EAHIL Council Meeting Minutes June 2014
Date: 10 June 2014
Time: 14.30 – 17.00
Venue: ISS Library

Present
Board members: Marshall Dozier (Chair), Peter Morgan, Karen Johanne Buset, Tuulevi Ovaska, Maurella Della Seta, Anna Kågedal, Francesca Gualtieri, Suzanne Bakker

Council and SIG-members: Ann De Meulemeester (Belgium), Federica Napolitani Cheyne (Italy), Gerdien de Jonge (Netherlands), Guillemette Utard-Wlerick (France), Hanne Dybvik (Norway), Helena Bouzkova (Czech Republic), Ioana Robu (Romania), Jouni Leinonen (Finland), Katri Larmo (Finland), Mar Gonzales Cantalejo (Spain), Margarita Zelve (Latvia), Matjaz Musek (Slovenia), Minna Liikala (Finland), Regina Kufner Lein (Norway), Ronald van Dieën (Netherlands), Veronica Juan-Quilis (Spain), Witold Kozakiewicz (Poland)

Online participation: Anna Sigridur Gudnadottir (Iceland), Lea Skoric (Croatia), Niamh Lucey (Ireland), Silvia Lopes (Portugal)

1. **Welcome and apologies for absence**
   Marshall Dozier (MD) wished all welcome, and presented the technical arrangements for the online participation. Description is attached as an appendix.
   Apologies for absence were received from Ghislaine Declève (Board), Carol Lefebvre (UK), Gussun Gunes (Turkey), Jurate Stukiene (Lithuania), Liv Vikan (Norway), Michelle Wake (UK), Oliver Obst (Germany), Sofia Pemer (Sweden), Susana Henriques (Portugal), Vinciane de Bergeyck (Belgium).

2. **Round-table introductions**
   Everyone introduced themselves with name and country

3. **Minutes of the 2013 Council meeting in Stockholm**
   Minute accepted as an accurate record of the meeting with one small correction (spelling Netherlands)

4. **President's report**
   Marshall Dozier (MD) summarized the President's report, covering 2013. The report is a formal document that is not for discussion, but corrections and comments are welcome.
   No comments from the Council.

5. **Secretariat Supervisor's report**
   Suzanne Bakker (SB) summarized the report. Ronald van Dieën (RvD): asked for the opportunity to get an overview of all members in a country. SB: One needs a special password to do this. SB will distribute the password on the Council mailing list. SB continue to implement more functionality in Formdesk

6. **Treasurer's report**
   MD presented the treasurer report on behalf of Ghislaine Declève (GD). The budget is healthy, with the main incomes from memberships and advertisements. Most of the expenditure is used for awards and scholarships. MD also referred to two other expenditures: (1) The 25 anniversary research projects, where one project already has prepared a report, and (2) The new EAHIL web site (see also item 10).

A question was asked about an item on page 3 in the Treasurer's report: the figures in the row for EAHIL scholarship, where for 2015 and 2016, the 4500euros had been placed in the row above – this will be addressed. A question was also asked about scholarships and LOC registrations: these items are now separated in the accounts to have a better transparency with expenses, because scholarships are fixed sums, while LOC-fees depend on each conference fee.

7. **Individual councilors: news and reports**
   No news and reports from councilors.

8. **Amendments to EAHIL Rules of Procedure and Policy Statements**
   Peter Morgan (PM) reported on behalf of the Board about several proposals for amendments to rules and policy statements. Due to the fact that last years General Assembly in Stockholm not being a quorum the proposed amendments, will be voted on at this years General Assembly. PM summarized the proposed revisions. The entire texts are available at the EAHIL web-site
   http://www.eahil.eu/about/Rules-Policy.pdf

   a. *Rule 7 – The Board: Defining hand-over period of Treasurer and Secretary; Process for development and adoption of policy statements*
      Reason: the Board must have practical tools for logistics and administration before the new board takes up office in January/February the year after the election.

   b. *Policy Statement Nr 1 – on reimbursement of travel expenses*
      PM: To make it easier to cover travel expenses not paid by employer (only once in two-year period). Applies only to meetings, EAHIL will not pay for the entire conference.
      Approved by the Council

   c. *Policy Statement Nr 5 – on Publications and authors' rights*
      PM: The Journal of EAHIL will by default apply the Creatice Commons CC-BY licence to all papers. One question about alternative licences. Variations on the default licence may be used if required by the author's employer. Additional information from FN (on behalf of the JEAHIL editorial board): JEAHIL will be registered at Creative Commons, this is free of charge. Individuals can already mark their work with CC-licence.
      Some discussion on the possibility to encourage people presenting posters and papers to publish under an open licence. The Board will take a closer look into this and report back to the next Council meetings.

   d. *Policy Statement Nr 6 – on Guidelines on presentations with commercial interests*
      No comments from the council members

   The Council members approved all amendments.

9. **EAHIL Council matters**

    a. New category of membership: Supranational category
       MD summarized the document on supranational members, and on the motivation to establish a new category. She presented three scenarios to consider:
           (a) Make no change to the current organisation.
           (b) Form members of supranational organisations into a country-like group (see Statutes 10.5.1) with the Rules of Procedure amended accordingly. This would give the opportunity for representation on the Council, provided minimum numbers are met.
           (c) Form a Special Interest Group, of which the coordinators would have places in the Council.

There may be other scenarios that Council members would like to propose. The Council may wish to run a consultation of supranational members. If the Council would like to take forward a scenario that requires an organisational change, the Board would propose that the status quo is maintained for the 2014 Council election, and that changes are effected in 2016 before the next Council election. This allows a transitional period in which policy and practice may be developed and tested before implementation.

From the discussion: Are the supranational members residents in the country or not? This could be a problem if country members then will be reduced. Also a possible problem if members of such an organization not are allowed to represent the country.

As the total number members of supranational organisations are only seventeen, the Board will take action to contact them and ask what they want.

b. *Future EAHIL conferences and workshops*
The only formal proposal is for Edinburgh 2015. The Board will have meetings during the conference with potential conference organizers.

c. *Council elections*
Number of councilors for each country will be decided in September (depending on the number of members in the country) (as an example is Belgium's Council allocation is down one member from three representatives). Not having access to the membership base when working to recruit new council members is a problem.

10. EAHIL Web site

Anna Kågedal (AK) reported on status of the web-project. In February the Board decided to move the EAHIL web site to a WordPress platform and with responsive design. A professional web firm is engaged to do the job, and has already started to draft web pages. AK also talked about main target groups, and about strategies for integration and coordination of web site and social media.

Further work with web pages has to be organized in an appropriate manner, such as a web editorial group working with the Board. Council members were encouraged to participate in this work. The council welcomed the new web site.

11. Any other business

Participation of EAHIL in European Civil Society Platform on Multilingualism
EAHIL was invited to join the European Civil Society Platform on Multilingualism in 2012. The Platform's objective is to support the European Commission on issues of Languages in the EU. Participation in the meetings is facilitated by the EC. EAHIL joined the Platform having the MeSH-SIG activities in mind.

Susanne Bakker (SB) presented the "Report to EAHIL Board June 2014" (the document was tabled at the meeting)
The report and suggestions from the EAHIL Representatives have to be approved by the General Assembly. The report will be uploaded to the EAHIL web site, and distributed to members on the Council mailing list.

Appendix:

EAHIL Council meeting

10 June 2014, 14.30 CET

Instructions for Council members joining the meeting online

Introduction

We will be having another 'blended' meeting this year to allow Council members to attend the meeting electronically. We will be using a web-based 'virtual classroom' application called Collaborate.

For a better experience on the day, it is **very important** that you do a little bit of testing in preparation **in advance** – it will be impossible to give much technical support during the meeting! You may need to download a small piece of software, so please do check things as early as possible.

At the start of the meeting, we will ask everyone to introduce themselves, so you can type a message – or if you have a microphone and webcam, you can use these to introduce yourself if you wish but during the course of the meeting we will not use participant webcams or audio.

During the Council meeting, you (as an online participant) should be able to hear the discussion, see through the room-webcam and to see any presentation slides that are used. You will be able to ask questions or make comments using the text chat in Collaborate. There will be careful monitoring of the text chat to ensure no question or comment is missed.

Equipment needed

You will **require**

- computer/laptop
- good internet connection
- speakers/headphones in order to hear

Optional equipment
- Microphone
- Webcam
- Smartphone or tablet (see appendix below)

In advance

1. Use the Collaborate Compatibility Checker
   www.miniapps1.is.ed.ac.uk/collaborate/detect.html
2. Collaborate Test Room http://edin.ac/ZvqSLb
   Collaborate provide a test room that you can use to test your connection, session settings and configure your audio. Follow the steps listed below when you have entered the test room:
   • Run the Audio Setup Wizard to check that you can hear the audio
   • Check your connection speed setting: Edit > Preferences > Session > Connection
   • Familiarise yourself with the Collaborate interface.

If you run into difficulties or need advice, please email Marshall at marshall.dozier@ed.ac.uk **before 6 June.**

For the actual meeting on 10 June

Please enter the meeting 'room' **at least 15 minutes before the start time** of the meeting to be sure things work for you. The 'room' will be available for about two days in advance of the meeting, in case you want to re-test early on.

Please follow this link for the Council meeting:

https://ca-sas.bbcollab.com/m.jnlp?sid=2011426&password=M.1E1B98AF0960CC725B758D1CD27F47

Appendix: joining the meeting on a smartphone or tablet

The following mobile devices can be used to access Collaborate
   iOS Devices
   - iPad: All Versions
   - iPhone: 4, 4S and 5
   - iPod Touch
   Android Devices
   - Blackboard Collaborate has produced a list of supported devices:
      http://tinyurl.com/ofj449t
Note: mobile device users will not be able to view the session webcam video, but will be able to hear the audio and see the papers displayed within the Collaborate space.

How do I install the App?

The Collaborate App can be installed via the Apple Store or Google Play Store (search for Blackboard Collaborate).

Accessing a Collaborate Session using a Mobile Device

The following guides describe how to access a session from a mobile device and use the available features:

   - Apple Mobile Device http://edin.ac/1k0RwmK
   - Android Mobile Device http://edin.ac/1ssOEQv