**EUNIS Board Meeting, Dundee, 9th November 2014**

**Minutes**

**Present (Board members):** Jan Madey (President), Ilkka Siissalo (Vice-President), Hans-Dieter Weckmann (Treasurer), John Murphy (Secretary), Mikael Berglund, Ramon Grau Sala, Uwe Hübner, Pekka Kähkipuro, Michele Mennielli, Lígia Ribeiro

**Apologies:** Marc Bouchara, Gill Ferrell, Yves Epelboin (Past President)

**Invited:** Johan Bergström (EUNIS2014 Congress organiser, ERAI project leader), Jean-François Desnos (Executive Secretary), Anna Pacholak (President’s Assistant), Kristel Sarlin (Past President), Harald Spiegl (Treasurer’s Assistant)

1. **Welcome and** **Announcement of the President**

The President welcomed the Board members and invited guests.

2. **Statement from the President**

The President made the following important announcement:

In June 2015 four members of the present Board will finish their term:

These are Mikael Berglund, Gill Ferrell, Jan Madey, and Hans-Dieter Weckmann. Two of them, Jan Madey and Hans-Dieter Weckmann have been on the Board for nine years consecutively and therefore cannot apply for re-election.

A key process for the new Board will be to elect a new President (to replace Jan Madey) and a new Treasurer (to replace Hans-Dieter Weckmann).

Pekka Kähkipuro (Board member since 2011) indicated a willingness to go forward as a candidate for presidency. In an address to the Board, Pekka confirmed his intention to run and gave a commitment to actively promote the development of EUNIS, with more events. He also indicated that he had discussions with his university to ensure that he would have the time to allocate to the EUNIS presidency. He will propose a draft strategy in the spring that will be presented to the Board at its next meeting. In relation to the Treasurer’s positon a new candidature will be found.

According to the statutes **any** Board member may apply for the officers’ positions at the Board meeting in June 2015. A secret ballot will take place within the Board. The new Board will be elected at the General Assembly in June 2015.

**3. Approval of the minutes from the last Board meeting in Umeå (Saturday October 5th, 2013)**

The minutes are already available on the EUNIS website.Some minor corrections were highlighted by the EUNIS Secretary and the version on the web will be updated accordingly.

There were some Board queries on the General Assembly meeting and what could be done to improve it. Some Board members requested that there should be more informative presentations to the General Assembly and the opportunity taken to proactively promote the work of EUNIS, the Board and Task Forces.

Pekka will prepare a draft of EUNIS activities in advance of the next Congress (including TF activities). It was also requested that the General Assembly to be scheduled to a more convenient time during the Congress. It would be beneficial to talk to the local organizers on what could be proposed to attract the members to come.

**Action:** Pekka will prepare a draft of EUNIS presentation for the next General Assembly.

**4. State of membership and finances**

The Treasurer, Hans-Dieter Weckmann, with the help of his assistant Harald Spiegl presented a status update on the budget. The number of EUNIS members who pay their fee is increasing. Last year there were 83, this year 95, which is a good result. The Dundee congress organizers need to have an updated members list to enable them to know who EUNIS members are. Not clear payments should be consulted with Kristel Sarlin.

On the issue of reimbursement of expenses for Board members for travel to events, the Board decided to update the internal rules to permit a Board member to claim for one meeting paid by EUNIS, if the Board member institution cannot pay the travel. The President, Treasurer, and Executive Secretary can decide on additional travel reimbursement when a Board member goes to represent EUNIS at some events.

The President suggested that there must be a standing sub-committee of Board to modify/make allocations from the budget during the year (President, Treasurer, and Executive Secretary). After discussion, the accounts were unanimously approved.

**Action:** The Secretary working with the EUNIS Board to update the internal rules on the Board travel reimbursement.

**5. 2014 Congress report**

Johan Bergström presented the Umeå 2014 Congress final report. There were 266 delegates from 28 countries and 55 % of the participants were newcomers. Johan gave an overview on the survey results (89 responses) regarding the programme, invited speakers and keynotes. Results from the survey have shown that information screens with the on-going presentations and abstracts should be available at future Congresses.

Among the conclusions there is also a suggestion that the scientific committee should be organized with EUNIS Board involvement. The Board should deliver something “half ready” and should involve the local organizer for further development. Overall, it was a very good quality Congress, and the attendees were mostly satisfied.

However, with respect to the Congress budget, an unexpected loss of €1,057 was noted (due to the high costs of the host university staff as well as high costs for food and entertainment). The University of Umeå will absorb the budget overrun and there will be no financial implications for EUNIS.

Jan Madey thanked and congratulated the organisers. He suggested for future Congresses the need to specify a financial (staff support) contribution/cost of the host university. This should be expressed explicitly in the agreement.

It was decided to study the implementation of a centrally supported and permanent review system (e.g. submissions to awards should be reviewed by the normal process and then given to the award).

Ligia Ribeiro asked for a publication methodology (abstracts, full papers, printed and electronic books, etc…). The publication methodology should be known from the start of the process. A book of abstracts and the full paper publications (online) for those who require it should be prepared.

**Action:** The Secretary working with the EUNIS Board to revise the agreement to express explicitly a financial (staff support) contribution of the host university.

**6. EUNIS activities**

**6.1 BencHEIT Group**

The BencHEIT Group will hold a Task Force Workshop in Bologna on December 1st 2014. Several IT benchmarking initiatives from different countries will be discussed during the event. Participation in the event is open to all and free of charge, to all EUNIS members. The group will also propose a half-day pre-conference seminar at EUNIS 2015 Congress in Abertay, Dundee.

**6.2 BI Group**

The BI group will have an event in spring 2015. The location could be Paris, Barcelona or Bologna. At the EUNIS 2015 Congress in Abertay, Dundee, it is proposed that a pre-congress seminar (master class) be held.

**6.3 Rectors’ Conferences**

The next Rectors’ Conference is confirmed for 2016 in Cracow, Poland. There will be a preparation meeting in Cracow in 2015. The President requested that Ligia, Ilkka and Pekka to attend this meeting.

The last Rectors’ Conference in Helsinki in 2014 had a financial surplus of which €5,000 will be transferred to EUNIS. Ilkka Siissalo presented a short report. The organisers were thanked and congratulated by the President.

**6.4 RS3G - Interoperability**

The new group leader is Victoriano Giralt, from the University of Malaga. The Interoperability group meeting was held 2 weeks ago. The Erasmus without Papers project has failed. Thus the focus in 2015 will be on other activities such as participation to the STORK project.

**6.5 E-learning TF**:

Gill Ferrell will meet with the local Congress organizers on 12th Nov to discuss a one-day e-learning workshop to be organized as an ELTF pre-conference event. She expects this to attract a lot of UK interest so the decisions as to the mechanism for getting non members to events in order to attract them to join EUNIS will be of relevance. Gill proposes the ELTF event to be free for EUNIS members and Congress attendees and there is a small charge for others.

**TF internal rules:**

TF leaders should add their comments (e.g. Victoriano) and they should be published well in advance of the next General Assembly. Michele will send the latest version to the Board and then they will be officially sent the TF-leaders.

**Action:** TF internal rules to be improved **(All Board Members)**

**6.6 EUNIS 2015 Congress**

The 2015 Congress had been discussed during the previous day (8th November 2014) with Michael Turpie and his team, with the presence of the Abertay’s Rector and Provost. The Board was very happy with the status of the preparations and the seriousness of the team. A few minor questions were raised by the Board for example a name for the Ignite event, TERENA/GEANT contact, update of the Scientific Committee. The Secretary will put together all the Board issues that need to be clarified and will pass them to the Congress 2015 organisers. Some decisions have already been taken:

* Hotel for the Board for Congress 2015 : **Malmaison**
* Pre-congress event’s name: **“EUNIS Fusion**“
* Corrections in the tracks proposals will be collected from the Board.

Michele will inform the Congress Organisers 2015 on the result of the proposal of the track for EuroCRIS and will give the names of the speaker from EuroCRIS to the Congress 2015 Organising Committee.

Michele has informed on behalf of marketing group on the improvement of the communication tools in e-mailing which is based on the newsletter sent out directly from the website. There are different graphics layouts proposed including the one for the current Congress organizers. The Board accepted the proposal.

The next Congress will be in Thessaloniki in June 2016. For Congresses in 2017 and after, a call for candidatures to EUNIS members will be prepared in December 2014. The Executive Secretary will draft a document.

**Actions:** (1) The Secretary will circulate corrections of the Congress tracks collected from the Board.

(2) Michele will consult the dedicated Congress track with EuroCRIS.

(3) The Executive Secretary to prepare the draft document for future Congresses.

**6.7 ERAI**

Johan presented the development of the ERAI project and the results of the video-meetings of people involved into which focused on defining the work. The ERAI project was presented in Orlando and Oslo. Johan demonstrated the ERAI webpage. The ISSN number is to be used for the publication (proceedings) after the Congress (selection of the papers). Johan presented the concept of an inaugural Editorial committee. Future content will include: hot topics of the year and different kind of studies: surveys, interviews, articles, case studies. There are also plans for extended workshops around ERAI in spring 2015. Johan presented the draft budget (in total €4,800) needed for activities such as: graphics & communication, travel expenses to speak on ERAI, workshop.

Ilka commented on the budget that some tools can be provided by the universities involved free of charge in some cases.

**7**. **Relations with the European Commission**

Yves Epelboin is the EUNIS representative at the ET2020 Working Group on Digital and Online Learning. They focus the following topics:

* + - Policy guidance on innovative and open learning environments
		- Policy guidance for educational providers on the use of digital content and open knowledge
		- Observing new trends in ICT and education

The general conclusion is that EUNIS needs more contacts with EU in a wider stream.

**8. Relations with partner associations**

**EuroCRIS:**

It might be appropriate to consider a joint application for EU funding (H2020). Michele & Ligia will show the presentation at the EuroCRIS meeting organized around interoperability. There will be a new project Learning Opportunities Information Systems (LOIS) presented and its next steps. There are workshops on Open Badges in February (with Mozilla Foundation) planned. EUNIS may consider joint activities workshops, webinars etc. and increasing awareness. CRIS is booked as a Eunis Congress track. Michele was asked to clarify the registration fee strategy for both organizations’ events.

**TERENA**:

Michael Nowlan has left TERENA to move to GEANT. We have to define the exchange of speakers this year. The Secretary is to find a new TERENA contact. Ligia suggested to sign another memorandum of understanding. The Board has to decide who on EUNIS behalf will be presenting at the Terena Congress. The suggestion is that someone from BencHEIT or BI TF.

**CHEITA:** CHEITA is conducting an international benchmarking effort. CHEITA held a meeting at EDUCAUSE at which EUNIS was represented by the Vice-President, Ilkka. Michele and Johan were also in attendance. There will be a presentation on CHIETA research at the BencHEIT workshop in Bologna on 1st December 2014.

**9. Election of a second Vice-President**

The President’s proposed that as he was stepping down it may be an appropriate time to elect a second Vice-President. The proposal was accepted and after a secret ballot Pekka Kähkipuro was elected as a EUNIS Vice-President. He was elected unanimously by the present members of the Board (10 votes).

**10. Roles in the Board and events coordinator**

It was agreed that the current roles should be revised by the two vice-presidents and the Secretary including a review of duties within the roles. The current roles and duties of Technical staff (Rescue IT) were clarified at the request of Mikael Berglund.

The new structure of EUNIS should be clearly outlined and analysis conducted of what kind of services EUNIS need now and in the future. For example contacts with global companies (potential sponsors) should be managed by EUNIS and contact with local sponsors should remain within the remit of the local congress organizers. Following the above clarifications it was highlighted that a position of an event coordinator might be required after revision of what can be done within the Board.

**Action**: Revision of the roles and duties of Board members by the Secretary and Vice-Presidents.