIDOC/COMCOL conference report (pending approval to be published)
- Guidelines for conference (working document to final document)
- Guidelines for papers and presentations (5 min and 20 min versions, include research question). Presentation dummy (format).

The meeting was closed on Sunday 4th February with lunch at 13:30.