EUNIS Board meeting 20th October 2017, Paris, 9.00 – 17.00

Minutes

Present (Board members): Raimund Vogl (President), Ligia Ribeiro, Yiannis Salmatzidis (Treasurer), Outi Tasala (Secretary), Ilkka Siissalo (Vice-President), Freddy Barstad, Thierry Koscielniak (Vice-Secretary), Ramon Grau Sala, Mikael Berglund, Tomasz Szmuc (Vice-President), Bas Cordewener.

In Attendance: Jean-François Desnos (Ex. Secretary), Anna Pacholak (Board Administrator), Yves Epelboin (Past President), Gill (Learning & Teaching Task Force leader),
In respective part via VC: Elsa Cardoso (BI Task Force leader) and Carmen Diaz (Students Mobility TF leader), Johan Bergstrom (ERAI leader).

Excused: Malte Dreyer

1. **Signing of EUNIS 2018 contract**
   Four copies were signed and given to Thierry.

   Action: Thierry will get the signatures from the French organisers.

2. **Roles and responsibilities of the Board Members**
   Raimund presented the [preliminary results](#) of the discussions, and raised a few key issues: a weekly telco and a monthly meeting for board officers was suggested, a need for a CRM system was recognized, JF retiring after the congress in 2018 was acknowledged, need to raise the memberships number and track the members was recognized, ERAI initiative was brought up. Comments for the responsibility matrix were welcomed.

   Discussion: WhatsApp-group was suggested instead of the weekly meetings and the need for weekly Board Officer meetings discussed.

   Among the topic to be discussed there are:

   a. distribution of functions of the exec sec
   b. relations with sponsors
   c. EC contacts; trip to Brussels (EOSC event Nov 30/Dec 01?)
   d. tours to visit members on national level (UCISA, ZKI, NUAS, …)
   e. google site, cloud services portfolio for EUNIS, CRM?
   f. incentives for activities for EUNIS: outtasking, task force activities
   g. ERAI, EUNIS Journal

   Action: It was agreed that the Board Officer's weekly VC for preparing for the board meetings will be held on Wednesdays at 1pm CET (15 min.) Anna will send Zoom invitations to the Board Officers. Some responsibilities were agreed upon and filled in

the [Responsibility Matrix](#) in the Excel Sheet - this will be continued in the next board VC meeting.

3. Administration and communication management and compensation for this

Raimund proposed that 750€ (including taxes and other expenses) per month will be invoiced through a Polish company in euros (VAT released), as suggested by Anna. With this contract Anna will use 15 hours per week for work towards EUNIS, and her title will be EUNIS Administration and Communication Manager.

Action: Raimund's suggestion for the administration and communication management and its compensation was accepted, and the contract for Anna was agreed to start from 1 September 2017.

4. Update on finance and memberships
   a. Updated budget with additional revenues and expenditures for activities (working groups)
   Yiannis presented the updated budget over lunch. 3000€ allocated for the executive secretary will be moved to ERAI as agreed in the general assembly in June. The rest 3.000€ will also be moved to the Board Meetings category. The executive secretary is eligible to claim EUNIS related travel expenses from this budget category. Moreover, 2.000€ will also be allocated from the New Initiatives support (originally 4.000€) to a separate INFOSEC Task Force support category, now that the INFOSEC TF is well established.
   The balance of the bank account is around 1 00 000€, but it is to be noted that we are invoicing members at the end of the year or early next year, whereas the majority of the expenses comes at the end of the spríng or early summer.

   b. Banking
   Raimund, Thierry and Yiannis met with Bank Populaire. No English interface, but this could maybe be worked around with Google Translate. The bank will produce a proposal. JF has been in contact with BNP Paribas.

Discussion: It was pointed out that the memberships register should be renewed and also that it would be beneficial to enable members to update their own contact and other information, but personalized access to the website hasn't been developed so far. A document should be written detailing who can access and update the membership data upheld on the Google Drive. It was stated that the membership register needs to be compliant with the EU General Data Protection Regulation, and that a disclaimer related to EU-GDPR is needed for the invoices and forms for registering for the events.

Action: It was decided that a CRM system is not necessary at this point, and that for now we can uphold the register (access restricted to board members) on Google Drive. The procedure for updating the members' information and a document detailing who all can access and update the membership data will be formulated by Outi and Yiannis, with the support from Anna. Anne Hintzell, the chairperson for the Infosec Task Force, will be requested to produce a disclaimer related to the EU-GDPR to be used in all invoices and forms for registration.

5. **Rectors' Conference update**
   a. Porto 2018
      Opening session will be held by John O'Brien about the TOP 10 issues of Educause and strategic ideas drawn from these. Speakers from 12 countries will be present.

      Gold sponsorship from Oracle, silver sponsors Sigma (Spain) and a software company Primavera (Portugal).

      Names of rectors who could or should participate to be send to Ligia.

   b. Planning for future Rectors' conferences
      Andalucia U. is a possible organizer for 2020 Rectors' Conference. Discussion about the time and monetary investment that goes into the Rectors' Conference, as it can feel separate from the Task Forces and the annual congress.

      The evaluation may come after the event in Porto. The contacts with Rectors/top management should be maintained anyway. This kind of event is an added value to the overall Eunis activity. Perhaps it should be also targeted to the CIOs.

   Action: Anna to contact Task Force leaders and inquire if they wish posters to be placed at the rectors' meeting venue. Ramon will make a proposal with Andalucia U..

6. **IT Leaders' Forum**
   a. lead and proxy
   b. organizing team

   The content and the programme should be planned together with the venue and the time (spring/autumn?). Will this cannibalize the congress participation? Bi-annual meetings: retreat and congress. Pre-congress workshop (2-3 hour meeting). Tue afternoon. Webinars?

   Action: Freddy will lead, Ramon will serve as the proxy, Ilkka and Outi will assist.

7. **Relations with the international and national organisations**
   (eg. GEANT, Vietsch Foundation projects meeting 3rd Nov)

   [*to be covered when we go through the responsibility matrix*]

8. **EUNIS website**
   Website will be moved from Umeå to Siteground host. Design of the website - suggestions from Dominik: photos in the same format, either on color or black-and-white. The used template is not ideal for having large pictures, maps etc. on the website. Adding content has proved less than convenient. Performance improvements and a new template wanted.

   The new EUNIS logo is to be designed/proposed by Anne Thoring from Munster University.

Action: Anna to propose some new templates for the website (find the website designer), working group: Anna, Thierry, Johan, Ligia, Dominik.

9. **Congresses**

   a. Report from the 2017 Congress

   Raimund has sent a report to the board and circulated the material also to the Paris organizers.

   b. Preparations for the 2018 Congress

   Preparations for the 2018 Congress were covered on the previous day. Insurance against the event being cancelled due to terrorist attacks is expected to be too expensive (approx. 10% of the value of the event)..

   Action: Thierry will provide a new budget proposal for the board with three different scenarios. Thierry will make a contract with the event management company.

10. **Plans for Task Forces for 2017/2018**

    Students Mobility update (Carmen Diaz):

    - white paper to be published at EARI, the newsletter will be distributed, the promotional video will be put at the TF's web.
    BI update (Elsa Cardoso):

    - the paper on GDPR in preparation
    - the November event preparations are going well
    - no pre-Congress event; focus on learning analytics;
    - some 2 days conference could be organised next year; one day for the BI and another for learning analytics (eg. in October); other location than Paris should be considered, a host is looked for
    - BI journal issue is planned
    - project on data collection
    The details in the BI TF plan. Elsa's budget proposal accepted and the TF's budget should not exceed 2000€. Elsa will attend the Eunis Rectors' Conference in order to present a poster and represent the other TFs in needed. EUNIS will cover the registration fee.

    Elsa creates the posters for all task forces or all task force leaders will create their own? Common framework for the posters. Reused in the EUNIS congress. -> Posters to be discussed in the planning meeting for rectors' conference (?)

    Some coherent strategy/priorities from the Board should be passed to the TFs leaders. As for the BencHEIT the strategy and plans are clear.

    Presentation of the TFs at the plenary sessions at the EUNIS Congress are planned in order to promote them among a broader audience.

    How to get Task Force Leaders' VC's going and benefiting the leaders the best.

    Task Force information on the website not always up-to-date - content to be submitted to Anna.

A plan is needed for June: what's the plan, what will be discussed. Bas will create a draft for this.

Need to improve marketing of the task force meetings.

ERAI (Johan Bergstrom):

Bring in people from outside to produce content. Task Forces need to provide content: reports, presentation, etc. As for the additional content some incentive/funds are needed.

Metastudy of TOP 10 trend lists - someone needed outside to take the lead, work could be done by a group. An allowance for this could be given. 1000€ suggested. Proposal for what measures to take and how to spend money for ERAI needed. Funding must not be limited to 1000€.

Gill proposed an intelligent campus project to be bidded together within EUNIS. Yves commented some broader community should be approached (teachers, librarians). One leading theme could be proposed for a year and TFs leaders and the Board could focus on that and work together. Intelligent campus theme can be proposed for 2018. Following that an organisational structure from TFs to themes could be changed.

Action: Anna to put up all the TFs plans to one file to be discussed at the next Board meeting. EUNIS project on intelligent campus to be decided at the next board VC meeting. Outi, Bas, Johan and Gill will produce a proposal for what measures to take and how to spend money for ERAI and present that to the board

Learning & Teaching Task Force (Gill Ferrell)
- plan sent previously
- European Distance Learning week - EUNIS to piggyback on this?
- Association for Learning Technology - interest in cooperation? Sheila McNeil is the chairperson (?). Deals for EUNIS conferences must be discussed with the organisers - board cannot comment on this. Sheila as keynote for the congress?
- Furniture for flexible classes renting for the TFs needs are considered under the L&T TF within the Congress -> to be discussed in the organizing committee of 2018 congress
- Funding no less than 2000€, if extra money is needed.
  Gill overviewed on the recent Jisc study on students digital experience (2017) that was published and EUNIS could be involved into in a future (survey at the universities). Will be promoted through EUNIS newsletters and website. Part of ERAI work: targeting a certain country, or sending it to everyone? VC planning meeting about this: Gill, Elsa, Freddy, Bas, Ilkka.

11. AOB
Minutes

Minutes and other selected documents are available for the Board members on the password protected section of the website (as well as on the google drive). Generic login names for institutions was considered for accessing the current closed section of the

website. Minutes from the previous meeting will be formally accepted at the next meeting, and after that the minutes will be saved in PDF-format on Google Drive and also put up on the closed section on the website.

Documents on the Google Drive

EUNIS was recognized as a non-profit institution by the French Google. It was agreed that all new files will be named according to the same format. Eg. suggested by Outi: 2017-10-20_minutes_board_draft.

EUROCRIS

EUROCRIS meeting in Bratislava: proposed study about the HE ecosystem. OECD is running a survey among librarians on the research systems we could possibly join in.

Business cards

Ilkka will provide a Powerpoint template.

NUAS

NUAS meeting in Roskilde, Denmark next week. Major event in 2019 in Tromso. Advertising EUNIS at this event (poster or something similar).