



EUNIS Board meeting, 6th of June 2016, Thessaloniki, 12.00 – 19.00

Minutes

Present (Board members): John Murphy (President), Ilkka Siissalo (Vice-President), Raimund Vogl (Treasurer), Michele Mennielli (Secretary), Mikael Berglund, Ramon Grau Sala, Malte Dreyer, Bas Cordewener, Yiannis Salmatzdis.

In attendance: Jean-François Desnos (Executive Secretary), Anna Pacholak (President Assistant)

Apologies: Lígia Ribeiro, Tomasz Szmuc, Valérie Le Strat (resigned from the Board May 2016)

1. Minutes from Board meeting in Kraków.

The minutes of the two Board meetings held in Kraków Board were approved by the Board and signed by the Board members who had attended the meeting. It was decided to publish the minutes on the EUNIS website after the General Assembly (GA). There were some doubts if EUNIS should publish its internal documents as it is not mandatory.

Action 1: The Board Administrator to publish the minutes of the Kraków Board meetings after the GA.

2. Fraud issue

There were two possible solutions proposed to the Board for consideration. These solutions had been previously outlined by the Treasurer at the Board VC meeting on the 2nd of June. The Board had requested time to consider the options.

Option 1

The Treasurer proposed, if the Board wants to attempt to recover the money to the organization, the most rational solution is to follow the procedure proposed by Dr Janzen (the German lawyer) acting on the behalf of EUNIS. The proposal is that Mr. Spiegl will pay back the amount of €500 monthly until June 2020. The rest of the sum will be paid as a lump sum in 2020 as Mr. Spiegl will be eligible to take a bank loan at that time. There will be no prosecution from the authorities as long as the agreement is fulfilled. The total that was fraudulently obtained by Mr. Spiegl was €96k

There are the additional costs of the lawyer of approximately €15-€20 k and 2% of interest costs to be paid by Mr. Spiegl. EUNIS will retain the rights to invoke proceedings if he stops paying or the amount is not paid off in full.

Option 2

Immediately report the fraud to the authorities in Germany. It is likely that any investigation, will significantly prolong the process. Significant legal costs to EUNIS will need to be taken into consideration. There is also no guarantee EUNIS will get any of the money back as part of this process.

The Board were asked to consider carefully each proposal. Each Board member expressed their opinion and the Board voted in favour to approve option 1.

Action 2: The Treasurer/President to advise Mr. Janzen (EUNIS Lawyer) to sign the agreement with Mr. Spiegl legal representatives.

3. BencHEIT Task Force -update

Ilkka Siissalo reported on the BencHEIT activities. The number of BencHEIT TF members has increased to 57. Every year more participants take part in the BencHEIT survey on IT expenditures. There is a BencHEIT pre-Congress workshop taking place on 7th June. The next annual BencHEIT workshop is planned in Trondheim, Norway at the beginning of December.

The Task Force plans to follow up with better marketing next year to get more participants involved in the survey. Due to a high workload connected to analyzing the data new active participants are welcome. There are also vacancies on the steering group. The Task Force is open to international collaboration, such as closer cooperation with EDUCAUSE. There is also some potential in co-operation with JISC, however their data is not so comparable.

Action 3: Ilkka Siissalo to send the presentation on the BencHEIT activity to the Board.

4. EUNIS Congress 2016 update

Yiannis Salmatzidis updated on the Congress 2016. The programme has been finalized (one keynote was changed). There are 232 participants registered. The registrations for the pre-congress events/workshops are the following:

- IT Leaders Forum: 21 registrations
- E-Learning: 26 registrations
- BI two masterclasses: Elsa Cardoso and other (local Professor on IT): 37
- Interoperability Evangelist meeting: 17 registrations
- BencHEIT workshop: 27 registrations

In total there will be 60 papers presented (70 had been submitted) and 3 posters. The Chairs for sessions have already been allocated.

Congress 2016 Awards:

Elite Award:

There were 9 submissions. Six members of the Scientific Committee did the evaluations. The winner is Ligia Ribeiro's team and the award ceremony will be presented at the Gala Dinner.

E-Learning Award:

Only 2 submissions and one rejected thus the E-learning award organisers decided not to make an award this year.

Best paper award at the Congress 2016:

12 initial candidates were proposed and 8 papers were short-listed. An e-mail with the link will be sent out to the Congress participants to vote for the best paper presented.

There was discussion held on an issue i.e. are EUNIS Board members eligible to receive awards even if the judges are not from the Board. This issue need to be discussed within the roles and responsibilities. The award will be presented as part of the closing ceremony for EUNIS 2016.

Yiannis gave an update on the sponsorship of the Congress now standing at nearly €49K and the budget based on income from registrations. The total income is €121,930. However some people haven't paid as yet so the final figure may be break even or a small loss. Yiannis showed the expenditures in detail in his presentation. If all the participants pay the total profit should bring €2,000.

Approximately 30% of the Congress delegates that registered are new. The Board suggested there should be some special activity for newcomers considered for the next year at the Fusion event similar to what took place at Dundee in 2015.

There were also some participants registered as EUNIS members whereas they membership fees were missing according to the EUNIS account statements.

Action 4: The Secretary to work with the Treasurer to put in place a database of all paid members of EUNIS.

9 EUNIS Congress 2017- Update.

Raimund Vogl gave an update on the preparations for the EUNIS 2017. The website is already launched. The formula for the IT Leaders Forum that is in place in Thessaloniki will be continued.

The Board approved the date for the next meeting: Fri 7th - 9th October 2016. The Board asked to be booked at the same hotel during the next Congress.

Action 5: Preparations for the next Board face-to-face meeting that is to be held in Munster on 7th-9th October to be put in place by the Secretary and the Treasurer.

Action 6: Anna to book the same hotel for the Board for the EUNIS 2017 Congress.

10 EUNIS Congress 2018

The Board agreed to set up the call for proposals for future years i.e. 2018, 2019 and 2020 so as to have a choice of candidatures. This will be announced by the President at the General Assembly. There is a proposal from Nitra, Slovakia for the 2018 Congress. In order for their proposal to be considered they have to become a member of EUNIS as a university and not as a EUNIS Slovakia member.

Action 7: The Executive Secretary to send out the call for future Congresses: 2018-2019-2020.

Action 8: The Secretary to advise Nitra that their proposal will not be considered unless they are full members of EUNIS

11 General Assembly (GA) preparations.

Memberships

According to the bank statements there are 74 paid members. We have lost track of what happens to the rest of them. Probably, as some cases show, they have never received the invoice. There are only 3 corporate members currently (Collabco, Software 2 and Oracle). A database for recording the members should be set-up as a matter of urgency. We can also approach the Congress participants that registered as members. Thus, for the GA we will accept all who declared to be a member. A clear view of members within following months is needed before we send the invoices. Shared files in the cloud will be helpful for all the Board to have a look and approve the transparency of the process.

Action 9: The Secretary and the Treasurer to address the membership payments to the participants of the GA.

Action 10: The Secretary to setup files in a cloud made available by the Treasurer for all the Board.

Finances

There is currently €52k credit on the EUNIS account. The budget should be made on the assumption of 74 members. The Board decreased some of the expenditures for 2016-17:

	Budget 16-17	
	Debit	Credit
1 Membership		37 500,00
2 Cooperate Membership		3 000,00
3 Executive Secretary	6 000,00	
4 Technical/Secretarial staff	9 000,00	
5 Cloud Service: Collaboration; VC; MailChimp	4 800,00	
6 Support to National Initiatives	0,00	
7 Bank & Administrative Expenses	800,00	
8 Board Meetings	4 000,00	
9 E-Learning Task Force Support	2 000,00	
10 BI Task Force Support	2 000,00	
11 Interoperability Task Force Support	2 000,00	
12 New initiatives support	4 000,00	
13 Rectors Conference Subsidy	0,00	
14 Benchmarking task force Support	2 000,00	
15 ERAI	2 000,00	
16 Marketing	1 000,00	
17 Exceptional Items	0,00	6 000,00
	39 600,00	46 500,00

Reimbursements for the Board meetings and travels are cut. The technical support is expected to be done within a Cloud Service. Staff employment must be discussed within the roles & responsibilities broader discussion. There will be 25k € as a EUNIS financial reserve left. The investments should go for the new initiatives and TFs support.

Malte Dreyer offered to do an audit on moving the bank account to another country as Nordea charges a bit expensive fees.

Action 11: Malte to investigate moving the bank account to Euro Zone preferably France where EUNIS is registered.

Action 12: Move the remaining IT support to Umea. Mikael to follow up with Anna. There will be no charge for this service by Umea.

Activities

Among this year EUNIS activities there are:

euroCRIS survey and repository, Rectors' Conference, Newsletter system, 2 webinars with the corporate members, collaboration with CHEITA, EJHEIT journal issues.

The future activities include: Congress 2017, TF workshops, Rectors' 2018, IT Leaders forum follow up, ERAI development, partnerships with EDUCAUSE and GEANT, surveys.

We will conduct a survey on how EUNIS is perceived. The aim of EUNIS is to be a hub for European IT leaders and thus some work on our identity should be done. As digital transformation is one of the hot topics EUNIS should also deal with the concept.

Action 13: The Secretary to send the list of EUNIS activities (past, current and future) to the President.

Elections to the Board

After the call to the EUNIS members for nominations to the Board of Directors there is still 1 vacancy left. The Board is requested to send the list of candidates (nominations from the Board) and the announcement for a new Board member will be made at the GA as well. The candidates will be asked for confirmation.

At the next Board meeting, after the GA, the officers to the EUNIS Board of Directors will be elected.

Action 14: All the Board to send the list of candidates to the Executive Secretary and the President for the EUNIS Board vacancy.

GA communication

The Board discussed the strategy of reporting the fraud to the GA. The decision was made that the whole story should be told in a brief but transparent way as well as the activities undertaken (like auditing) that will prevent financial irregularities in a future. The GA will be asked for nominations to be involved in the internal audit of EUNIS accounts.

Action 15: The President to announce the call for participants in the internal audit at the GA.

12. EUNIS structure and organization

The TF rules and guidelines are to be distributed to the TF leaders.

Two levels of membership for the corporate members were considered. The package includes dedicated mailers, webinars, and opportunities to work with ERAI.

Within the marketing and communication initiatives the collaboration with other organisations like euroCRIS was significantly strengthened. There should be some other strategic partnerships listed. EUNIS Congresses or other events should be considered to be organized jointly with the other organisations' events like TNC.

Board roles and responsibilities will be revised. Among the issues that need to be addressed are lack of: governance, clear control, audit, specific duties/roles assigned within the Board. In order to get an overview of the organization structure and way of operating a Board evaluation was proposed by the President to be done by an external company. The Board agreed to take the external survey for approximately €1,500. A monthly VC meetings have been proposed and the Board accepted the idea. For this, the Board approved the idea of acquiring a Video Conferencing tool, not only for the virtual Board meetings, but also to offer Corporate Members webinars services.

Action 16: The Secretary to send out the new guidelines to Task Force Leaders.

Action 17: The President to revise the roles and responsibilities document and send to all Board members.

Action 18: Anna to set-up monthly VCs.

Action 19: The President to engage with the Institute of Directors on EUNIS Board governance.