

# EUNIS Board VC meeting 3rd July 2017

## Minutes

**Present (Board members):** Raimund Vogl (President), Ligia Ribeiro, Tomasz Szmuc (Vice-President), Outi Tasala (Secretary), Yiannis Salmatzidis (Treasurer), Mikael Berglund, Thierry Koscielniak (Vice-Secretary)

**In Attendance:** Anna Pacholak (Board Administrator)

**Excused:** Ilkka Siissalo (Vice-President), Ramon Grau Sala, Freddy Barstad, Bas Cordewener, Malte Dreyer, Jean-François Desnos (Ex. Secretary),

### 1. Preliminary results of the 1-to-1 meetings - Raimund

Some suggestions from the meetings:

- Moving some of the communication to Google Drive and taking minutes online there.
- To run the (additional/weekly?) VC meetings for the Board Officers - the agenda to be discussed in these.
- Liaisons for the task forces.

### 2. Update on finance and memberships – Yiannis/Raimund

Yiannis has contacted Nordea Bank to get the credentials/access codes to the bank account. We need to provide the minutes from the meeting stating the change of the Treasurer.

Finance:

- Lack of payment form Harald Spiegl - to be checked during the week.
- Current account balance is 68.626,00 euro
- New solution needed for invoices for services by Anna.
- The Board made the **decision** on special deal for new institutions joining after the EUNIS Congress to grant them the membership for the upcoming academic year (14 months).

**Action:** To deliver the minutes requested by the Nordea Bank

**Action:** To issue the membership invoices to the new/re-joining members: Muséum National/d' Histoire Naturelle and Hanken School of Economics for the 2017/18.

### 3. Update on EUNIS 2018 - Thierry

- Muséum national/ Histoire naturelle from France has joined EUNIS as they are co-organizing the next Congress.
- Thierry has contacted Johan Bergstöm about the EUNIS 2018 website under the EUNIS domain and the website is set up but empty for now.
- The budget for the Congress will be ready till the end of July.
- The contract will be signed in autumn.

- Thierry will contact Dominik (from Münster University) about the EasyChair details and Conference4Me mobile App.
- Raimund will request a staff member to compile financial information on the past four years to help with the budget planning.
- October 19-20: board meeting and visiting the congress venue in Paris - Anna will send a calendar invitation; to decide if we need the TF leaders to be invited to.

**Action:** To deliver past congresses information to Thierry (budget planning, EasyChair, Conference4Me).

**Action:** Anna to remind the Board members on the meeting in Paris via calendar

#### **4. Update on the upcoming events – Anna**

- Communication plan on Google Drive, and information on events also on the website under calendar: <http://www.eunis.org/calendar/>
- As soon as the website for EUNIS 2018 is open we will start promoting it.

#### **5. Update on EUNIS Rectors' 2018 – Ligia**

Slides with the current status of EUNIS18 Rectors' Conference were distributed to the BoD by email and put available on EUNIS BoD Google Drive folder.

- Speakers are being confirmed.
- Registration is open and announced.
- Advertising is going on (via social media as well) and it will be intensified.
- To mention SIGMA (the sponsor) in the next newsletter.
- EUA was approached to be involved into panel discussion.
- The organisers will follow with the e-mail invitations both to the Rectors and to sponsors.

**Action:** Anna in liaison with the Treasurer to maintain the page with the members listed up to date.

#### **6. Relations with partnership organisations**

- **IMS Global** is in touch with Thierry and they want to run the webinar for the French community; they also consider to run the IMS meeting as a pre-workshop of the LTTF/BITF/UCISA event on 7th Nov, so more information may be delivered by Gill Ferrell.
- **Vietsch Foundation:** EUNIS is expected to motivate the participants presenting at the Congress to apply for the Vietsch Foundation funding. We are expected to spread the news on the Foundation activity. The project contracts are supposed to be signed individually with the Foundation.
- To revise the partner organisations on the web in liaison with the Board members at the next meeting: <http://www.eunis.org/get-involved/partners/>.

## 7. AOB:

### 7.1 Board google drive - Anna

The discussion on the google drive was held among the board, in particular on moving the treasurer's files from Münster University to the new Google Drive and about the privacy issues, as the data includes eg. bank account numbers. Treasurer file has been made available for all board members (except for new board members, to whom access has not been granted yet).

- Separate, paid contract with Google was considered, so that documents in the repository will not be scanned for marketing purposes.
- Advice on the security of data privacy at the google drive is welcome from the Board members.
- Anna, Outi and Thierry will co-operate to set up a generic Google Drive account (with the domain name EUNIS.org and personal emails for this), and copy data there, and have the password for this. The access will be distributed to the Board Members.
- The **decision** was made to leave the 'sensitive' financial files at the Munster cloud share and the Treasurer will deliver what specific information could be shared at the google drive.

**Action:** Some financial information will be kept at the Münster University cloud service; Yiannis will compile a proposition on the documents to be moved to Google Drive.

**Action:** Anna, Outi, Thierry - to create a google drive under the generic eunis name/domain.

### 7.2 Next Board VC meeting:

<http://doodle.com/poll/sqwzcre3rv9vnnyy9az6kcnr/admin#table>

The Board made the decision to cancel the July VC meeting (due to low frequency) and run the next one on 21st of August.