

CIDOC Board meeting Minutes

Time and location: January 24th 2015, 9h30 to 17h30, January 25th, 2015 – 10h00 to 16h30 at Institut für Museumsforschung, Berlin

Attendees: Nicholas Crofts, Emmanuelle Delmas-Glass (remote access), Maija Ekosaari, Dominik Remondino, Kaie Jeaser, Gabriel Bevilacqua (remote access) , Martina Krug, Terry Nyambe,
Working group chairs: Stephen Stead (remote access), Jonathan Whitson Cloud, Mika Nyman (remote access), Susanne Nickel, Monika Hagedorn-Saupe

Guests Regina Smolnik (Saturday morning), Hans-Martin Hinz (Saturday morning), Léontine Meijer-van Mensch (Sunday afternoon), Axel Ermert

Apologies: Erin Coburn, Günther Görz, Walther Koch, Manvi Seth, Regine Stein, Martin Doerr, Siegfried Krause

Minutes taken by: Maija Ekosaari

Agenda:

1. Approval of minutes, and matters arising
2. Approval of the agenda
3. 2014 CIDOC Conference
4. 2015 CIDOC Conference
5. 2016 CIDOC conference
6. 2017/2018 CIDOC conferences
7. Finances
8. CIDOC Training Association
9. Training events 2015
10. Working groups
11. Editor's report
12. Co operation with ICOM Africa
13. Liaison with TC46
14. Board Elections in 2016
15. CIDOC Membership
16. Operating guidelines
17. CIDOC archives & Website
18. COMCOL

A = Action / D = Decision / I = Information		Who	When
	1. Approval of minutes, and matters arising		
D	Minutes of the previous CIDOC Board meetings during CIDOC 2014 in Dresden approved.		
I	Emmanuelle confirmed that details of the board (biography and photo) are now published on the CIDOC website.		
	2. Approval of the agenda		
D	The meeting agenda was approved with minor adjustments to facilitate remote participation via GoToMeeting.		
	3. 2014 CIDOC Conference		
I	<ul style="list-style-type: none"> • 293 participants from 43 countries registered for the conference. • All conference accounts are now finalized. The organizers will contribute 7000 EUR towards the CIDOC bursary fund. • Regina provided a CD with images from the Dresden conference. photo credits: © 2014 Klaus Postelmann, (except excursions) • Need for team commitment underlined. • Power point presentation with key facts and figures provided. <p><i>The board thanked Regina and her team for the organization of a highly successful conference.</i></p>	Regina Smolnik	
	4. 2015 CIDOC Conference		
I	<ul style="list-style-type: none"> • The chair has just returned from India where he conducted a review of conference preparations and cemented contacts with the local organizing committee, the Vice Chancellor of NMI, Director of Museum of Modern Art, National Archives. • Cooperation with the National Archives seems possible. The CFP will be adjusted to highlight this possibility. • The conference theme is <i>Documenting Diversity – Collections, Catalogues & Context</i> • The conference facilities are satisfactory. NMI possesses a large auditorium, and numerous meeting rooms. • Conference website is not yet available, but work is underway. • The complete conference budget is being finalized. Manvi has promised the budget for the end of February. • ICOM India is currently in hiatus. However, this will not prevent CIDOC from organizing the conference with NMI. • The President kindly explained the background to the current problems. • Security: the whole area consists of government buildings and is highly secure. Walking between venues is safe and conference assistants will be available to accompany participants when necessary. • The conference programme is likely to include at least three parallel sessions (depending on the results of the CFP) 	Dominik, Mika, Nick	

A = Action / D = Decision / I = Information	Who	When
<ul style="list-style-type: none"> • Transport will be provided to and from the farewell party, which will not be held at the NMI. • Live music will be provided appealing to an international audience. • We have to be attentive to problems with visas. Delays can affect everyone. • Running the training programme <i>during</i> the conference appears unrealistic, but it could take place the following year as a follow-up event. • There are no plans for simultaneous translation during the conference. Consecutive translation and subtitles will be provided when needed. • We do not know at this stage if the Getty Foundation will provide funding for bursaries, but the LOC will offer some funding for Indian nationals. 		
<p>I</p> <p>5. 2016 CIDOC Conference</p> <ul style="list-style-type: none"> • The triennial conference will be in Milan Conference Centre (MICO). • The Milan conference organisers have incorporated CIDOC suggestions into the conference plan. • Our local contact is Irene Sama. She is the chair of the documentation committee in Italy but does not live in Milan. We will seek additional local contacts. • Simultaneous translation will only be provided for plenary sessions. • July 7-8 are reserved for excursions. Milan - Turin is only 2 hours by bus or 1 ½ hours by train so CIDOC could use the excursion days to organise events in Turin. • IC Chairs will be invited to Milan to plan for the triennial. • Power point presentation provided. • Suggestions for the Milan programme: <ol style="list-style-type: none"> 1. Presentations of what CIDOC is and does (for new members) 2. Working project day in Turin 3. Invite speakers from other committees 4. Training programme modules 5. Session aimed at <i>directors</i>? 6. Targeted invitations to our events 7. Cooperation with other committees (ICOM-CC, COMCOL?) 	Maija	

A = Action / D = Decision / I = Information		Who	When
I	<p>6. 2017/2018 CIDOC conferences</p> <ul style="list-style-type: none"> • A call for proposals must be issued for the CIDOC 2017 and 2018 conferences. • The lead time for organizing the conference is two years. • Bidding requirements need to be clarified. Sections need to be added on Accessibility and Reporting. • We have received enquiries from several countries. • This Board should make a decision for 2017, and start working with the LOC • The current board will decide in 2015 on the host organization for the 2017 conference. • The board elected in 2016 decides about 2018. 	Nick, Maija	
I	<p>7. Finances</p> <ul style="list-style-type: none"> • CIDOC's finances and bank accounts are now 100% based in Paris. Previously CIDOC had two bank accounts, one in Paris and one in the UK. This was necessary due to difficulties with making payments through Paris. These are now resolved thanks to the new banking system (which provides much greater autonomy) and improved relations with the current head of finances Florian Courty. • CIDOC's overall financial situation in very good. We again benefitted from a substantial Getty grant in 2014 to cover bursaries to the Dresden conference. • Hans-Martin pointed out that practically all the International Committees have now accepted the new accounting system. 	Dominik	
	<p>8. CIDOC Training Association</p> <ul style="list-style-type: none"> • More than 100 students were trained in 2014. The figure for 2015 will probably be higher. • This level of activity cannot be sustained on a purely voluntary basis, so the board decided in Dresden (Minutes of 9.9.2014) to establish a separate association, with responsibility for managing and administering the programme, teacher training student registration, course development, etc. This will require a paid administrator and a scalable way of generating revenue. • Nicholas has developed in more detail the business plan put forward by Stephen last year Berlin. He suggests a licence fee of 10 CHF/student/class payable to the Association. This would cover about 200 hours of administrative work annually, and contribute to the cost of trainer training. • Stephen, Terry and others commented that this amount seems reasonable. • Stephen pointed out that although 15 fully developed courses now exist, funds are also needed for additional course material to complete the programme. 	Nicholas	

A = Action / D = Decision / I = Information		Who	When
D	<ul style="list-style-type: none"> An association can be set up very easily under Swiss Law and defined as an organ of CIDOC with links to Museum of Texas Tech (MTTU). Maija asked about the legal status of the Association as an organ of CIDOC, which is a non-legal entity. Nicholas proposed that MTTU should be represented by an ex-officio member of the Association. This relationship will be defined in the Association statutes. The Board accepts the principle of a flat rate per student course fee. The exact amount and the currency (Euros, Swiss Francs, US Dollars) can be decided later. CIDOC will have a right of disassociation. CIDOC and MTTU will have ex-officio representation in the board of the new Association. The Association will be subject to CIDOC rules and procedures for WGs 	Gabriel, Nicholas	Feb 2015
A	<ul style="list-style-type: none"> <i>Gabriel will check if restrictions on the use of public money would be a problem in Brazil.</i> 		
A	<ul style="list-style-type: none"> <i>Nicholas to check if physical presence is required for participation on the board of a Swiss Association.</i> 		
A	<ul style="list-style-type: none"> <i>Nicholas will draft statutes for the proposed Association.</i> 		
I	<p>9. Training events in 2015</p> <p>São Paulo, Brazil: 24-29.5.2015 :</p> <ul style="list-style-type: none"> Estimated 90 students 2 basic 3 intermediate and 3 advanced classes will be offered. Funding will be provided by the Pinacoteca and other partners. Teacher training for Sao Paulo and Belo Horizonte trainers needs to be scheduled. <p><i>Belo Horizonte: 2.-7.8.2015:</i></p> <ul style="list-style-type: none"> University of Minas Gerais. Budget needs to be finalized. <p>Suggestions have been made for other events in Brazil for 2016</p>	Gabriel	
A	<ul style="list-style-type: none"> <i>The certification process is an issue. Written work in an ICOM language is a requirement so it is difficult for Brazilians to finish the course. Nick and Gabriel will discuss solutions later.</i> <p>Jyväskylä, Finland 8 - 12 June 2015:</p> <ul style="list-style-type: none"> University campus. Teacher training event in Helsinki, 6,7 Feb. 2015. Eight Finnish attendees. Others possible (2 more) Class schedule available, but not yet totally finalised Web pages ready for publication Five basic classes offered - targeted primarily at experienced museum professionals. 		

A = Action / D = Decision / I = Information		Who	When
	<ul style="list-style-type: none"> Classes on offer cover topics not commonly available Scandinavia. 2 parallel sessions possible (of 25 each) <p>Lubbock Texas USA July 15 – 21 2015:</p> <ul style="list-style-type: none"> Over weekend as flights are cheaper Modules: blend of basic, intermediate and advanced level classes (total ten) plus teacher training. Estimated 20 participants. Some travel support available 	Nick	
	<p>10. Working groups</p> <p>I Proposal for a new working group on the documentation of exhibitions:</p> <ul style="list-style-type: none"> The goal is to put together an international standard for documenting exhibitions, with special emphasis on contemporary art. Some research has been done in UK about the present state of exhibition documentation which provides a good starting point. The aim to organize a kickoff meeting or roundtable during the Delhi conference The scope will include Digital exhibitions. see: www.digitalexhibitions.org Monika: A European WG exists working on a metadata schema for digital exhibitions. <p>A Gabriel will write a formal WG proposal with name, scope and objectives of the WG.</p> <p>I Documentation Standards WG Dictionarium project:</p> <ul style="list-style-type: none"> The project name will probably be changed. The project has yet to get off the ground, mainly because the projected technical platform has not materialized. Richard Light and Jonathan are setting up a platform and will meet in two weeks. Jonathan is eager that the group should get going. <p>A Have the platform up and running in time for the 2015 conference.</p> <p>I Digital preservation WG:</p> <p>The WG has been inactive for some time, but several new members joined in Dresden. The group is currently working on:</p> <ul style="list-style-type: none"> Guidelines on how to document the process of digital preservation How to collect born-digital material e.g. in social media. Renewing the WG's website. Terminology definitions. 	<p>Gabriel</p> <p>Gabriel Jonathan</p> <p>Jonathan</p> <p>Suzanne</p>	

A = Action / D = Decision / I = Information		Who	When
	11. Editor's report		
I	<ul style="list-style-type: none"> The board members webpage is now updated with short bios and photos for all, including wg chairs, except for Monika, Martin and Siegfried. Please send or resend details. Translate into French and Spanish would be preferable. The website is now only in English, French and Spanish. (Other languages are hidden, not deleted content is archived in typo3.) Help with Spanish translation needed. Images from the Dresden conference are now online (Thanks to Carla for activating the Image Gallery function) Broken links are still a problem. Help needed with finding and correcting them. We are now familiar with the Typo3 CMS. Happy to provide help and post topical material. The current edition of the newsletter is with Nicholas. Translation and final layout underway. We are catching up with the Newsletters! 	Emmanuelle	
A	<ul style="list-style-type: none"> <i>Send or resend biographical details to Emmanuelle.</i> 	Monika, Martin and Siegfried	
	12. Cooperation with ICOM Africa		
I	<ul style="list-style-type: none"> Jeremy Silvester (Chair ICOM Namibia) requested advice concerning <i>Africa Accessioned</i>, a project aimed at improving the quality of museum documentation in Africa. Nicholas has made some suggestions. The project is currently at the planning, fundraising and networking stage. It may require more input from CIDOC in the future. The Africom handbook (CIDOC participated in the publication) is available in Portuguese, online and in print. It was distributed in Angola and Mozambique. CIDOC could look into promoting and distributing the handbook (notably in Brazil). Terry has contacted ICOM Paris about activity in Africa. Only 1.5% of ICOM members are from Africa. CIDOC has relatively strong African representation: 6.3% of active members. Reduction of membership fees for category 4 countries has not resulted in a substantial increase. The possibility of obtain grants is an important incentive. War and looting are a major problem in Africa. ICOM has become more visible but lacks resources for prevention. Adequate documentation is of great importance in crisis situations. To have greater impact, CIDOC should move programmes to the continent. E.g. Summer School training programme. Projects need to be focussed on local needs. (The highly technical orientation of some CIDOC activities may not be immediately relevant to African members.) Projects should be sustainable, ensuring long-term results. 	Terry, Nick	

A = Action / D = Decision / I = Information		Who	When
D A A	<ul style="list-style-type: none"> Suzanne mentions SAMP (Swedish African Museum Project) 1996-2000 as possible model. Jonathan suggests practical onsite workshops focused on a particular institution. An objective: strengthen network links between museums. Peer support can be very important. <p>CIDOC will aim to develop activities and projects aimed specifically at Africa</p> <ul style="list-style-type: none"> <i>Gabriel to investigate publication and promotion of Africom guidelines in Brazil</i> <i>Terry and Jonathan are mandated to explore and report on possibilities for CIDOC activities in Africa.</i> 	Gabriel, Terry, Jonathan	
I D I A A	<p>13. Liaison with TC46</p> <ul style="list-style-type: none"> TC 46 is the ISO Technical Committee responsible for Standards relating to information and documentation. ISO published ISO 21127 in French and English based on the CIDOC CRM. CIDOC has an official liaison with TC46 (non-voting, consultative). This role has been assumed by Nicholas since 2007 but he would like to step down. The liaison needs to be a CIDOC member and reports to the CIDOC board. <p>Axel Ermert agrees to accept the role of TC46 liaison.</p> <p>Axel informed the board about some ongoing developments:</p> <ul style="list-style-type: none"> ISO 5127 Information and documentation - vocabulary. New version in preparation Museum statistics. Defines how statistics should be compiled. DIS in preparation (ballot in 3 months). Possible release in spring 2016. Comments can be made through CIDOC or national standards bodies. European standard CEN (Centre European de Normalisation) Vocabulary on conservation and restoration. 50 basic concepts. DIN EN 15898:2011. <ul style="list-style-type: none"> <i>Nicholas will inform ISO about the change of TC46 liaison.</i> <i>Axel to write a short article for the CIDOC Newsletter about ongoing standards developments relevant to CIDOC.</i> 	Nick Axel Nick, Axel	
A	<p>14. Board Elections in 2016</p> <ul style="list-style-type: none"> <i>Maija will write a short memo for the board, mainly about the technicalities.</i> 	Maija	
I	<p>15. CIDOC Membership</p> <p>Membership data retrieved 25.1.2015 from ICOM Membership database</p> <p>ACTIVE: individual 555 institutional, 76</p> <p>INACTIVE: individual 531</p>	Maija	

A = Action / D = Decision / I = Information		Who	When
	<p>institutional, 48</p> <p>NEW MEMBERS, 2014 - today, 122 (included in the numbers above)</p> <p>It is not currently possible to obtain a reliable up-to-date list of CIDOC members.</p> <p>A • <i>Check possibility to download email addresses for mailings.</i></p> <p>A • <i>Write note for newsletter reminding people to check their CIDOC membership status and contact details</i></p>	Maija	
	<p>16. Operating procedures for working groups</p> <p>A • <i>Nicholas will draft procedures and send them to the full board (including WG chairs) for comment.</i></p>	Nick	
	<p>17. CIDOC archives & Website</p> <p>Much of CIDOC's history is archived on the website. This includes past newsletters, conference papers, and minutes of board meetings. Despite our recent efforts there are still many gaps that need to be filled. These include newsletters from the years 1991, 1992, 1994 and 2000, conferences details and papers for the years 1991, 1992, 1993, 1997, 1998, 2001, and conference papers for the years 1994, 1996, 2002, 2003, 2004, 2007, 2009. We have no board minutes or annual activity reports from before 2010. Coverage of WG annual reports it also patchy.</p> <ul style="list-style-type: none"> • Axel Ermert has a bound volume of CIDOC Newsletters. • Martina Krug was in Seoul in 2004. She will check if she has printed material. • Monika found two copies of the program from 2003 St. Petersburg. • Monika should have papers from every conference since Nairobi 1996. • Axel may find some material from his previous colleague from the years 1987 • The ICOM documentation centre in Paris may have additional material • An addition will be made to the conference guidelines: <i>the hosting institution is responsible for transferring all conference papers (full or short) to CIDOC.</i> • The editor will be responsible for making the conference documents available on-line. • All annual reports will be made available on the CIDOC website. <p>D</p> <p>A • <i>Nicholas will ask for permission to use Geoffrey Lewis' talk about the early years of CIDOC.</i></p> <p>A • <i>Nicholas will ask Lina Nagel for the papers from the 2009 conference in Santiago de Chile</i></p>	Nick	
		Nick, Axel, Monikam	

A = Action / D = Decision / I = Information		Who	When
	<ul style="list-style-type: none"> • <i>Axel will report to CIDOC on missing newsletters and any additional material he can find.</i> • <i>Monika will provide missing conference papers from 1996.</i> • <i>Martina will check what material she has from Soeul 2004.</i> 	Martina	
I	<p>18. COMCOL</p> <p>Susanne made a proposal concerning possible cooperation with COMCOL. (Power point provided)</p> <p>The current focus of COMCOL is on collecting, but the committee is also interested in archives. COMCOL has a working group on collections mobility; concentrating on accessioning. Focus in the coming years will be on private collections and collectors, exploring archival theory and how it relates to museology.</p> <p>CIDOC has connections with the archival community and some members of the CIDOC Board work with archives on a regular basis. The National Archives of India will be a partner in the New Delhi Conference in 2015.</p> <p>Practical steps towards cooperation:</p> <ul style="list-style-type: none"> • Triennial 2016 Milan: CIDOC invitation to participate in a round-table discussion • Umeå 2017: joint conference with COMCOL or presence of CIDOC representatives. 	Leontine Susanne	
A	<ul style="list-style-type: none"> • <i>Susanne to maintain contact and report back to the board as needed</i> 		