
ICOM CIDOC Board meeting minutes

Time and location 8.2.2014 at 10:30 – 17:00 CET 9.2.2014 at 10:20 – 18:00 CET ; Dresden, Germany
Attendees: Nicholas Crofts, Emmanuelle Delmas-Glass, Maija Ekosaari, Kaie Jeese, Martina Krug, Gabriel Bevilacqua, Dominik Remondino.
Working group Chairs: Mika Nyman, Regine Stein, Susanne Nickel, Jonathan Whitson Cloud, Monika Hagedorn-Saupe
Guests, LOC (am only): Regina Smolnik, Christoph Heiermann, Anett Sawall, Marita Andó, Erika Eschebach, Julia Carillo Oesterreich, Winfried Bergmeyer,
Apologies : Terry Nyambe, Stephen Stead, Martin Doerr, Walter Koch, Siegfried Krause
Minutes taken by : Maija Ekosaari, Dominik Remondino

Agenda:

1. Approval of the agenda
2. Approval of minutes of the last meeting
3. Matters arising
4. Finances and administration
5. ICOM Issues / June meeting in Paris
6. ICOM and CIDOC Membership
7. ICOM Activity report, Due February 17
8. New projects
9. CIDOC Training Events 2014
10. LIDO / CRM compatibility issue
11. CIDOC 2014 Conference planning
12. CIDOC 2015 India
13. CIDOC resources
14. Maintenance of CIDOC website
15. CIDOC digital library
16. CIDOC Newsletter
17. Financial plan for CIDOC training programme
18. Cooperation with Archives Association
19. Summer School 2015 in Finland
20. CIDOC strategy
21. Getty Scholarships
22. Preliminary Program
23. Marketing and Communications

A = Action / D = Decision / I = Information		Who	When
D	<p>1. Approval of the agenda</p> <p>The agenda was approved.</p>		
D	<p>2. Approval of minutes of the last meeting</p> <p>The minutes were approved.</p>		
A A	<p>3. Matters arising</p> <ul style="list-style-type: none"> <i>All voting board members should send their pictures and a short biography to the Secretary to be put on the webpage.</i> <i>Post pictures and biographies on the CIDOC website.</i> 	Board members Emmanuelle Delmas-Glass	asap
I I D	<p>4. Finances and administration</p> <ul style="list-style-type: none"> The treasurer Stephen Stead was unable to keep his Skype appointment to give the financial report as agreed prior to the meeting. The chair and the treasurer have signed the protocol required by Paris Secretariat. They have received a device which enables them to carry out financial transactions directly using the Paris bank account. Transactions have to be validated by both the chair and the treasurer. The protocol stipulates that all transactions relating to CIDOC's <i>operating budget</i> must pass through the Paris account. This allows partners running CIDOC conferences or training sessions to manage their own accounts. The chair informed the new Board members that in addition to the Paris account CIDOC has a bank account in UK. This dates from the time when committees could establish the accounts freely. ICOM Secretariat knows about the 2nd account. CIDOC was one of the first committees to try the new system, and didn't want to close the original account before the new system had proved to work well. The account in Paris is used to administer CIDOC's operating budget and the annual ICOM subsidies. <i>The Board decided that the UK account will be closed and the funds transferred. The funds will be allocated for travel and bursaries.</i> 		Stephen Stead

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I	<p>5. ICOM Issues / June meeting in Paris</p> <ul style="list-style-type: none"> Nicholas Crofts was elected as Vice Chair of the Advisory Committee (AC). The position is voluntary. The Board supports Nicholas Crofts as Vice Chair of the Advisory Committee. Crofts will step down from AC if the position proves to be incompatible with his role as Chair of CIDOC. Due to this new position, Crofts will not be able to represent CIDOC during the meeting of the AC in Paris. Dominik Remondino and Maija Ekosaari may be able to represent CIDOC instead. Monica Hagedorn-Saupe will be present (as board member of ICOM Germany, ICOM Europe) 		
D	<ul style="list-style-type: none"> <i>The board will sign voting proxies when the CIDOC representatives are known.</i> 	Board members	
I	<p>6. ICOM and CIDOC Membership</p> <ul style="list-style-type: none"> Nicholas Crofts explained that an ICOM Membership processes WG was initiated in Rio the Janeiro and he was appointed as chair. Nicholas met with ICOM Secretariat's membership service personnel and acting DG Hanna Pennock in January in Paris. (The working relationship within the secretariat is noticeably improved.) From start to finish, membership processing takes one year to complete. Consequently, reliable information on CIDOC membership is available only for the previous year. For example, we will have reliable figures of our members for 2013 as of June 2014. The ICOM membership database only includes registered ICOM members. "Friends" of CIDOC, participating in CIDOC working groups but who are not ICOM members, are excluded. CIDOC membership has increased steadily since since 1990. In 2013 we had 501 members (individual and institutional) The Chair shared the documents of the conference bid from India with the Board members on September 10. Part of 		
A	<ul style="list-style-type: none"> Monica asked if Jens Lille is registered as a member of CIDOC. Maija will check. 		
D	<ul style="list-style-type: none"> <i>The board decides that it is still important to continue to maintain our own membership database</i> 		
A	<ul style="list-style-type: none"> <i>Martina Krug agreed to help work on improving the CIDOC membership database.</i> 	Martina Krug	

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I	<p>7. ICOM Activity report, Due February 17</p> <ul style="list-style-type: none"> The ICOM annual activity report is due on February 17, 2014 The report consists of a financial report (prepared by the treasurer) and narrative report (prepared by the chair) Reports of all the ICOM committees are published in icommunity The reports are used by SAREC as the basis for evaluating the committee's performance, which determines the annual subsidy. 		
A	<ul style="list-style-type: none"> It is important to highlight all the work and activities of the committee. All board members are requested to submit their in-kind contributions to the treasurer WG chairs are requested to submit a brief report to the chair from inclusion in the narrative report 	Board members	asap
I	<p>8. New projects</p> <ul style="list-style-type: none"> The board discussed a <i>Terminology of Museology</i> project. Jonathan Whitson-Cloud(UK), Monica Hagedorn Saupe(German AAT), Suzanne Nickel(Sweden), Maija Ekosaari (Finland) expressed an interest in contributing to the project. The scope and aims of the project differ from those of the <i>Dictionnaire Encyclopedique</i>: the goal is pragmatic, to document current usage rather than theoretical. The CIDOC <i>Dictionarium Museologicum</i> may be a useful starting point. 		
D	<ul style="list-style-type: none"> The project will be conducted by the Documentation Standards WG and will be presented during the Dresden conference. 		
A	<ul style="list-style-type: none"> ICOFOM will be contacted by the project group. 	Jonathan Whitson-Cloud	

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I	<p>9. CIDOC Training Events 2014</p> <p>CIDOC Summer School Museum of Texas Tech University (MTTU), Lubbock, USA July 2014</p> <ul style="list-style-type: none"> • Regular event since 2011 • Break-even attendance is 14 paying students • Financial responsibility assumed by local organization • MTTU provide staff, facilities and logistics in-kind at no cost to CIDOC. • Travel costs high but low costs once in Lubbock: student accommodation on campus, breakfast/lunch included • Teaching staff from TX Tech and CIDOC, (at least 2 CIDOC teachers present) • All trainers complete the CIDOC TTT (Train The Trainers) modules. • Teachers' travel and accommodation costs covered • 2014 Stephen Stead, Nicholas Crofts • We are seeking additional trainers and authors. 		
A	<ul style="list-style-type: none"> • <i>Mika Nyman expressed an interest in developing some training material</i> • <i>Emmanuelle : will insert marketing message in the CIDOC newsletter</i> 	<p>Mika Nyman Emmanuelle Delamas-Glass</p>	
I	<p>CIDOC Training Programme, Universidade Belas Artes, Sao Paolo, Brazil August 17 – 20 2014</p> <ul style="list-style-type: none"> • Attendance in 2013 was 83 students, 3 parallel streams, 2 foundation level, 1 advanced level • CIDOC trainers for 2014: Nicholas Crofts, Stephen Stead, Lina Nagel, and Nicky Ladkin from MTTU. • Local trainers have all completed Train The Trainers with with Nicholas Crofts or Stephen Stead. • All teaching material has been translated into Portuguese. • Feedback provided by students for 2013 was very good - 90% satisfaction rate. • For 2014, estimated attendance: 90 returning students, • Estimated budget (to be confirmed) 14000 USD, to cover trainers, travel and accommodation, local professors expenses, translation, food and printing • Aug 23rd, launch of Portuguese translations of Spectrum & CIDOC Guidelines. • ICOM has a new International Training Centre (ITC), Forbidden City, Beijing, China • <i>Nicholas Crofts will make a proposal for CIDOC training from 2015.</i> 		
I D		<p>Nicholas Crofts</p>	<p>June 2014</p>

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I	<p>10. LIDO / CRM compatibility issue</p> <ul style="list-style-type: none"> • Martin Dörr raised a question about the compatibility of LIDO with the CIDOC CRM. Specifically, the issue concerns the representation of LIDO data as RDF records. The CIDOC CRM-SIG has issued recommendations about RDF and wants to prevent the development of conflicting recommendations by the Data Harvesting WG (e-mail sent to Regina Stein and Nicholas Crofts) 		
I	<ul style="list-style-type: none"> • The CIDOC board decided in Helsinki that new WG publications should not contradict existing CIDOC recommendations. WGs are expected to coordinate their work to ensure that conflicts do not arise. (Board minutes June 2012) 		
I	<ul style="list-style-type: none"> • Regine Stein pointed out that the Data Harvesting (LIDO) WG has not made any recommendations on this topic. The question was discussed during a WG meeting and the point was recorded in the minutes. If the LIDO WG were to decide to start working on an RDF recommendation, they would of course discuss the question with other working groups. 		
I	<ul style="list-style-type: none"> • The board discussed the need to establish clear guidelines and policies for working groups, to help avoid tensions and to ensure effective collaboration. 		
A	<ul style="list-style-type: none"> • <i>Mika Nyman offered to prepare a draft document on working group policies.</i> 	Mika Nyman	
I	<p>11. CIDOC 2014 Conference planning</p> <ul style="list-style-type: none"> • Venues, Christoph Heiermann <i>Main Conference Venues</i> <ul style="list-style-type: none"> - Kulturzentrum Dreikönigskirche - Kulturrathaus Dresden <i>Other Venues</i> <ul style="list-style-type: none"> - Stadtmuseum Dresden (in the "Landhaus") - Militärhistorisches Museum der Bundeswehr - Staatliche Kunstsammlungen Dresden, Residenzschloss/Royal Palace - Japanisches Palais/Japanese Palais - Hans Körnig Museum (former Museum Körnigreich) • Official Guests, Regina Smolnik: Confirmed: Bundesministerin von Sachsen Bürgermeister von Dresden Possible: Hans-Martin Hinz, Bundesbeauftragter für Kultur und Medien Representative of the Ministry for Culture 		

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I D I	<ul style="list-style-type: none"> Monika confirms that the local organisation can cover costs for guests if necessary Nicholas Crofts will write and invitation letter to Hans-Martin Hinz Event management, Regina Smolnik Contract with K.I.T. Group GmbH Dresden. They will manage : <ul style="list-style-type: none"> Registration (website) Translation Reception (they will work with volunteers and students) <p>K.I.T. will also deal with the Bursaries including distribution of cash money Registered people have to give their agreement to use photos (can be mentioned on the registration receipt). Regina mentions that this is a very delicate matter in the ex-DDR.</p>	Nicholas Crofts	asap
I	<ul style="list-style-type: none"> Staff, Regina Smolnik The staff is made up of: <ul style="list-style-type: none"> K.I.T Group Volunteers (are museum staff, kind of trainees): about 16 persons Local Organising Committee Students (Students in Museology from the Universities of Berlin, Leipzig and Würzburg) Technicians (in the two main Venues) <p>As in Helsinki, there will also be some Session assistants (students). All students shall be easily recognizable (maybe by special T-shirts) and they will provide participants with tourist information..</p> <ul style="list-style-type: none"> Translation, Regina Smolnik Presentations will be translated into German and English (and French if there are enough French-speaking participants). Only plenary sessions will be translated, not parallel sessions. 		

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I	<ul style="list-style-type: none"> • Finances: Budget, Sponsors, Cash Flow, Monika Hagedorn-Saupe, Martina Krug, Regina Smolnik <ul style="list-style-type: none"> - Conference registration fees are now on the Conference Website. - K.I.T Group will handle registration on their website (ICOM Membership will be controlled through the Member number). - K.I.T. group will look for sponsors and will directly use the money collected as payment for their services. The local board will seek other sponsors such as Museum software companies. - CIDOC prefers that sponsors are attached to a specific item (for example sponsoring for the reception or for badges etc.). - The total budget for the conference is estimated at 140'000 Euros - An Income of 134'000 Euros is currently covered - The local organisation expects 240 participants 		
I	<ul style="list-style-type: none"> • Nicholas Crofts reminded the LOC that a contribution to the CIDOC bursary fund (40 EUR for each full paying delegate) must be factored into the overall budget. (10.2.5 Payment of bursary fund contributions CIDOC conference requirements) • The conference requirements were sent to Regina Smolnick and Monika Hagedorn Saupe on 21 Jun 2012. 		
I	<ul style="list-style-type: none"> • Bursaries Monika Hagedorn-Saupe, Martina Krug, Regina Smolnik, Nicholas Crofts <ul style="list-style-type: none"> - Funds provided by the “Museums Association of Saxony”: dedicated to employees of smaller Saxonian Museums will cover the participation fee for 10 participants - Funds from the “Pro Archaeologia Saxoniae” Foundation: dedicated to Czech and Polish Museums with archaeological collections. Will cover the participation fee for 5 or 6 participants. - Getty Foundation grant: 50'000 USD. It should cover costs for 20 bursaries. - Getty Foundation selection criteria: beneficiaries must come from developing countries and must be professionally involved in the scope of the conference. All grants are subject to prior approval by the Getty Foundation. - The Getty grant is already available in CIDOC's Paris account. Nicholas Crofts suggests transferring the money to a dedicated account of the LOC. - Every financial aspect concerning bursaries has to be fully accountable (we need receipts for everything). 		

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D	<ul style="list-style-type: none"> - Beneficiaries will be responsible for making their own travel arrangements and selecting their own accommodation. K.I.T. will provide advice if needed. - Monies will be reimbursed on site, in person, cash-in-hand, at registration. - Identification and travel documents must be provided and will be collected by K.I.T. - A group photo will be taken during the conference. - At the end of the conference all beneficiaries will be asked to provide feedback. - CIDOC bursaries: CIDOC will allocate funding for up to five beneficiaries from its own funds (see point 4 above). The selection criteria are set by CIDOC - A “bursary committee” will be created, composed of members of the LOC and the CIDOC board, to administer the allocation of Getty Foundation and CIDOC bursaries. 		
I	<ul style="list-style-type: none"> • Trade exhibition: Monika Hagedorn-Saupe - As usual, software Companies such as “Gallery System”, “Adlib” and “Zetcom” will be invited. They can make their stands in the lobby of the Kulturrathaus. - 3D digitalizing Companies may need a room which can be locked. One of the smaller rooms will be available. - It will be possible be able to arrange appointments as part of the registration process. - Product presentations should not be included in the programme as “academic presentations”, but will be included in a product session where latest developments can be highlighted. - 3D scanning companies, Digital Asset Management companies and others related to documentation issues will be invited. 		
I A D	<p>12. CIDOC 2015 India</p> <ul style="list-style-type: none"> • Nick has sent a formal acceptance to India, Manvi has sent an unofficial response. • Information about conference requirements must be sent to the conference hosts. • Dominik Remondino and Mika Nyman are appointed as coordinators for the 2015 conference 	Dominik Reymondino	asap
A Î A	<p>13. CIDOC resources</p> <ul style="list-style-type: none"> • Revision of the conference guidelines is needed. Maija Ekosaari will take up the task this summer. • Revision / translation of CIDOC Guidelines from 1995. French and Portuguese versions exist • <i>Nicholas Crofts will find a suitable translator to prepare a Spanish version</i> 	Maija Ekosaari Nicholas Crofts	Sept 2014 Sept 2014

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I	<p>14. Maintenance of CIDOC website</p> <ul style="list-style-type: none"> The Content Management System (CMS) tool provided by ICOM is Typo3. The platform is free of charge. A Typo 3 – Manual is available online. The platform has some limitations, but is generally satisfactory Currently the website is in six languages but Swedish, German and Greek are not maintained As editor, Emmanuelle Delmas-Glass has overall responsibility for maintaining the CIDOC website 		
D	<ul style="list-style-type: none"> The board decides to maintain the website in just the three main ICOM languages. 		
A	<ul style="list-style-type: none"> Contact Carla Bonomi (Paris) to remove pages in non ICOM languages 	Emmanuelle Delmas-Glass	After conference
A	<ul style="list-style-type: none"> Send login details to WG chairs, Maija Ekosaari and Emmanuelle Delmas-Glass 	Nicholas Crofts	asap
I	<p>15. CIDOC digital library</p> <ul style="list-style-type: none"> Intended to contain all papers presented in the CIDOC conferences plus additional documents. 		
I	<ul style="list-style-type: none"> Search engine built by Hans Rengeman (ex Vice Chair), but no longer operational since switch to ICOM web platform 		
I	<ul style="list-style-type: none"> Richard Light has transferred all the documents to Nicholas Crofts 		
I	<ul style="list-style-type: none"> Typo-3 search engine provides full text indexing and retrieval of PDF and other document types. 		
D	<ul style="list-style-type: none"> Board decides to remove CIDOC Digital Library page and to rely on the built-in search mechanism. This needs to be visible on all the webpages. 	Nicholas Crofts	
A	<ul style="list-style-type: none"> Conference papers are missing for some years (Nuremberg, Chile, Seoul, St. Petersburg, Vienna), If anyone has digital copies, please inform Emmanuelle Delmas Glass and Nicholas Crofts. 	Board members	
A	<ul style="list-style-type: none"> Remove broken links to old conference pages 	Emmanuelle Delmas-Glass	
	<p>16. CIDOC Newsletter</p>		
I	<ul style="list-style-type: none"> Emmanuelle Delmas-Glass sent e-mails in December to the WG chairs asking for reports on working groups. 		

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D A	<ul style="list-style-type: none"> • Content of the 2013 Newsletter : <ul style="list-style-type: none"> ○ Chair's report ○ Reports (Gabriel and Nicky sent reports on summer schools) ○ Manvi's presentation on India ○ My street, my house, paper from Helsinki 2012 ○ Information about Dresden conference ○ working group reports (sent for the AGM) • The board agrees to move towards a peer-reviewed, academic journal. • 2014 newsletter to be prepared drawing on Dresden conference papers 	Emmanuelle Delmas-Glass	2014
I I I D	<p>17. Financial plan for CIDOC training programme</p> <ul style="list-style-type: none"> • Until now the training program "CIDOC Summer School" has been run on voluntary base, but this model is not scalable. We need a business model that can be extended. • Stephen has developed a proposal for a business model for the Training Programme. This needs to be written up and presented as a document to the board for discussion. • Possible venues/languages for 2014-2015: Arabic - Tunisia, or Doha, or Oman. (Suggested by ICOM legal adviser, Samia Slimani) , French speaking country, Switzerland or France, Brazil (Portuguese), Equador , Mexico (Spanish), Finland (English) • Further discussion was postponed in the absence of the treasurer. 		
I D	<p>18. Cooperation with Archives Association</p> <ul style="list-style-type: none"> • Didier Grange has been in touch with Nicholas Crofts, to explore the possibility of closer cooperation between CIDOC and the archive community. Grange is fluent in Portuguese. • ICA is the International Group for experts in archival description. • Grange works for Geneva City archive and as an advisor for other Archives. Until recently he was Vice Chair of ICA • The board supports the initiative to establish closer ties. 		
I A	<p>19. Summer School 2015 in Finland</p> <ul style="list-style-type: none"> • University of Jyväskylä in Finland is proposing to organize Summer School in Finland in 2015 • Maija will be CIDOC Board liaison . Mika Nyman also participates • Representatives will attend the Texas Summer School and a TTT session will be organized in Dresden • Nicholas Crofts will send the Memorandum of Understanding to the organizing committee. 	Nicholas Crofts	

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D	<p>20. CIDOC strategy</p> <ul style="list-style-type: none"> • Mika Nyman raised the question of CIDOC's strategy over the next three years. • Nicholas Crofts outlined a strategy to increase CIDOC membership using the ICOM list of members, to identify museums registered with ICOM but where no CIDOC member is known. • The board agrees to allocate funding in the 2015 budget for this purpose. 		
I	<p>21. Getty Scholarships</p> <ul style="list-style-type: none"> • Getty Scholarships have several conditions attached which need to be respected. ICOM sends the official application and Getty pays the money to ICOM Secretariat in Paris where it is transferred to CIDOC account and further to the LOC. • Everything has to be accountable. The organizers must take special care to obtain all the necessary documentation from grantees <i>during</i> the conference. A folder should be kept of each grantee either in electronic form or in paper. • The procedure with Getty Grantees: At the registration desk, the grantees need to present their passport . (copy /scan taken) hotel reservation/bill and Airline/train ticket <i>before</i> they are given the grant money. • It may be preferable to arrange for a separate space to take care of the registrations of the Getty Grantees, both to insure them some privacy while handling money and their passports, tickets, and reservations and to avoid queues for the others. Inform the grantees of the registration procedure so that they know to have their ID's and travel documents ready when registering. • For the final report to the Getty Foundation we need individual feedback from all the grantees. Normally there is also a meeting between the Board members and the grantees, and a group picture taken with the Chair or the entire Board. We would need some help from LOC in conducting feedback interviews. • Bursary money will arrive and be handled in euros. The LOC has to be very careful with exchange rates. Losses due to exchange rates have to be included in the accounting. • CIDOC recommends making a block booking for all the grantees with the early-bird ICOM fee will simplify registration which is often delayed due to visa. 		
D	<ul style="list-style-type: none"> • The bursary committee decides about the allocation of bursary funds: Nicholas Crofts, Stephen Stead, Martina Krug, and an additional person from LOC. 		
I	<ul style="list-style-type: none"> • All Bursary grantees have to be approved by Getty <i>before</i> they are informed. The CIDOC treasurer must be kept informed. Nicholas Crofts communicated with the Getty Foundation when needed. 		
D	<ul style="list-style-type: none"> • Board has decided to allocate lump-sum grants to the bursary grantees. 		
I	<ul style="list-style-type: none"> • Maija Ekosaari sent material about the Helsinki Bursary process to Monica Hagendorn Saupe and Martina Krug 2013. 		
A	<ul style="list-style-type: none"> • <i>Resend all getty papers to Martina Krug along with template for speaker's notes</i> 	Maija	asap

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	22. Preliminary Program		
D	<ul style="list-style-type: none"> No board room will be available on Saturday, September 6. The first board meeting will take place on Sunday September 7 		
I	<ul style="list-style-type: none"> The weekend before opening is reserved for WGs, WSs 		
I	<ul style="list-style-type: none"> Monday's plenary session: keynote speaker is Murtha Baca from Getty. 		
I	<ul style="list-style-type: none"> Tuesday: two plenary sessions with key notes and up to four parallel sessions. 		
I	<ul style="list-style-type: none"> Wednesday: CIDOC AGM in the afternoon. 		
I	<ul style="list-style-type: none"> The LOC will also accept posters. Space will be made available. 		
I	<ul style="list-style-type: none"> Invited papers: Getty Research Institute vocabularies, Collections Trust (Spectrum translations), Tanja Szreiber (British Museum) 		
D	Scientific Committee:		
	<ul style="list-style-type: none"> Monika Hagedorn Saupe, G=german speaking Regina Smolnik Emmanuelle Delmas Glass Nicholas Crofts Jonathan Witson-Cloud Axel Ermert Julia Carrillo 		
D	<ul style="list-style-type: none"> The call for papers will be published in ICOM-L, the CIDOC website, national lists, etc 		
	23. Marketing and Communications		
I	<ul style="list-style-type: none"> Dominik can help with French-German translations 		
A	<ul style="list-style-type: none"> <i>Board members are asked to add add a small tagline about the conference in their e-mail signatures</i> 	Board members	
A	<ul style="list-style-type: none"> <i>Give administration rights to CIDOC Events FaceBook account to Martina Krug and Carillo-Österreich. The goal is to maintain a steady flow of updates and pictures a few times a month and more often closer to the conference</i> 	Maija Ekosaari	
A	<ul style="list-style-type: none"> <i>Check with Regine Stein that the current CIDOC membership lists are as up to date as possible</i> 	Maija Ekosaari	