

Summer Meeting of the EADH Executive Committee

Lausanne, Switzerland

Mon. July 7, 2014 - EPFL (Room 2C, Swiss Tech Convention Center)

9:14 – 17.15

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1. Attendance and agenda

Attending:

- David Beavan (DB)
- John Nerbonne (President) (JN)
- Arianna Ciula (Secretary) (AC)
- Karina van Dalen-Oskam (KvDO)
- Øyvind Eide (ØE)
- Leif Isaksen (LI)
- Elena Gonzales-Blanco (EGB)
- Jan Christoph Meister (Chair) (JCM)
- Maurizio Lana (ML)
- Jan Rybicki (JR)
- Tomoji Tabata (TT)
- Edward Vanhoutte (LLC Editor-in-Chief) (EV)
- Paul Veth (Treasurer) (PV)

Apologies from:

- Claire Clivaz (CC) – joined the meeting at 13.30 and left at 14.50
- Espen Ore (EO)

In addition to executive committee members, we have also invited the outgoing treasurer Paul Spence (PS), Victoria Smith from Oxford University Press (OUP), Melissa Terras as Digital Humanities (DH) 2014 Programme Chair (PC) and ADHO Steering Committee (SC) representative, and Paul Arthur (local organiser for DH 2015 in Sydney) to join us.

JCM opens the meeting and asks everybody to introduce themselves including their EADH function and roles. JN mentions he might become the chair of ADHO SC pending decision on the 8th of July. TT records thanks to the great chairmanship of Melissa Terras as PC chair.

JCM starts with words of thanks to Melissa Terras for putting together a programme for the biggest DH conference so far. Second thanks are due to Paul Spence for his service as treasurer for six years in a crucial position both for ADHO and EADH for which he provided a solid foundation for our future work.

Changes to the agenda are discussed and approved:

- The Appointment of a chair for DH 2016 was added to the agenda.

Committee congratulates JR on leading the successful bid to host DH 2016 in Krakow.

Agenda is approved.

2. Minutes of Midterm Meeting

- [Minutes on Agora](#)

Minutes are accepted with no objections.

3. Elections 2014

Chair starts with point 3.2 and explain the delays in this year elections procedures due to the

inclusion of a new cohort of members brought in by the Associate Organisations (AOs) having joined EADH recently. This will be explained at the AGM meeting and the outcome of the elections will be communicated via email. (Action on JCM)

3.1 Candidates proposed for co-option

JCM clarifies that co-opted members are voting members and have the same right as elected members to the committee but their term is for one year only pending renewal.

Aurélien Berra, Elisabeth Burr, Øyvind Eide, and Espen Ore (for renewal) were the suggested candidates proposed prior to the meeting (EADH exec mailing list); however our constitution allows us to co-opt a maximum of three members.

JCM nominates also EGB. JN seconds this nomination.

LI asks for the rationale behind each nominating to facilitate the selection process. JCM explains that the general idea is to augment the committee by adding specific expertise or liaise with specific constituency otherwise not represented. This has been always a very flexible instrument. Usually members who have been co-opted became then official candidates for elections and were elected members, so this has functioned as a device to bring people in. JN mentions that we have an enormous amount of tasks in front of us (e.g. we would like to host an interim European conference).

JCM backs up his nomination for EGB by stating that she is our main liaison with the Spanish speaking community; our interest is to keep this connection. If elected, her co-opted role would be voided and filled up by another nomination. ML provide words of supports for his proposal of Aurélien Berra given his important role in the newly established French speaking association *Humanistica*.

JCM was also asked to explain the background about the DHd nomination being withdrawn prior to the meeting. It was perceived as possibly dominating from the side of DHd to have an official nomination given the the Chair still holds the DHd presidency of DHd (ML clarifies this was also an issue for the Italian candidate to the elections).

JCM also explains the support for ØE and Espen Ore. Melissa Terras mentions that some nominees have done an extensive amount of work for EADH and ADHO, while other might not have done as much. She also encourages new people joining in.

All nominations were accepted but the committee voted by secret ballot (10 voting members, excluding the two candidates and the president). EGB and ØE were co-opted (Aurélien Berra was the third elected member and was promptly informed by email about his co-option).

JCM welcomes EGB and ØE back to the room and congratulates them for their co-option to the committee (note that EGB will later be elected as member of the committee hence de facto leaving a vacancy for co-option to be filled later in the year as judged appropriate by the committee).

Action on JCM to inform Elizabeth Burr and Espen Ore whom the committee thanks for their past service to EADH.

JCM suggests motion to accept the result, no objection.

3.2 Outlook on the election process

The nomination committee included AC, ML, and was chaired by JN. JN reiterates difficulties with delay this year. We had two very late nominations. Elections are due to open on Thursday 10th of July (note this did not happen due to further vacancy announced later at the meeting – see below). Some minor mistakes in the elections slate letter were highlighted but they were already in the process of being corrected.

Candidates nominated by June 30th (deadline):

- Barbara Bordalejo;
- Fabio Ciotti;
- Karina van Dalen-Oskam;
- Elena Gonzales-Blanco;
- Christian-Emil Ore.

We received five nominations, and we checked for each that they were willing to serve if elected and that they'd been nominated and seconded by members in good standing. The election site was open throughout the month of June (see call for nominations at <http://www.eadh.org/news/2014/06/10/call-nominations-eadh-executive-committee>).

JCM thanks OUP for being flexible given the short notice connected to new members and late election process.

DB thanks Peter Gietz at DHd for passing the membership information.

JN specifies that we are short of voting members until August 1st given that new elected members won't serve on the committee until the AGM approval.

4. Chair's report

- [Report on Agora](#)

JCM summaries briefly the main points of his report.

ØE suggests motion to adopt the report, LI seconds it. Voted nem con.

5. Treasurer's Report

Relevant documents on Agora:

- [LLC Historic income](#)
- [OUP Subs and income summary 2013](#)
- [OUP LLC financial Report 2013](#)

JCM asks for only major issues not treated in the reports already stored in AGORA to be discussed. The recent draft for the 2014 budget is projected for the whole committee to see and discuss. PV explains our financial picture compared to last year. The surplus problem is no longer there, but PV states we have good reserve. Our budget based on the distributed of ADHO income is little less than £15,000 (around £12,000 after deduction). Financial commitments for this year are discussed. PV mentions the mid-term meeting (in the budget in 2013: £5,000; current projection: £4,000) as highlight. PS stresses again that we are now where we planned to be (i.e. we did spend our surplus). He also clarifies that the ADHO reserve sitting on our budget until recently explains how EADH expenditures seemed inflated this year.

The impact of new members on our income is assumed to be minor given the current distribution system.

JCM highlights the over-proportion of current commitment for the mid-term meeting; he therefore proposes that we reserve the 12% of total budget to this item (same percentage of last year). PV responds that this is realistic but would advise to consider the non-physical meeting option. JN mentions that the proportion of the budget allocated to supporting workshops and projects is very good (proportion last year was 35%). The general agreement is that some cuts should be implemented; however, based on a point raised by ØE, the percentage on last year budget was not deemed to be an exclusive guide. In fact, ADHO budget does include our investment in common ADHO expenditures (e.g. prizes, bursaries). The current profile of 2014 budget is partially skewed as it misses the bigger picture. PS suggests that some expenditure could be channelled through ADHO. (Action on PV to amend budget accordingly)

Chair takes the point that we should not be accountable to this budget as it represents only part of our investments; it is noted that we should point out additional benefits our members gain through initiatives sustained by ADHO. (Action on JCM to update membership benefits)

ØE mentions that we had other executive mid-term meetings which were match-funded by other institutions or by the members themselves. JR mentions the possibility of a limited allowance for travel costs. Chair proposes to curtail this item by using as reference the percentage of last year budget (12%), but also advocates the efficiency of a face to face meeting. He also reminds the committee about the value of our own time dedicated to EADH work and not costed.

Chair moves to commit £1,500 for the next budget year, JR and ØE second this. Voted nem con.

PV also notes that we do not have a figure against the system for management and administration of members (Action on Chair to report to ADHO about how best to liaise on this and update budget accordingly).

PV notes we did not get a response from the designer connected to the upgrade of the web design (mainly mobile version). Chair thinks we could find a way for the upgrade to be done at a cheaper rate. (Action on Chair to follow up with other contacts for a quote on the mobile version of the website).

PS points to the fact that LLC editor costs should not belong to EADH but ADHO budget (Action on PV to clarify with ADHO treasurer and adjust this).

AC suggests that 'AGM' item on the budget being attached a descriptive subtitle (Action on PV to change this too).

Melissa Terras explains that David Robey (ex-ALLC president) was invited to thank him for his service as president.

JCM thanks the outgoing and current treasurer also for the smooth handover managed in an exceptional fashion.

JCM suggest motion to accept budgets, DB seconds. All in favour.

5.1 Report of trustees

[↗ Formal accounts 2013](#)

Chair asked if there was anything to highlight in this document. PV mentions that the independent financial examiners highlighted the percentage of our reserve but as discussed above this is not an issue. PS also highlights that ADHO income has not varied much last year.

JCM moved to accept the report, AC seconded. Voted nem con.

5.2 Strategic reserve and planned expenditures

- [EADH Spending 2013 - Budget 2014](#)
- [Draft budget 2014 \(PV\)](#)

We have dealt with this above. AC raises the issue that we did not suggest a figure for the small grants budget. PS thinks we cannot continue with the same level of investment on this as in recent years. Indeed, this was not thought as an ongoing initiative but rather a strategic expense. Chair suggests we wait for the adjusted budget and take a decision via email. AC reminds the committee that we are offering this as benefit to AOs; possibly a new model to fund small grants should be sought.

Action on PV to check new figures and advise on the running of the small grant initiative this year.

5.3 Re-appointment of Bankers, and Independent Examiners

The process of activating PV as treasurer is not complete yet. PS suggests motion to continue working with Bank of Scotland (other options could also be explored), JR seconded. Voted nem con.

Action on PV to investigate alternatives.

PS proposes to confirm independent examiners, JR seconds. Voted nem con.

5.4 Confirmation of trustees

Chair proposes AC and PV to take over the positions vacated by the resignation of David Robey and Melissa Terras. Note that the majority of members have to be residents in England or Wales. Current members are JCM, JN, David Robey, Harold Short, Paul Spence, Melissa Terrace and EV. They have legal responsibility if anything goes wrong and are listed in the formal report to charity commission. All agree it makes sense to have the new secretary and treasurer in the board. Action on PS to pass new names of trustees to charity commission.

JCM suggests motion, DB seconds. Voted nem con.

5.5 Revision of guidance on allowable expenses

Against the background of the decision reported above (mid-term meeting ceiling), PV is asked to decide on how to proceed with respect to a guidance on allowable expenses. He refers to the AHRC (UK Arts and Humanities Research Council) guidelines as a possible reference to regulate reimbursement of travel expenses connected to officers but also potentially to regulation of grants more in general. PV plans to distribute the AHRC document and suggests he produces a simplified version of this document for us to adopt (Action on PV).

Committee welcome this initiative. Chair proposes the new guidelines be adopted by our mid-term meeting.

5.6 ADHO finances overview

Relevant documents on Agora:

- [Overview \(by Jarom McDonald, ADHO treasurer\)](#)
- [Annotation old ADHO budget](#)
- [Summary of cost areas](#)
- [Draft ADHO expenditure 2013 - budget 2014](#)

ADHO treasurer was invited to attend the meeting but could not participate so sent his report in writing (see above).

It was noted that the most recent ADHO 2013-2014 draft budget was made accessible to the committee only very recently; however, a tighter liaison between ADHO treasurer and EADH treasurer should remedy to this in the future.

PS states that the overall distribution across COs is similar to last year. Chair mentions we will discuss more in details the current funding formula - which is tailored to one major source of income, being OUP, mainly through institutional subscriptions, while a lot of activities are directed into drawing individual members and therefore are not proportionally acknowledged in the current funding formula - and EADH/ADHO interface under the ADHO item 9.1. The need for financial models that do not rely on institutional members is reiterated.

* * Chair breaks meetings at 10.45. Meeting is reconvened at 11.02. * *

6. Membership

- [Report on Agora](#)

DB reports on development of membership based on his report, in particular with respect to EADH composite membership and AOs proportions as well as EADH in relation to ADHO and other COs. Our increase of membership is due to (1) the two new AOs (51 from the Italian side through AIUCD and 130 from DHd) but also to (2) the general increase of joint memberships from which all COs benefit.

The membership only option was extended to regular members this year, so we gained 182 (joint) members. The joint membership option – as member only (i.e. without subscription to the journal) - is heavily discounted so it is a huge attraction.

Chair reminds committee that it is an anomaly that EADH offers the membership only fee to its AOs. He also explains that historically joint members worked on everybody's favour because the income derived from individual membership proportion was negligible (80% of ADHO income used to come from institutions). The more EADH moves towards and invest resources in gaining individual membership – whether with or without subscription to the journal – the more it is put in strategic disadvantage based on the current distribution formula. Chair thinks we will have to address this as subject of our next mid-term meeting. Internal discussion at the ADHO level about the joint membership option is also ongoing.

Chair proposes the report being adopted, JR seconds. Adopted unanimously. Chair records thanks to DB for his service.

6.1 Report on AO/EADH cooperation in membership administration

This item was postponed and treated under item 9.2.

7. Conferences

Chair asks for any feedback concerning DH 2014 from the PC chair Melissa Terras. She mentions this is the biggest DH conference (over 700 registrants) so far. It was a huge job to get to this stage e.g. for the peer review stage (2,700 reviews needed). With respect to the former, she thanks JN for his work in the ADHO Conference Coordinating Committee (CCC). The percentage of people who committee to review but did not submit their reviews in the end was brought down to 6% from 18%. Melissa also thanks those who reviewed much more than the average expected. She also records thanks to the administrative support given by Kevin Baumer, appointed to this very helpful role when planning was already underway. She also thanks the local organisers.

From now on the ADHO CCC will overlook the process of renewal and expansion of the reviewers' pool. Chair highlights that there is a specialist as well as the generalist kind of reviewers and both are important in the process; this should widen the pool of potential reviewers. AC suggests the pool could be enlarged also by asking authors to suggest names of reviewers. Chair suggests to conclude the discussion on this particular point and move to following times in the agenda; he thanks Melissa Terras for the outlook. Committee records thanks to Melissa' efforts as PC chair.

7.1 DH 2015 @ Sydney, University of Western Sydney from July 6 to 10

Chair introduces and welcomes local organiser Paul Arthur who joined the meeting at 11.15. Paul presents the conference through the website just launched (<http://dh2015.org>). He reminds the committee this is the first conference outside North America and Europe. Students worked on the visual design for the conference. The call for papers will go out a bit earlier than usual to allow for people to make plans for travel and accommodation fairly in advance. The campus at Western Sydney has very modern facilities and a very long history. There will be many different options for social activities and sightseeing. The opening keynote will be by an anthropologist, Genevieve Bell; Jeffrey Schnapp and Tim Sherratt would be the other two keynotes, the latter based in Australia. *Linked Open Data in Libraries, Archives, and Museums* (LODLAM) congress will be ongoing up against the DH conference (sharing of a slot of the public lecture is also planned; Tim Berners Lee was invited for this). There will be a plenary panel focusing on management of indigenous heritage in the digital realm. There will also be a hacking event after the official conference with categories of prizes including a DH category sponsored by the National Archives of Australia.

Paul also mentions they are working together with lots of organisations (in Asia too) to get invitations to support our trips. There are a numbers for bursaries for Australians thanks to the work of the Australasian Association for Digital Humanities (aaDH).

Asked to clarify when associations' meetings are held to make plans accordingly, Paul mentions that the ADHO SC meeting will be on the Sunday like for this conference. Action on AC to circulate the date of EADH executive committee meeting.

Chair opens the floor to questions and to comments from the PC members for 2015 (KvDO, ØE, Melissa Terras). It is noted that having confirmed keynotes early allowed the local organisers to be in a better position to attract sponsorship.

Chair mentions that the ADHO discussed to award the Infrastructure Committee 10,000 Euros towards the development of a template-base submission system for the short and long abstract for DH 2015 (note that this decision was revisited by the ADHO SC in light of a revised budget subject to approval via email). Such system would interface with ConfTool and impact positively on the work of local organisers. Paul mentions they intend to work with ConfTool in its full capacity (e.g. testing of another view programme schedule). They will also have a print on demand view of the book of abstracts.

Chair and committee record thanks to Paul who leaves the room.

7.2 DH 2016 site

The DH conference for 2016 will be in Krakow, Poland. ADHO Steering committee decided this on its meeting of 6 July 2014. Chair congratulates the Krakow team and give the floor to JR who explains how ecstatic the two Universities involved in the planning (Jagiellonian University and Pedagogical University of Kraków) are of this decision. This is the first time the conference takes place in Central Eastern Europe since 1998; from an EADH perspective, this would be important to expand our base.

Chair mentions that with the conference being in Europe in 2016, after that we will operate on a three year rotation cycle (i.e. next European conference after 2016 will be in 2019) which was adopted at the ADHO meeting on the 6th of July. JN explains that that 2017 will be in North America; for 2018 there will be a preference for a conference outside North America/Canada or Europe, but the call is open to all interested in hosting.

7.3 EADH-AGM

✦ [Agenda on Agora](#)

The AGM meeting is scheduled for Thursday, July 10 2014, 12:45-13:45 (UNIL, Amphimax Building, Room 350/351).

Chair mentions that one crucial item for the AGM will be to explain the delay in the election process this year. Rationale for co-option will be provided. With respect to our initiatives, the AOs protocol will be mentioned as well as the EASSH initiative (see item ...), where EADH is acting as advocacy body at the political level.

8. Committee appointments

8.1 Representatives in ADHO committees

See list of [current representatives](#).

- 2016 PC members (two needed plus chair)

LI and ML volunteered to be in the PC committee 2016. JCM suggests motion, AC seconds. Voted nem con. (Action on AC to inform ADHO secretariat)

JN reminds us that the conference chair is appointed by ADHO SC based on EADH executive committee proposal when the conference takes place in Europe. Chair reminds the committee that PC members have to be EADH members but not necessarily EADH executive members. KvDO was suggested as chair but she would like to have some time to check whether this is manageable within her current workload. JR would welcome this proposal very much. ML mentions issue of handover. Melissa clarifies that she will be serving as outgoing chair and JN reminds that there is the ADHO Conference Coordinating Committee with policy documents plus general advice. This sub-point will be revisited later in the day.

ADHO SC

- Chair: nominated JN; JCM points out that JN is the only candidate of SC chair so he will definitively step down as EADH president if elected; this means EADH can elect a new president. This could also be announced at the AGM
- ADHO SC members: suggested KvDO (pending elections), AC. JCM suggests motion, JN seconds. Voted nem con. Chair congratulates the new members.

ADHO Conference Coordinating Committee: a candidate to be nominated.

JN explains the tasks this committee has to deal with, often acting as mediator with respect to the conference protocols. Chair mentions that we will have to liaise strongly as EADH with this committee to leverage synergies with respect to a possible EADH conference.

Chair suggests CC based on her role as local organiser of DH 2014, AC seconds. Voted nem con. (Action on Chair to notify her)

ADHO Multilingual Multicultural Committee

- JN nominated ML as chair. If elected, we might need another EADH representative. JN mentions we could also nominate somebody from outside the executive. JN proposes

Maciej Edjer, Chair seconds. Voted nem con. (Note that Maciej accepted after being contacted by JR). Action on AC to inform ADHO secretariat.

9. ADHO Business Report

✦ [ADHO SC chair report on Agora](#)

In connection with the above (i.e. JN most likely taking on the role of ADHO chair), Chair nominated KvDO as president. He explains that this decision is strategically quite important as we are engaged in a process of re-inventing our organisation (name, structure, diverse constituency etc.). In this regard, the Chair mentions how KvDO coming from a non-anglophone country and with a young career behind would fulfil this important role by signalling openness. ØE also reminds us about the gender issue and that she would also act as chair when the chair is not available. Chair would like a decision to be taken before the AGM meeting so that we can present a candidate. The committee supports her candidature.

Before the lunch break, KvDO informs the committee that she accepts the role of president. Committee congratulates KvDO on her new role.

9.1 Report on ADHO Strategy development meeting

The ADHO SC met on the 19-21 February 2014 to discuss strategic issues. Three interest groups - governance, finance, membership - were formed presented their proposal for discussions at the ADHO SC meeting on the 6th of July. A summary of the discussion under the three main points follow below.

- ✦ Regarding the **governance** proposal, Chair explains this is conceived so as to shift towards a business model where the operational structure is as lean as possible (functional and not necessarily representational) and separate from the strategic governance. It was discussed how affiliate organisations attach to ADHO; for SIGs it was agreed that both options should be possible e.g. attach directly to ADHO or to COs. The controversial issue around the proposal of the board of directors is mainly its proposed non-representational nature. If decisions within this proposed board are taken consensually (i.e. not by vote), this would not be very problematic; same is valid if specific deliberations are not mandated to this board (e.g. financial decisions). Innovative thinking is possibly needed here.
- ✦ LI asks details about our **membership**. DB clarifies that with respect to individual members we have the greatest by and large basin of membership. Chair reminds committee that with respect to institutional contributions, our region is also the most substantial. So on all accounts EADH is the biggest Constituent Organisation. ØE reminds us that the structure of COs are not comparable (different scales and types of memberships). DB offers to analyse trends with respect to geographical affiliation of members. Chair mentions that discussion is ongoing at the ADHO level with respect of point of origin of our members.
- ✦ There is more consensus at the ADHO level with respect to the **financial** model; a new business model is needed.

Chair reminds us that discussion on these points will continue at the ADHO level.

9.2 Function & status of the “joint membership” option

This was postponed for discussion under item 11.7.1.

10. Publications

Chair made reference to the email sent by EO on this matter and the committee noted that.

10.1 LLC

- [Report on Agora](#)

EV mentions intense discussion within the editorial team about the new journal concerning not only the name change. The advisory board members are not listed individually anymore to avoid problems with updating the list constantly. EV invites suggestions for the editorial board members – the final list will be submitted back to the executive for approval via email. (Action on all and on EV)

EV reminds us that the review editor is still vacant so suggestions are welcome for that role too. (Action on all).

EV proposes for ADHO to fund the DH conference issues as supplementary issues, because at the moment there is a queue of two years (48 paper queuing right now). Alternative is a larger page budget.

The editorial fees have been the same for the last ten years (£1,000 every three months – work is 40 hours per week and this is not compensated by the current honorarium which would not be measured in financial terms anyway). EV proposes for this role to be professionalised.

DB mentions that some support from OUP goes to the editor and questions whether that could also be increased. PV was asked for the exact function of the LLC book keeping entry connected to editorial expenses to be clarified (Action on PV).

Although EADH is legally the owner of LLC, the benefits of subscriptions are shared within ADHO. Committee supports EV's proposal in general terms, but asks for ADHO to provide proper resources (Action on Chair to report to ADHO on the issues above).

To the issue raised about the academic credit with respect to EV's role as Editor-in-Chief now that EV does not hold an academic position with recognised research time any longer, EV states that the role has moved into a mainly managerial role.

EV also mentions issue of change of name and promotional material. Chair mentions that the change of name will come into effect in 2016 (Victoria Smith confirmed this will take effect from the 1st of January 2016).

Chair moves to item 11.3.

10.1.1 OUP liaison

Chair welcomes Victoria Smith from OUP who joins the meeting at 3.00 pm.

Victoria refers to the publisher's report and summarises the main points (licence for access to journal in public libraries in the UK; DeepDive; HEFCE policy on Open Access particularly relevant for UK institutions and those who submits to the Research Evaluation Framework in 2020; UK legislation on text and data mining). She mentions the circulation follows trends seen in previous years. Collection sales are increasing and compensating for individual subscriptions (down also due to the introduction of the ADHO membership only option). There could be some knock up effects on impact factor based on the fact that 2012 issues did not get much citation. Online usage is comparable to previous years (the smaller number of abstracts views is due to how such views are counted; the mouse over titles is not counted as abstract view any longer). Issues that are made free for few months are getting good increase on access. Feedback based on survey is

overall quite good and LLC should be pleased with it. She also runs over the production part of the report (positive impact of new proofing tool and tracking system; for the most part manuscripts are appearing online within the target periods) and the marketing section. She reminds us that welcomes suggestions from us on conferences to publicise the journal at (Action on all to email Victoria details of events where promotion of the journal can take place).

Chair thanks Victoria for a very concise yet comprehensive report; he also thanks OUP for the professional support to our flagship publication and in general for the flexibility and professionalism in dealing with our requests. He also mentions the challenges connected to Open Access.

Chair asks JR to make sure that our new social media correspondents liaise with Victoria (Action on JR).

Chair asks Victoria to inform us about:

- Procedure for LLC name change in 2015: Victoria states that it will be managed by OUP transition team which handles new journals in general. OUP also set up a working group including various of its branches involved in the process to make sure this transition is managed professionally. The target date is to have the switch ready (new website under the new name set up) by the 1st of January 2016. The old LLC site will be kept in place to host all the archive content (with mutual links across old/new sites). Institutional subscribers (collections) are already aware of the name change; in terms of personal and members renewal some communication would be needed at the very least in the renewal letter. Chair asks for this change to be publicised at DH 2015.
- Open Access policy development and extension of free access phase: Victoria asked whether this was discussed; Chair asks if details could be circulated via email so as not to rush it for decision today. EV agrees this could be discussed at the mid-term meeting.

JN record thanks to Victoria and OUP for their help with running the elections.

Committee records her appreciation to OUP and Victoria.

11. Association initiatives, tasks

11.1 EADH outreach activities

- [Report on Agora](#)

Chair appreciates ØE's effort in drafting this report and asks him to summarise it. Following his summary, Chair suggests that an evaluation of an investment approach might be realistic, as the whole set of recommendations might be overambitious. ØE mentions that the focus might have to be specific to certain areas (e.g. computational linguistics). He proposes to work with GO::DH, possibly with Humanistica and focus our activities in central and Eastern Europe (e.g. working towards 2016 conference).

ML advocates for supporting local developments e.g. in African regions rather than a European transfer perspective. ØE stresses that indeed his proposal was in favour of administrative and possibly economic support of locally carried out initiatives.

Chair comments that EADH is willing to support local initiatives with respect to an African connection.

JN suggests that the connection with linguistically associations could be strengthened with modest efforts (e.g. mutual publicity). This could be done with no much budget implications. ØE 's report

includes a plan along these lines with relevance to Europe. Given the current status of budget projections, Chair decides to move to next point.

11.2 Possible EADH conference or workshop

Chair mentions he discussed the possibility of an EADH presence within the DHh conference. Based on future schedule of European conferences at the regional level, we could approach regional associations e.g. to host one day of academic sessions in English.

Chair opens the floor for discussion.

JN backs up the idea of piggybacking the regional conferences as this was the basis of his original proposal (see minutes Lincoln 2013). AC reminds that the idea behind having an EADH outreach day was also related to the aim of gathering representatives of the various regional associations together.

EGB informs the committee that the next HDH conference is taking place on October 5-7 2015. She suggests to involve the HDH president in future discussion concerning EADH presence at this conference.

Chair proposes to target the Spanish event as a trial. JN mentions that Paul Spence could be involved in co-organising this. (Action on KvDO to approach Paul)

ML mentions we should have a shared Google calendar; social media correspondents could also build a shared calendar of activities. Chair mentioned that this was discussed also via email. Following Chair's proposal, committee agrees to identify the shared calendar as a specific task the new contracted website manager – currently Lena Schüch - takes over in liaising with the secretaries of all regional associations (this could be of value to the overall community) and Amanda French calendar (<http://digital-conferences-calendar.info/>) to make sure European events items are included.

EGB asks about the connection between Latina America associations and EADH (currently missing from the report). She thinks that there should be a strategy of integration this this region too since HDH operates at the national level. ØE back this up and states again that we could work with GO::DH to tackle this.

EGB and ØE are asked to work as task force connected to a Spanish-Portuguese liaison reaching out to south American.

11.3 EADH PR initiatives & selection of Social Media Correspondents

- [Ranking of candidates](#) on Agora

JR points out that we had more candidates in this second call (see <http://eadh.org/news/2014/06/18/eadh-social-media-correspondents-sought>) compared to last year. One of the new criteria was for the candidates to be bilingual. JR proposes a ranking. The financial commitment was £500 per candidate per year (Action on PV to add this to the budget).

Issue of importance of language was discussed as well as expertise of candidates with social media and web presence.

JCM suggests the first three candidates should be considered as a team and proposes for this scheme to run for a year. All are in favour to support this.

*** Chair breaks meetings at 1.45pm. Meeting is reconvened at 2.26pm. Discussion moves to 11.5.4 ***

11.4 Report on EASSH meeting

- [Documents on Agora](#)

EGB will attend the next EASSH meeting (the previous one included 70 associations). Committee officialises her nomination to follow up on this activity. Chair sees this as a very important involvement and summarises the Social Sciences and Humanities presence in Horizon2020 as literary non-existent due to a lack of lobbying and coordination.

Chair thanks EGB for attending the meeting on our behalf and for keeping up with this initiative and its developments.

11.5 AO developments

11.5.1 Report on AIUCD development

ML informs the committee that the administration of AIUCD is no longer handled by Rinascimento Digitale; Fabio Ciotti <fabio.ciotti@uniroma2.it> should be contacted from now on for any administrative issues).

The board will be substituted this year with elections taking place in the summer.

- Next conference: 18-19 September 2014, Bologna.
- Members: 51.

11.5.2 Report on DHd development

Chair reports on this. DHd first conference in Passau was a tremendous success (350 delegates). Attraction of funders and sponsors was unanticipated. The issue of representation on EADH from within the DHd constituency has not been raised (it was noted that this might be specific to this constituency).

- Next conference: Gratz, February 2015.
- Members: over 150 (but coming in on daily basis mainly through PayPal).

11.5.3 Report on HDH development

EGB alerts us that the conference cycle is biannual. Every decision is ratified at the general assembly (hence the affiliation to EADH is currently on standby).

- Next conference: 5-7 October, Madrid.
- Members: 70.

11.5.4 Report on Humanistica development

Chair welcomes CC and asks her to report on Humanistica developments. She states that any recent developments are reported on the website of the organisation (<http://humanisti.ca>). The first general assembly will be on the 8th of July. The association was constituted on the 5th of July and it will move into an international association. They have 12 candidates for 12 positions in the board and elections will take place on the 8th of July. The purpose is to develop a French-speaking culture within DH. There are five countries involved (France, Canada, Belgium, Switzerland, Luxembourg). They would like to involve North Africa. CC asks for this committee to pass any contacts. Membership fees is set to 40 Euros.

Chair congratulates CC and Humanistica in general for this initiative. He mentions that Harold Short is invited to their meeting to explain how ADHO functions and him as EADH chair is also invited to discuss the EADH AOs model. He also highlights the cultural and linguistic identity approach as opposite to the political one.

11.5.5 Report on Benelux development

KvDO reports on a very successful meeting at the first DH Benelux conference (Melissa Terras was the keynote; her speech is available online – <http://dhbelelux.org> - together with pictures and blog) with 170 attendees, 50 papers, 20 poster and 10 demos. 10 different countries were represented. KvDO would like to suggest at least a loose affiliation with EADH (e.g. endorsement and logo on each other's website). She also notes the discussion about languages.

- Next conference: 11-12 June 2015, Antwerp.
- DH Benelux remains a loose organisation without membership.

11.5.6 Report on Scandinavian group

ØE reports on this mentioning that the following institutions are involved: University of Oslo, University of Gothenburg, Norwegian University of Science and Technology in Trondheim, University of Umeå, and University of Helsinki (with a new DH professor). Developments of creating a formal organisation are ongoing – also involving CIDOC-CRM and cultural heritage community more in general. He mentions the 100 years anniversary of an ethnographic archive in Oslo where he is giving a keynote next September. The issue of where Nordic borders start and end remain open.

- Next conference (plans ongoing): autumn 2016 possibly in connection to a THATCamp

11.5.7 Report on Polish group

JR mentions that the attempt to create a DARIAH Poland is currently ongoing and this allowed the gathering of data around DH projects to be initiated. This effort helped creating an unofficial group of institutions and people (50 people attended the first two meetings of DARIAH Poland) which include major Universities and research insinuates (20 institutions of different sizes). He foresees that the formation of a Polish organisation might happen imminently including the possible affiliation to EADH.

11.5.8 Report on contacts with DH Israel

Chair reports he was mandated to attend the conference of DH Israel at Ben Gurion University, Beer Shava (45-55 delegates) held in Hebrew, where he gave a keynote. He also held face to face private meetings both in Tel Aviv and Jerusalem. These two major centres are quite active but there is currently not much reach beyond their borders. As mandated, he raised the issues of Palestine and occupied territories where again disparity between personal sentiments and political actions continues to hold wide. A private American foundation is one of the very few official instruments to make connections happen between the two research communities. Chair will follow up with Israeli members attending this DH conference in Lausanne.

11.5.9 Other contacts and initiatives

Melissa Terras was asked to report on the Siberian context. She was invited to give a lecture at Krasnoyarsk, for the Siberian Federal University. She reports that the people who invited her are engaged in setting up a Russian speaking DH organisation. Curricula in DH are already running, but more coordination and development is being invested upon with respect to DH projects (mainly digitisation).

Chair comments this is a very interesting development.

AC mentions *Cultural Literacy in Europe* (<http://cleurope.eu>) project and its developments (first conference taking place in April 2015, London, UK - call for papers open until the end of August) including the connection to policy). Chair reminds us that the website for this project is hosted by ADHO on the basis of a Memorandum of Understanding.

JN asks about the UK/Ireland umbrella organisation. Seeing that few events taking place in the UK in the short term are mentioned: Digital Humanities congress in Sheffield taking place in September, British Academy funded Digital Humanities regional event at the National Library of

Wales also in September. The lack of initiative of coordination coming from major DH players in the UK is noted.

Chair comments on a lack of alignment and fragmentation.

11.6 Small Grants

- [Proposal](#)
- [Funding Application Cover Sheet](#)

LI gives an overview on this and mentions that 14 events were awarded this year (for a total of £16,542.75). Action on LI to check up to date information is included on our website.

11.6.1 Revision of selection criteria and awards procedures

This item was skipped. Discussion moved to the item below, since given current budgetary projections a decision was taken to put the scheme on hold.

11.6.2 Proposal for new call schedule and financing

LI remind us that the draft document he prepared only misses dates and amount; however, pending decisions on budget it might not be possible to issue the call this year. PV warns that from 2014 onwards we might not be able to include small grants as regular item budget unless drawn from our reserves (current surplus is in the order of around £10,000).

Chair stresses that this might be one case where a different proportion of re-distribution of funding could be used to support activities (e.g. early career researchers) in our constituency. Another possibility is to find another scheme to fund this initiative (especially at the EU level funding of networks e.g. through the COST programme). Profits at DH conference could also be diverted to this. ØE suggests this could also be linked to outreach activities.

Chair proposes that this scheme is put on hold until a new mechanism is designed and revisit the issue at mid-term meeting. All in favour.

11.7 Updates on infrastructure developments

11.7.1 Joint membership admin system

- [Report on Agora](#)

PV summarises we have two alternatives: services option (always risks associated with this) or standalone. With respect to the latter, Wild Apricot is used by TEI but does have support for internationalisation (financial and linguistic). PV explored other three standalone options (Tendenci - <http://tendenci.com/>; Zurmo - <http://zurmo.org/>; CiviCRM - <https://civicrm.org>) but he thinks they should be evaluated more systematically since they seem to meet our key requirements. The least integrated with our content management system might work better accordingly to him. Discussion follows as to onerous work with respect to membership administration; a role which might be required to be professionalised in the future.

Chair explains that this was an investigation into implementing the system for EADH but ADHO accepted for the implementation to take place at ADHO level to justify the expenses and because EADH list of requirements are ADHO requirements. This entails both the issue of longer term implementation but also the start up phase. Chair suggests that PV passes his findings to Peter Gietz at DHd so that this is implemented on a smaller scale as a pilot and up-scaled at a later stage. (Action on PV and JCM to liaise with DHd and ADHO treasurer)

DB notes that at the moment AIUCD does not have a very efficient way of recording membership.

Chair thanks PV for investigating this.

12. Policy discussions

12.1 Mechanism for AO representation on EADH exec to be introduced

Chair reminds committee that we need to address what we promised AIUCD with respect to setting up a representation mechanism for AOs. We had the idea of establishing an “AO Advisory Board” which might entail an amendment of the constitution; while we could issue a sub-committee without modifying the constitution. JN noted that we promised AIUCD president – Dino Buzzetti – that we would get back to them on this. ØE suggests connecting an advisory board to the president. ML does not believe for AIUCD this is a question of speed as it is a complex matter; he thinks both AIUCD and DHd should be involved in the discussion to establish a mechanism of representation. ML stresses that the name in itself (Advisory Board) does not convey strength and decision power.

Chair proposes to set up a AOs council which could be led by the president to make sure the symbolic significance is attached to this body with an overseeing function. A discussion followed as summarised below:

- Need to define tasks and responsibilities of this body;
- Need to ensure efficient communication and in particular that information and decisions are channelled appropriately between the council and the executive (e.g. through a delegation of say 3 representatives from the council sitting in the executive);
- Need for this council to liaise with the national/linguistic groups including the organisation of EADH presence at local conferences;
- Avoid risk of duplicating tasks.

Chair proposes that a delegation (e.g. of three representatives) seats also on the executive. ML mentions they have a jurist sitting in the AIUCD who could contribute with his expertise.

Chair proposes that task group should put forward a phased proposal (e.g. when constitution should be changed) on a pragmatic and rational basis to be tabled and discussed at the mid-term meeting. He proposes KvDO and ML to work on a couple of models. Chair asks for a show of hands on this suggestion. All in favour.

12.2 Cross-regional approach in EADH nominations

Chair reminds the committee about the ideal of a balanced representation across an increasingly diverse constituency with respect to vacancies.

13. Midterm meeting

UNED, Madrid, 12 Dec 10:00 – 18:00

Chair reminds that we will have new guidance on expenditures by then. A proposal is put forward to check how much the costs for the local organisers of the meeting would be on the first instance, so that we would know on how much left over fund we can rely and how much we lack at the individual basis. (Action on EGB to provide local costs component and liaise with PV accordingly)

14. Review of decisions, appointments and responsibilities

Chair proposes to extend Lena Schüch's contract as EADH web content administrator by a further 12 months (contract value: EUR 2.300 p.a.).

JCM suggests motion, AC seconds. Voted nem con.

Committee records thanks to Lena for her efficiency and speed of action.

All appointments are effective based on the executive committee decision; decision was taken by the committee that new appointments take immediate effect. Chair thanks JN for his past service and also Melissa Terras for presenting EADH in the ADHO SC (Action on JCM to inform Paul Spence).

ØE explains that KvDO would not take both roles of presidency and member of the ADHO Awards committee. EGB was hence suggested as replacement and she is willing to accept the nomination.

Chair will ask for some leniency in providing a name for chair of DH 2016 conference to ADHO.

Chair also informs the committee that TT would like to step down from this committee and focus on the work of the Japanese association (JADH). Chair expressed gratitude for his contribution to EADH from which the committee has profited greatly. TT thanks EADH in return since the establishment of JADH could have not happened without the support of EADH; intentions are for JADH to keep a strong tie with EADH.

Election-wise this means that we have four opens slots and four remaining valid nominations for the executive committee members. Committee proposes that the AGM is asked to ratify that a formal vote is needed and not held, hence that the four nominations are accepted as elected members.

Aurélien Berra joins the meeting at 17.07 to introduce himself as newly co-opted member. Chair welcomes him and asks for everybody to introduce themselves. Chair thanks him and ask whether he could be willing to be our representative on the ADHO Publications committee (whose seat is vacant after EO term as co-opted member ended). Aurélien accepts the nomination. (Action on AC to inform ADHO secretariat and circulate induction document to all new members of the committee)

15. Any other business

Committee discusses the adoption of Confluence as document management system. The switch over is put on hold for the moment..

ØE records thanks to JCM.

Chair records thanks to AC.

Meeting ends at 17.15.

Action Points

Responsibility	Task	Status
All	Send suggestions to EV for LLC editorial board members and review editor.	
	Action on all to email Victoria Smith (victoria.smith@oup.com) at OUP details of events where promotion of the journal can take place.	
AC	Liaise with webmaster to upload approved mid-term minutes to EADH website.	Done
	Circulate date of EADH executive meeting at DH 2015.	Done

	Inform ADHO secretariat that LI and ML were appointed as PC members for DH 2016.	Done
	Inform ADHO secretariat that Maciej Edjer was appointed EADH representative in ADHO MLMCC.	Done
	Inform ADHO secretariat that Aurélien Berra was appointed EADH representative in ADHO Publications committee.	Done
	Circulate induction document to all new members of the committee.	Done
KvDO	Approach Paul Spence with respect to the possibility of liaising with HDH for an EADH presence at the next HDH conference (October 5-7 2015).	
	Work with ML on a couple of models for AOs representation in EADH executive for a phased proposal (e.g. when constitution should be changed) to be put forward and discussed at the mid-term meeting.	
ØE	Work with EGB as task force connected to a Spanish-Portuguese liaison reaching out to south American.	
	Inform ADHO secretariat that EGB was appointed EADH representative in ADHO Awards committee.	Done
EGB	Work with ØE as task force connected to a Spanish-Portuguese liaison reaching out to south American.	
	Action on EGB to provide local costs component for the midterm meeting and liaise with PV accordingly.	
LI	Check that up to date information on awarded smalls grants is included on our website.	
ML	Work with KvDO on a couple of models for AOs representation in EADH executive for a phased proposal (e.g. when constitution should be changed) to be put forward and discussed at the mid-term meeting.	
JCM	Explain delay in election procedures this year to AGM for approval.	Done
	Communicate outcome of the elections to members via email.	Done
	Inform Elizabeth Burr and Espen Ore about them not being co-opted this year.	Done
	Since the EADH budget represents only part of our investments, we should point out additional benefits our members gain through initiatives sustained by ADHO. Update membership benefits accordingly.	Done
	Liaise with ADHO with respect to a figure (budget) against the system for management and administration of members.	
	Follow up with other contacts for a quote on the mobile version of the website.	
	Notify CC of her appointment as EADH representative in ADHO CCC and inform ADHO secretariat.	Done
	Report to ADHO on the issues EV raised at the meeting: <ol style="list-style-type: none"> 1. EV proposes for ADHO to fund the DH conference issues as supplementary issues, because at the moment there is a queue of two years (48 paper queuing right now). Alternative is a larger page budget. 2. Proposal to raise editorial fees. The editorial fees have been the same for the last ten years (£1,000 every three months – work is 40 hours per week and this is not compensated by the current honorarium which would not be measured in financial terms anyway). EV proposes for this role to be professionalised. 	
	Notify the website manager– currently Lena Schüch – that the shared calendar will be a new specific task. She will have to connect with secretaries of all regional associations and Amanda French calendar (http://digital-conferences-calendar.info/) to make sure European events items are included.	
	Follow up with Israeli members attending DH conference in Lausanne with respect to	

	outreach in the middle east region.	
	Work with PV to liaise with DHd and ADHO treasurer about the implementation of a joint membership administration system.	
	Notify Paul Spence with respect to his role as ADHO SC representative that the decision of the committee was for new appointments to take immediate effect.	Done
JR	Make sure that our new social media correspondents liaise with Victoria Smith (victoria.smith@oup.com) at OUP.	
PS (possibly to be inherited by PV)	Pass new names of trustees (AC and PV) to charity commission.	
EV	Submit final list of editorial board members to the executive for approval via email.	
	Liaise with OUP so that decision on Open Access policy development and extension of free access phase can be discussed at the mid-term meeting.	
PV	ADHO budget does include our investment in common ADHO expenditures (e.g. prizes, bursaries). The current profile of 2014 budget is partially skewed as it misses the bigger picture. Some expenditures could be channelled through ADHO. Budget should be amended accordingly.	
	LLC editor costs should not belong to EADH but ADHO budget. Clarify with ADHO treasurer and adjust this.	
	The 'AGM' item on the budget should include a descriptive subtitle Change this.	
	Check if after pending amendments of commitments for 2014, we are able to provide a figure against small grants or whether this is not feasible this year.	
	Explore alternatives to Bank of Scotland.	
	Distribute the AHRC guidelines and produce a simplified version to adopt as guidance on allowable expenses.	
	Clarify exact function of the LLC book keeping entry connected to editorial expenses.	
	Add financial commitment for social correspondents to budget 2014-2015.	
	Work with JCM to liaise with DHd and ADHO treasurer about the implementation of a joint membership administration system.	