

## CIDOC Board meeting at Sibiu conference September 4<sup>th</sup>-9<sup>th</sup>, 2011 – Minutes

### Time and location:

First meeting: September 5<sup>th</sup>, 2011 – 17h00 to 19h00

Second meeting: September 7<sup>th</sup>, 2011 – 16h00 to 18h30

### Attendees:

#### First meeting:

CIDOC Board: Erin Coburn, Nick Crofts, Monika Hagedorn-Saupe, Walter Koch, Siegfried Krause, Martina Krug, Richard Light, Hans Rengman, Stefan Rohde-Enslin, Steve Stead, Regine Stein

Helsinki conference committee: Riitta Autere, Maija Ekosaari, Mika Nyman, Sirkka Valanto

Invited guest: ICOM president Hans-Martin Hinz

#### Second meeting:

CIDOC Board: Nick Crofts, Monika Hagedorn-Saupe, Walter Koch, Siegfried Krause, Martina Krug, Richard Light, Hans Rengman, Stefan Rohde-Enslin, Steve Stead, Regine Stein

### Apologies:

Nancy van Asseldonk, Marie-France Cardonna, Martin Doerr, Maja Sojat-Bikic

**Minutes taken by:** Regine Stein

<b>A = Action / D = Decision / I = Information</b>		<b>Who</b>	<b>When</b>
	<i>First meeting: September 5th, 2011 – 17h00 to 19h00</i>		
	Round of Introductions with ICOM president Hans-Martin Hinz	All	
	<b>1. Helsinki 2012 conference planning</b>		
<b>I</b>	Report of Helsinki conference committee on preparation stage: <ul style="list-style-type: none"> <li>- General information about draft programme</li> <li>- Professional conference organizer hired: responsible for any registration/ financial issues, registration system</li> </ul>	Sirkka, Maija, Riita,	

	<p>running, payment with credit card possible</p> <ul style="list-style-type: none"> <li>- Promotion of the conference: Website, Facebook up, flyers to be printed</li> <li>- Website developed in English and French, other languages may be added, go live during upcoming AGM</li> <li>- Total cost of the conference ca. 75.000 EUR</li> <li>- Conference fee: around 300 EUR</li> <li>- Sponsorship from Ministry of Culture, Federation of Finnish Learned Societies, National Board of Antiquities</li> <li>- Expecting 150-200 attendees (more than 200 will be difficult in the auditorium)</li> <li>- Simultaneous translation will be limited due to costs (6.000-8.000 EUR per language for 2 days)</li> </ul>	Mika	
I	<p>Discussion:</p> <ul style="list-style-type: none"> <li>- Programme: One session should be aiming at interests of „low-/non-technical“ museums. Idea discussed: Having one session e.g. „How do you document costumes?“</li> <li>- Working Group meetings: One meeting should be scheduled as a core activity of the conference. Further Working Group meetings may be scheduled as pre- or post-conference meetings</li> <li>- Board may also meet the day before the conference starts since in-between-meetings are often heavy.</li> <li>- Bursaries: Getty grants may again be available. Is there maybe from Finland specific funding available for Russian / East-european applicants?</li> <li>- VISA: Put specific and early attention on VISA issues for people from non-western countries, there have been serious difficulties for the Sibiu conference. Give advice to people to start VISA procedure as early as possible, perhaps even before final approval of funding.</li> </ul>	All	
	<i>Second meeting: September 7th, 2011 – 16h00 to 18h30</i>		
	<b>2. Annual General meeting planning</b>		
I	<p>Agenda for AGM fixed:</p> <ul style="list-style-type: none"> <li>- Approval of minutes, matters arising, apologies</li> <li>- Chair’s report</li> <li>- Secretary’s report</li> <li>- Financial report</li> <li>- Working Group reports and proposals</li> <li>- Resolutions</li> <li>- Presentation of CIDOC 2012, Helsinki (Finland)</li> <li>- Future conferences (2013, 2014)</li> <li>- Any other business</li> <li>- Thanks</li> </ul>	All	

	<b>-- Documentation Principles Document</b>		
I	<ul style="list-style-type: none"> <li>- Survey proves wide acceptance of Document: No dissentient vote, many affirmative votes, some with suggestions for amendments</li> <li>- Comments are still to be integrated into document.</li> </ul>	Nick, Richard	
D	Resolution on Document to be put to AGM		
A	Presentation of document and final wording of the resolution for AGM	Richard	
	<b>-- Linked Open Data Document</b>		
I	<ul style="list-style-type: none"> <li>- Survey and board discussion reveal some serious concerns about the overall wording and the level of technical detail of the document</li> <li>- Consensus is noticed on the need for an ICOM/CIDOC recommendation concerning URIs for museums</li> </ul>	All	
D	<p>Resolution to be put to AGM as follows, handling the current version of the LOD document as Working Draft:</p> <ul style="list-style-type: none"> <li>• CIDOC affirms that museums are the sole authority with responsibility for establishing unique URIs based on the contents of their collections; furthermore, institutions are strongly discouraged from creating multiple URIs for the same object.</li> <li>• CIDOC encourages its members to actively participate in the further elaboration of the Working Draft of Recommendations for Implementation.</li> <li>• CIDOC will table a resolution concerning URIs for Museum Objects for formal approval by ICOM at the 2013 ICOM AGM.</li> </ul>		
A	Presentation of the resolution for AGM	Richard	
	<b>-- 2013 conference / ICOM triennial</b>		
I	<p>With regard to the 2013 ICOM triennial in Rio (Brazil) the following ideas may be considered:</p> <ul style="list-style-type: none"> <li>- CIDOC Summer school may be organized as pre-conference event, contacts in Brazil are established.</li> <li>- ICTOP (IC for the Training of Personnel) is interested in organizing a joint conference with CIDOC.</li> </ul>	Nick	
I	There may be an option to hold a CIDOC conference in 2013 in Berlin (Germany).	Monika	
I	Idea of having a separate CIDOC conference in 2013 is discussed controversially.	All	
D	Present the idea to the AGM and get a general opinion of the membership.		
	<b>3. Working Groups</b>		
	<b>-- General Working Group Handling</b>		
I	<p>Discussion on how / when / why to dissolve a Working Group?</p> <p>There are four different states for a WG: Pending approval / Active / Non-active / Closed</p> <p>Working Groups are generally operating for a triennial period, but can be founded at any time. There are very different types of WG, ranging from general information exchange on a topic during the conference to WGs producing</p>	All	

	proper publications, meeting several times a year.		
D	Board maintains the mechanism to dissolve WGs only at the triennials. Status of WG is indicated on the website.		
A	Non-active and closed WG are shown in the overview on the website, but do not appear in the menu.	Hans, Regine	
D	Orientation session on Working Groups as run by Nick in this year's conference should take place each year.		
	<b>-- New Working Groups</b>		
I	One new Working Group is proposed on „Museum Process Implementation“, see proposal.	Walter	
D	Board approves the WG Museum Process Implementation.		
	<b>4. Finances</b>		
I	The CIDOC UK account is moving, both accounts, the one from ICOM Paris and the one in UK, are active.	Steve	
D	Board decides not to put the balance sheet on the website, but to include it into AGM minutes for the membership.		
I	General ICOM rules as seen by the president Hans-Martin Hinz allow for helping IC board members with IC funding to attend meetings.	Nick	
D	Board maintains the existing rule to cover travel costs for board members if they are otherwise not able to attend, but are indispensable for a board meeting.		
	<b>-- Bursary issues</b>		
I	The Sibiu LOC had some issues with bursary recipients not wanting to pay the conference fee.	Nick	
D	Board asks LOC for a list of people who haven't paid and blacklists them for future bursaries.		
A	Tell people in question that they are black-listed for bursaries unless they pay.	Nick	
A	Helsinki LOC to be informed about the problem.	Hans	
A	For future application forms: Include a tick-box in the form that indicates „please pay registration for me, and take the amount out of the bursary“.	Steve	
D	Board does not intervene in registration issues between LOC and bursaries.		
	<b>5. Next Board meeting</b>		
D	Next Board meeting will take place in early 2012 in Helsinki		
A	Doodle poll to be set up for fixing the date	Regine	