Minutes CIDOC Board Winter Meeting

13-15 January 2017
Berlin, SPK

Agenda

Friday 13 January 2017
1. Welcome to all members
2. Review the agenda: additional topics?
3. Minutes of the Board meeting and the AGM 2016.
4. Financial report 2016.
5. CIDOCs annual report to ICOM.
6. Training program report.
7. Getty funding application.
8. ICOM members database.
9. ICOM Paris (DG). CIDOC to support for Membership Database.
10. CIDOC 2017 Georgia.
11. Persist guidelines.
12. Website: identify the areas that need improvement, break in working works.

Saturday 14 January 2017
13. Communication and social media strategy. Mailing list. CIDOC presentation.
14. CIDOC 2018.
15. Application special project.
16. Newsletter 2016 and 2017.
17. Website working groups (part 2).

Sunday 15 January 2017
18. Website working groups (part 3).
19. Follow up tasks.
20. ISO Liaison
21. Closing.

Minutes

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

3. Approval of minutes 2016
The Board reviewed and approved the 2016 AGM and Board meetings in Milano.

4. Financial report 2016
Dominik reported on the finances of CIDOC in 2016.
For tri-annual conference: ICOM annual support is €6,000 +, expenses for Torino were €2,484. Costs included traveling support for 1 board member and translation newsletter. Still managed to save over €1,000 (this is more than ICOMs suggested saving amount).

In kind contributions should be homogenized (use template).

5. CIDOCs annual report to ICOM

Monika prepared the annual report to ICOM. It is a multi-stage process. The first deadline (December 2017) included the application of a special project for a joint conference between CIDOC and COMCOL in Rio de Janeiro, prepared by Gabriel, signed by Monika. The second deadline (11 January 2017) was for the CIDOC annual report. The report process is digital so that the written CIDOC report to ICOM is received as email confirmation of submission. This is the report used by ICOM to estimate the 'value' of CIDOC and allocate funds for the coming year.

CIDOC reported on the activities supporting the ICOM strategic plan 2016-2022 (mandatory): Enhancing membership value and increasing profile. The CIDOC yearly report to ICOM consists of various parts. CIDOC reported the training in Lubbock and Estonia, and CIDOC meetings at ICOM General Conference (number of participants ICOM and non-ICOM, geographic impact and how does it related to the ICOM strategy plan topics). Other activities reported included the cooperation with ICOM Piemonte, UNESCO (Persist), and with various Universities. Communication reported included the newsletter, website, and social media.

Reporting membership was not easy by querying the ICOM website. Instead, CIDOC reported numbers based on the official report 2015 = 605 members, and the AGM minutes reported an increase 110 = (605+110=715) +20% (hard to find true numbers, CIDOC membership is non congruent with ICOM online database). It does not allow to query institutional members, the ICOM database only counts the individual members.

Reported activities: 1 conference in Tiblisi in 2017, 1 training in Lubbock in 2017. Intended conference in Brazil. Communication: Titter, Facebook and LinkedIn.
Reported outcomes:
Conference: develop standards, networking with colleagues, identify needs for training, develop best practice.
Workshop: reusable teaching materials developed, guidelines and documents,
Training: teacher training provided for 10 trainers.
Financial report was included.

6. Training program report

The training association is now an official entity independent from ICOM, have a bank account, have legal status, keep copyright of the materials used in the training. All new material is being prepared for the training association, through authors keep right of non-exclusive use of the material. The materials are not available online except for 4 introductory modules (teaser) free of charge. The training materials have been updated to accommodate the new CIDOC logo.

A total of 12 students attended the 2016 training. 20 applications were received from Ethiopia (5 attended), full registration fee paid in advance (fee was later returned with high administration costs). Several people were unable to get VISAs and had to cancel last minute (general policy is no refund with cancelation 1 month before the training). 3 people signed up and paid to do the program online, but did not use it. Staff, chat rooms and materials were made available online but were not used (applicants from 1 Australia, 2 Cairo).

A training for trainers took place in Estonia at the end of 2016 to plan for a training in 2018. Portugal, Ethiopia and Mexico are potential future training sites.

Overview of past training programs: (based on reports online)

Year	# attendees (registrations)	Location
2018		Estonia (expected)
2016	12 (26)	Lubbock
2015	14 (22)	Lubbock
2015	97 (155)	Sao Paulo
2014	21 (49)	Lubbock
2014	90 (120)	Sao Paulo
2013	12 (29)	Lubbock
2012	19 (36)	Lubbock
2011	11 (27)	Lubbock

7. Getty funding application

Nicholas gave Monika the documents from past applications, Monika will work on next Getty application.
The Getty grant does not require ICOM approval but ICOM does require a letter supporting Getty application.

8. ICOM members database

Monika and Martina are updating the CIDOC membership database.
ICOM President Suay Aksoy has invited CIDOC to improve the ICOM membership database.

9. ICOM Paris

There is a new standing committee for Legal activities, Monika has been invited to support.

10. CIDOC 2017 Georgia

ICOM Georgia has prepared some documents for the CIDOC 2017 Conference along a frame for a website and requested feedback from the CIDOC board.
It is expected that a wide range of people will attend CIDOC in Georgia, with various levels of digital know how. The CIDOC conference is meant as a space where specialists share their knowledge. Georgia museums should present their current practice and context for international attendees. The format of the conference will include workshop sessions as well as invited sessions.
Potential workshop sessions: SPECTRUM, CRM, Emmanuelle will present LIDO.
Jonathan proposes a closed discussion for selected invited experts on what documentation is, including the root of word, history of documentation, and what unifies documentation workers. The discussion should be open to the public (to view only) or should take place in Georgia but independent of the conference.

The suggested conference fees are:
ICOM members early bird €300, regular €350
Non ICOM members early bird €350, regular €400

Students €150
Fee includes lunch, as well as welcome and close reception.
CIDOC board will suggest lowering the fee by €50 for each category (to only include lunch).
There will be about 25 bursaries from the Getty, 4-5 from CIDOC and 3 ICOM young
professional bursaries (only registration fees).

11. Persist guidelines

CIDOC participated as expert in the UNESCO PERSIST project representing ICOM. PERSIST
was created in three main taskforce teams: what to collect=content, how to do
that=technical issues, and policy.

Nicholas and later Susanne have given feedback and finally approved the Guidelines for
ICOM endorsement. The document is endorsed by IFLA and ICA and CIDOC will also endorse.
The UNESCO/PERSIST Guidelines for the selection of digital heritage for long-term
preservation is available at http://www.ifla.org/files/assets/hq/topics/cultural-
heritage/documents/persist-content-guidelines.pdf.

12. Website (all days merged)

After identifying areas that need improvement, working groups were formed to identify
missing content. The board members worked on content development, online uploads,
revision of documents, general organization of the site.

The board decided not to use redirecting of content from other blog environments, to
reduce password management (already many online environments associated with CIDOC)
and to facilitate comprehensive text search (searching a website will not turn results from
redirected content). iFrames are not convenient because the content is not searchable, and
the user is not aware of being viewing content from a different website.

GEORGIA team (Kaie, Dominique, Monika)
CIDOC 2017 Georgia has a skeleton website and has sent a document with proposed topics
for the conference. The documents were reviewed and will be sent to Georgia with
comments.

The Armenia committee proposed a conference, which is not possible due to proximity to
the CIDOC conference, but a workshop may work. We need to ask the Armenia team if there
is still interest, and a small CIDOC delegation will participate.

SOCIAL MEDIA team (Jan, Maija, Alexander)
The Facebook and Twitter profiles are being reworked and communication is underway.

Jan reported on the work: a plan has been made on the work that can be done, identifying
themes and topics that can be discussed, and the person responsible to conduct the activity.
A google calendar has been set up for all social media activities, linked to the general
activities. This depends on all CIDOC activities (CRM meets 3x year, archaeology meets
regularly. All chairs of working groups can add their own activities).

SPANISH translations team (Alexander, Trilce)
Nick and Monika can support the identification of the CIDOC products of CIDOC, these are
the most important documents that have to be presented on the website.

If the standards and guidelines are the most important products of CIDOC, these should be given a more prominent visibility and should be translated when possible.

EDITING WEBSITE team (Jonathan)
It was tricky editing the website. Some progress has been made but changes may take time to reflect the live website. Suggestions of changes should be sent to Jonathan. New content is to be given to Emmanuelle.

GETTY grant writing team (Nick, Monika)
Nick gave documents to Monika from past applications, she will adapt them for the next proposal.

STATUTES editing team (Maija, Susanne and Gordon) to look at status and note edits needed, including the name difference (CIDOC instead of ICDOC, English and French). The French Statutes seemed more complete. The CIDOC statues are not congruent with the ICOM statutes.
The CIDOC current statutes (2005?) refers to rules of ICOM, the only available online are from 2005. Are these 'the rules'? if so, there are incongruences with the CIDOC statues. For example:
1. ICOM allows international committees to have 'Bylaws', not Statues
2. ICOM states changes need to be stated 4 months in advance (not voted at the AGM)
3. ICOM states changes require 51% votes, CIDOC requires ¾ votes.
4. ICOM requires 'good standing members' to be part of the board, but ICOM does not communicate state of membership.
5. Co-optive members are serving CIDOC but are not ICOM members (e.g. CRM members).
Not all committees have statutes, they only states "they are working following the rules of the ICOM".
The CIDOC statutes are from the 1990s, currently the CIDOC board is rephrasing it to comply with the ICOM regulations, it will be presented at the next AGM.

The original statutes are the French version. Translations can be done independent of the AGM but changes have to be approved by the AGM.

The changes will be brought up at the next AGM.

13. Communication and social media strategy

The board discussed the benefits of having a communication strategy and social media strategy. The goal is to effectively communicate the work of CIDOC to all current and past members, to potential future members, and to general constituents. CIDOC will manage communication via email (membership team) and social media (communications team).

Goal: to have strong communication with the members, to serve them and to increase voting during the elections. Advancing these goals through social media must be visible (e.g. quarterly evaluation). The core topics of CIDOC are not clearly visible on the website.

Communication with members can begin with email and a newsletter (via email). There is a history of newsletters 1x or 2x per year, which should remain. The board agreed the newsletter should continue once a year. The newsletter can focus on lengthy articles.

Short messages can serve to keep CIDOC visible to a wider audience (via social media or email). This can be called **Updates**. A sort blog on the CIDOC website. The concern of time restrictions is crucial. Ideally all working groups and members will contribute information to the blog.

CIDOC will try the Update in the website and based on the result CIDOC will reconsider a new website (e.g. wordpress).

CIDOC will invite certain people to contribute with the Updates. Content will be published with suggested CC-BY (or preferred CC license). Images can be searched using the commons (https://search.creativecommons.org/). We will provide some guidelines on the content, style, length of the update post.

Topics: Updates can be published to reflect CIDOC core topics (reflected on the working groups), as well as other type of information, such as term of the month, who we are CIDOC, events,

So far, the potential Updates / blog entries are:

Contributor	(Publication) Date
Monika (about ISO)	
Dominique	
Alexander	October
Gordon (about conference)	May
Jan	
Kaie (about summer school in Estonia)	October
Emmanuelle (about MCN)	November
Nicholas (about summer school)	October
Maija (on illicit traffic)	
Axel (on Vocabulary of Info and Docu)	
Archaeological Sites	
Co-reference	
CRM Special Interest Group	
Digital Preservation (about persist)	
Documentation Standards	(after) March
Exhibition and Performance Documentation	August
Information Centres	
Intangible Cultural Heritage	
LIDO	
Museum Process Implementation	
Semantic Research Environments	

The Facebook team will prepare a final social media strategy to guide posts.
Currently, Emmanuelle and Maija have been posting from CIDOC Facebook and Twitter profiles.
There is a new Facebook profile. The content will partially merge over to the new profile. The followers can be transferred (but not the content). Jan will take the lead to mentor other members, starting with Gordon.
Richard Light was owner of the Google groups mailing. These were passed on to Maija, then to Monika. Richard Light is the owner of the CIDOC Google Groups. To ensure continuous access it is convenient to have 3 CIDOC people with managing rights to the CIDOC Google account.

Steve has the password to the LinkedIn group.
CIDOC should get full ownership of the various social media profiles (currently, LinkedIn seems to be taken by the community). This is done by CIDOC members contributing to the conversation.

14. CIDOC 2018

Portugal and the US are not able to organize the CIDOC 2018. All dates and place need to be fixed by the next conference in Georgia (the rules require applications 2 years in advance, this year is extraordinary).
Iran is interested in organizing but it is geographically close to Georgia, location of CIDOC 2017 (also, some members may be prevented to travel to Iran, due to political reasons).
Crete has proposed to organize CIDOC 2018, they will work on an application. Texas may be interested to submit an application (Nicholas to follow up). A new date to submit applications will be set.
Selection of locations is based on geography, full application, and quality of the application. All documents necessary to apply for a CIDOC conference will be made available at the CIDOC website.

CIDOC wants to improve connections to the francophone community.

And beyond: Japan contacted Maija, CIDOC can allocate a contact person (to be decided).

15. Application special project

Gabriel proposed and sent an application for an event in Rio as collaboration between CIDOC and COMCOL, dates are fixed (10-12 August 2017), event title and keynotes needs to be fixed. ICOM may confirm financial support by end of March.
To avoid confusion with CIDOC or COMCOL annual conferences, title proposal: **COMCOL-CIDOC Frist Joint Colloquium: Building Collections for the Future.**
The COMCAL yearly meeting will take place 5-12 December Sweden.
The board is asked to give further feedback on the topics, workshops and keynote speakers. Gabriel will report back to COMCOL. The meeting (and final details) are yet to be confirmed.

16. Newsletter 2016 and 2017

The 2016 Newsletter is ready. Emmanuelle is translating the newsletter to French. The Newsletter should be ready at the end of January 2017. The year 2016 has two Newsletters, so the second one came out a bit later.
The ideal is to have the Newsletter 2017 ready for: a revision of COMCOL-CIDOC meeting. The chairs of working groups can write an entry. The original idea was to have a peer review journal of the conference papers, but that requires a formal board. Similarly, a Call For Papers requires an editorial board, which may be something to consider in the future.
Gordon can write in Spectrum. Susanne will report on Persist. Trilce on value of information, reflecting on the conference.
There may be interest from vendors to finance, in exchange for advertisement.

20. CIDOC Liaison - ISO

Axel presented the activities of the CIDOC liaison with other sectors. A summary can be presented during the Georgia conference (20 min presentation).

A new version of the Vocabulary of Information and Documentation ISO 5127 is being worked on, currently prepared in Geneva. It focuses on the basics of documentation, as in museums. It includes compilation of definitions in the field: library, archives, museums, thesaurus theory, and general modern IT terminology as it is needed on the field. Last published in 2001, a bit under 2,000 definitions. Structured on smaller sections, or chapters. The Information and Documentation Vocabulary is going to be translated in other major languages. It also incorporates the ISO Museum and Documentation Standard.

21. Closing. 19. Follow up tasks

Next meeting time:
Meeting in Georgia with a small CIDOC delegation shortly (Dominique, Monika, Kaia).
Board meetings in Tiblisi (2), one before and one after the conference in September.
CIDOC can hold additional board meetings online, perhaps with GoMeeting (or BlueJeans).

This Winter Work Weekend Meeting worked well to get lots of work done, and to identify tasks that need to be worked on in the future. In the long term planning we will include the Winter Work Weekend Meeting.

Follow up tasks:

1. Summary of activities 2016
All workgroups must submit a short text report of activities held in 2016 (if you submitted only a financial report, please do send a text report).
We are still waiting for: **Stephen, Mika, Martin, Gabriel, Monika, Manvi, Erin/Regine, Walter, and Siegfried/Gunter.**
- Archaeological Sites
- Co-reference
- CRM Special Interest Group
- Exhibition and Performance Documentation
- Information Centres
- Intangible Cultural Heritage
- LIDO
- Museum Process Implementation
- Semantic Research Environments

- Please send one paragraph of the working groups activities of 2016 to be published as a CIDOC AGM meeting report online. A more detailed report you can publish on your working groups page. SENT

2. Training
A selection of intro materials are on the website (101-104). **Nick** to upload 2016 training report. **Nick** to upload 2016 Estonia training report.

3. Online environment
The communications team will use Dropbox. **Jan** will select images to be used from Milano. The CIDOC digital archive will be housed at Google Drive. **Maija** will organize the files into folders in Drive.

4. Web content
Emmanuelle to update CIDOC activity reports to "CIDOC reports to ICOM".
Add images (in DB) to WG pages.
Trilce to upload CIDOC general information presentation.
Monika to check if 3 CIDOC current board members can have management access to Google account (Richard, Monika and Trilce are owners).

5. Multi-lingual content
Alexandre and Trilce to create basic Spanish content for the website.

6. PERSIST
Nick is to send confirmation of support of PERSIST guidelines.