Europeana Network Association Management Board

13 May 2020, 14:30 - 15:30 CET
[GoToMeeting]

MINUTES

Attendees Marco de Niet (MdN, Chair), Georgia Angelaki (GA), Fred Truyen (FT), Sara Di Giorgio (SdG), Erwin Verbruggen (EV), Albert Verhaar (AV), Zuzana Malicherova (ZM), Beth Daley (BD), Isabel Crespo (IC), Ariadna Matas (AM), Susan Hazan (SH), Peter Soemers (PS), Karin Glasemann (KG)

Apologies Julia Fallon (JF), Stephan Bartholmei (SB)

Actions

➔ **Action 2020 recurring: ZM - to share the minutes of the previous and this MB meeting with the MC and on Pro, and update the list of actions on Basecamp (done).**
➔ **action 2020-24: BD - to consider organising a webinar for other communities and/or MC on how to run a successful webinar.**
➔ **Action 2020-25: ZM - to make sure that the CoC is referred to under the ENA sign up form on Pro.**

1. ENA Communities

- *Community updates: Copyright, Communicators, Education community*

Copyright Community highlights
- The SG has a new member Evelin Heidel, who works on the openglam initiative and is very involved with Creative Commons.
- The community has organised two successful webinars in collaboration with the openglam community, and prioritised the gathering of tools and resources to deal with copyright.
- The SG has sent out its 7th newsletter.
- The new "rights labelling task force" will have its first meeting soon

Communicators Community highlights
- 'Culture From Home' webinar series successfully started on 2 April. 100 people from 17 countries participated, 36 completed the post-webinar survey (97% thought it was enjoyable and interesting). The preparatory process was very well organised.
- The SG members have been actively contributing to the Europeana Pro blog editorial
- The SG is awaiting initial meeting for establishment of community's involvement in EAF TF on a Europeana Training and Knowledge Transfer Repository
- Communication channels
    - Newsletters have 59% - 67.6% opening rates

-
  - ○ LinkedIn group has been growing steadily, the community has established a ListServ list of currently 90 subscribers
  - The SG has noted that SG members are affected by changes to their daily jobs as a result of coronavirus measures and changes to their respective organisations, and acknowledge a risk in productivity and outcomes related to the community.
  - Liaison role with other communities:
    - ○ SH stepped forward to be part of EuropeanaTech Editorial board
    - ○ Webinar collaboration with the Education community is being discussed
    - ○ Proposal to liaise with other communities systematically and assess comms needs of other communities
      - ■ The communicators could share their knowledge with other communities and help them in:
        - dissemination practices
        - setting up coherent framework for digital tools and organising webinars
        - setting up communication tools, especially newsletter

At the MC meeting in Lisbon, there was a suggestion that perhaps ENA doesn't need to have a community of communicators, but instead there could be a 'communicator' in every community. However, this community has evolved and become so successful and its SG has shown so much enthusiasm and collective spirit that it would be a pity not to keep it as an independent community. The SG has been successfully liasing with the other SGs, from now on it can be done in a more systematic manner.

The Board agreed that there is currently major demand for recommendations regarding successful use of digital communication tools, where BD has done a great job, which should be utilized in other communities and across the organisation as well.

➞ **action 2020-24**: BD - to consider organising a webinar for other communities and/or MC on how to run a successful webinar.

Education Community highlights
- There is a new Europeana space for educators, [Europeana Classroom](#) on Europeana Collections. The SG aims to design a hotjar survey on this page to get user feed-back on use of educational tools and needs of educators. The SG has been collaborating with Historiana on offering partner pages for educators and students to create their own collections.
- In the coming months, the community plans to hold seminars with Historiana and Euroclio and workshops at KU Leuven in fall.
- A survey has been prepared in collaboration with NEMO to understand how museum educators are currently using digital tools in their activities and which target groups are reaching. The aim is to work on a community strategy to support them in their digital transformation. The survey is expected to be released by the end of May.
- The SG has opened a call for proposals on the mailing list to engage with the new Europeana Sports campaign. The most promising collaboration so far is with EUROCLIO's project *[Football makes history](#),* who has already integrated few Europeana resources.

The Board expressed appreciation and pride of all the achievements and successful initiatives of the communities, and considered it a sign that the ENA itself has been maturing quickly.

2. Approval of minutes and pending actions from 15 April 2020 meeting

The minutes of the last meeting were approved. Action points 18, 21, and 22 were completed, the rest is ongoing.

3. ENA's role in Europeana Strategy & digital transformation

- *Update from the SG on digital transformation*

GA explained the content and planning of digital transformation capacity building workshops with M. Edson and J. Visser being organised by the EF team throughout May and June. Jane Finnis will also be involved in the process. The workshops will be organised for five groups (two for the MC, one for EAF, two for broader ENA). The workshop for the MC will not follow the same format as the work done by the MC on digital transformation since last year, it will be complementary to it as a further step in the same direction. It will also only involve up to 24 Councillors, so not the entire MC and the workshops will take place before the next MC meeting. Therefore, a few of the workshop attending Councillors could share their workshop experience with the rest of the MC. The Board agreed that it is important to further involve the MC in the process as it will have a role in shaping the overall initiative in the right direction.

- *Europeana Strategy & ENA representation in EF Governance*

The split between the EF Supervisory and Advisory Board needed to happen for legal reasons. The reasoning behind the governance change for the MB was that although the ENA should be represented in a solid way, there is no need to have all the MB members on the EF Board. The ENA has a guaranteed seat on the Supervisory Board and one or two on the Advisory Board. Additional space on both EF Boards needs to be made available for the EAF. The remaining seats could be taken by other parties (both individual experts and representatives of institutions and collaborative efforts). These ideas will be further discussed at the next EF Governance WG meeting.

4. Next MC meeting

- *Tentative dates and agenda points*

The Board agreed on having the next MC meeting on 1-2 July 2020 in the form of a webinar. The meeting could run over 2 days, most likely by having a maximum 3 hour-long meeting in the afternoon of 1 July, and continuing with additional 3 hours in the morning or afternoon of 2 July. As the online meetings can be very tiring, there will be frequent breaks (every hour for 10-15min), and switching between the main session and breakout groups. The EF team has found and tested a very good format for this kind of meeting during the [Aggregators Forum meeting](#) using Zoom. The design for the MC webinar might therefore be similar. From recent experience we know that it is important to keep a good meeting etiquette and possibly an impartial moderator in place in case discussions escalate or become too personal.

The first day of the meeting could focus on digital transformation and Strategy discussion, and the second day on ENA business and communities. The session on digital transformation could be split into five breakout groups where each group picks one of the top five ranked items in the

spreadsheet as their discussion point, followed by presentation of results in a plenary format. Furthermore, the Councillors could be asked to discuss how they see communities contribute to the digital transformation related initiatives and what concrete opportunities they can identify for each community.

5. Recurrent agenda items

- *Approval: new membership requests (discussion postponed)*

- *ENA membership campaign 2020 update*

The campaign started as planned on 20 April 2020 and was relayed in April's Network newsletter. To this date, 825 people have confirmed their ENA membership, 15 decided to terminate it. The reminder to those who haven't responded will be sent repeatedly in the coming months.

6. AOB

- *Division of remaining tasks among Board members*

It was agreed that SdG will be the main contact person for EAF and CHI's issues. SB and SdG still need to agree on the division of the six communities. All the tasks will be re-assessed once the two new members join the Board.

- *Update: Election process of 2 new MB members*

Councillors have two weeks to come forward in the election of two new Board members (replacement for Erwin and one additional member). The election should take place in the last week of May using Simply Voting software.

- *Discussion: CoC in the ENA sign up form*

The CoC should be referred to wherever possible - especially event related communications and pages - so that it gets into people's attention more and when there is a need to use it, it won't come across as something new that they were not aware of.

→ **Action 2020-25**: ZM - to make sure that the CoC is referred to under the ENA sign up form on Pro.

- *A collective 'Thank you' to Erwin*

For EV this was the last Board meeting. On behalf of the group, MdN thanked him for all his contributions to the work of the Board and wished him luck with new work responsibilities and future endeavours that would hopefully still include Europeana and the ENA.