European Association for Health Information and Libraries (EAHIL)
EAHIL Council Meeting
11.30-13.30 on 12 June 2013
Stockholm, Vår Gård

Minutes DRAFT, 15.07.2013

Present

Board members: Suzanne Bakker (online, from item 8), Karen J. Buset, Marshall Dozier (Chair), Peter Morgan, Maurella della Seta, Francesca Gualtieri,

Council/SIG members: Ann De Meulemeester (Belgium), Katri Larmo (Finland), Guillemette Utard-Wlerick (France), Ulrich Korwitz (Germany), Oliver Obst (Germany), Federica Napolitani Cheyne (Italy), Ronald van Dieën (Netherlands), Gerdien de Jonge (Netherlands), Regina Kufner Lein (Norway), Witold Kozakiewicz (Poland), Gussun Gunes (From item 7) (Turkey), Michelle Wake (UK), Thomas Allen (WHO and Public Health SIG), Sue Thomas (UK and Public Health SIG), Adela Jarolimkova (Deputy for Helena Bouzkova, Czech Republic)

Online participation: Lea Skoric (Croatia), Gyongyi Karacsony (Hungary), Anna Sigridur Gudnadottir (Iceland), Mar Gonzales Cantalejo (Spain), Sofia Pemer(Sweden)

1. **Welcome and apologies for absence**
   - Marshall Dozier (MD) whished all welcome and presented the technical arrangement for the online participation. Description is attached as an appendix.
   - Apologies: Tuulevi Ovaska (Board), Ghislaine Declève (Board), Anna Kågedal (Board), Meile Kretaviciene (Board), Helena Bouzkova (Czech Republic), Jouni Leinonen (Finland), Minna Liikala (Finland), Marie Teissier (France), Niamh Lucey (Ireland), Anne M. Obyrne (Ireland), Jurate Stukiene (Lithuania), Silvia Ciubrei (Moldova), Liv Vikan (Norway), Ioana Robu (Romania), Matjaz Musek (Slovenia), Janet Wamby (Sweden)

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

3. **Minutes of the 2012 Council meeting in Brussels**
   - With one small correction (spelling of SHELLI Report) the Minutes were accepted as an accurate record.

4. **President's report**
   - Peter Morgan (PM) summarized the President's report, covering 2012. The report is a formal document that is not for discussion, but corrections and comments are welcome.
   - MD reported on the extraordinary Board election in spring 2013, due to the resignation of Lotta Haglund and lack of co-opted members. Outcome of the election will be presented at the GA.
   - Item 11 of the President's report will be covered later in the meeting

5. **Individual councilors: news and reports**
   - Ronald van Dieën (RvD) reported from a library conference on the future of library role – attended by teachers and professors from the institution.

6. **Amendments to EAHIL Rules of Procedure Policy Statements**
   The Board has several proposals for amendments to rules and procedures. The entire texts are

found at http://www.eahil.eu/about/Rules-Policy.pdf.

- Proposal: Establish a new category of membership. Supranational organizations like the WHO, where people don't represent a country. Could sit in Council and arrange workshops and conferences Thomas Allen (TA) suggested finding a generic name of category. RvD pointed out that it could have effect on the representation of the former country – with fewer members the country also could lose Council representatives. The Council approved the proposal with a few corrections.
- Proposal: Revised policy on reimbursement of travel expenses. PM summarized the Draft document presented at the EAHIL web-site http://www.eahil.eu/about/Travel_Expenses.pdf Oliver Obst (OO) asked if it would be a fixed budget for such travel expenses. The proposal has to be adopted by the General Assembly.
- Proposal: Change to the Board rules. Proposed amendment 1 - new rule 7b. The existing subsections (b) - (f) of Rule 7 will then be renumbered (c) - (g). Proposed amendment 2 - new rule 7h
- New version of policy statement 5 on EAHIL publications and authors' rights was discussed at the Council meeting in Brussels in 2012. The new version was adapted by EAHIL Executive Board, Amsterdam 2013. RvD asked if it will be possible to publish the articles as single articles. TA was concerned about possible conflicts between his institutions policies and the JEAHIL policy on the ownership of the article. MD agreed that some variations should be allowed, she will refer the matter to the Editorial Board.
- Rewording of Policy statement nr 6: Guidelines on presentations with commercial interest. RvD suggested a penality for companies that not stick to abstract and instead give a salestalk or product presentation. The council members expressed satisfaction with the change, and MD thanked PM for drafting

7. **Demonstration and discussion on website matters**
   Susanne Bakker (SB) gave a presentation online of the 3 systems in use to run the administrative parts of EAHIL. The slides will be circulated to the Council members
   - Website – is now hosted in the Nederland, the new domain is www.eahil.eu. The old website at eahil.net is still exciting as a mirror
   - Email distribution lists are now hosted on Listserv at E-compass
   - Membership database –the content is migrated to a new platform, Formdesk, which is linked from the EAHIL website. Councillors can search for members in their country.
   MD thanked SB both for the presentation and all the work she has done with all the EAHIL administrative systems

8. **EAHIL Councils matters**
   In 2012 the Council discussed the matter of English language editing help for writing JEAHIL articles, since writing in English is a barrier for many members. Several English-speaking Councilors offered to be available to help with English language, and the editorial board can give editing help. Michelle Wake volunteered; others can contact MD or the JEAHIL Board.

9. **Future EAHIL conferences and workshops**
   - The Board has received and accepted a proposal for the workshop in 2015, from the University of Edinburgh.
   - MD highlighted that there are still no formal applications to host the annual meeting for 2016, and encouraged councilors to consider hosting a workshop/conference, and talk to local organizing committees to get an idea of what is involved

- From the discussion:
  - France will arrange IFLA and can't take the workload arranging EAHIL in the next years
  - Gussun Gunes suggested that Turkey could host a conference again in 2016
  - RvD asked if Norway could be a possibility – but Scandinavian countries are very expensive (both travel and hotels)
  - Sue Thomas: Greece is an alternative, but is it realistic?
  - Due to economics is it possible not to have an event every year? OO answered that due to the statutes there is to be a GA every year.
  - PM suggested finding other organizations for cooperation both for delegates and for sharing workload.
  - TA asked if there ever has been a deficit. A positive budgetary outcome could be used as an encouragement to get hosts for conference.
  - PM explained that the income from conferences is necessary for EAHIL.
  - MD thanked for good points from the council which can be used in advertising for "Call for conference proposal" She also encouraged the Council to talk with colleagues and make proposals

10. **Any other business**

No formal AOB from the Council or the online attendees.

There was a short discussion evaluating having the online participants and presentation in the meeting: Having the option was better than missing the meeting, but the audio should be improved in future. Thanks to RvD for monitoring the online text feed and giving text updates to online participants.

PM suggested that future meetings retain discussion as one group with no breakout sessions.

Appendix:

EAHIL Council meeting
12 June 2013, 11:30am CET
Instructions for Council members joining the meeting online

Introduction
This year, we are trying out having a 'blended' meeting 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!
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

In advance
1.   Use the Collaborate Compatibility Checker
http://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 7 June.

For the actual meeting on 12 June
Please enter the meeting 'room' about 15 minutes before the start time of the meeting to be sure things work for you. The 'room' will be open for about three hours in advance of the meeting, in case you want to re-test early on.
Please follow this link for the Council meeting:
https://sas.elluminate.com/m.jnlp?sid=2011426&password=M.30504512803DBE729FA91DB6296FED