Report General Assembly 23rd of May 2003, Vlaams Theater Instituut, Brussels, Belgium

Attending the meeting: Nicolea Scarlat (ARCUB, Romania), Laurent Sebillotte, Agnès Wasserman (Centre National de la Danse, France), Cécile Hamon (Centre National du Théâtre, France), Sergey Shternin (Centre of Information Technologies for Theatre, Russia), Conso Martin (Centro de Documentación de las Artes Escénicas Andalucia, Spain), Michael Freundt (German Centre of ITI, Germany), Luciano Brogi (IALS, Italy), Mary Ann De Vlieg (IETM, Belgium), Johanna Laakkonen (Information Centre for Dance in Finland, Finland) Mari Kolle (Information Centre of the Estonian Theatre Union / Estonian ITI, Estonia), Catherine Boothman, Emma Kelly (Irish Arts Council, Ireland), Naomi Black (The Place Artist Developmen, England), Bianca de Waal (Theater Instituut Nederland, The Netherlands), Zdenka Markova (Theatre Institute Bratislava, Slovakia), Dries Moreels, Nikol Wellens (Vlaams Theater Instituut, Belgium)

Welcome and opening

Luciano opened the meeting by welcoming everybody to the first meeting dedicated to ENICPA members only. A short introduction of the links training and the workshops on Copyrights and International Collaboration followed.

Approval of a proposal by the board for exclusion of members

The board felt that it was necessary to have this proposal for legal reasons at the least. We need half of the members to attend a general assembly to make it al legal one. Also the board wanted to start the renaissance of the network with a clean membership list.

The board set three criteria to evaluate these members:
1. Paying the membership fee
2. Be present at meetings
3. Using and updating the ENICPA database and on-line tools

The following members have not fulfilled any of these criteria the last year:
*   Connecting the P.ARTS – Austria
*   Maison du Spectacle / Contredanse – Belgium
*   ONDA (Office National de Diffusion Artistique) – France
*   Theatre and Cinema Information & Education Centre - Lithuania
*   MOT - ITI Macedonia – Macedonia
*   DELAK - Centre for Performance Research - Slovenia
*   Swedish ITI
*   IPAE - Portugal
*   The Arts Council of Ireland - Ireland

The board have sent those members a letter, asking them if they still were interested in being a member of the network and if so, to give an answer before a certain date.

Two of them reacted. IPAE and The Arts Council of Ireland stated that they will remain a member. They will be paying their membership fees for this year.

This exclusion of members is not an exclusion for life. If the members want to, they can be a member again.

Article 5 in the statutes states that the board can decide to propose exclusion of members. The members need to give their approval for the exclusion at a general assembly.

ENICPA – c/o Vlaams Theater Instituut – Sainctelettesquare 19 – 1000 Brussels, Belgium
Phone +32 22 01 09 06, Fax: +32 22 0 3 02 05
eMail: dries@vti.be , Web: www.enicpa.org

The members felt that if you start exclusion of members, the network should also start looking for new members in the countries of the excluded members. In the search of members it would be very helpful to have a document about the network, how it works, what the advantages are of being a member, how to become a member etc. to show to the candidate members. The board will make such a document.

The board will also ask members in countries nearby the country of the excluded member to take over updating of the data in the ENICPA database input by the excluded member until the network has found a new member.

Laurent of CND offered to update the data of ONDA. Luciano will change the id of the ONDA records in Laurents id.

The following members volunteered to look for new members.

Johanna for Sweden
Zdenka for Austria
Mari for Lithuania
Dries for Belgium

The majority of the members voted for the exclusion of the members that didn't react to the letter of the board (11 votes).

Changes of the statutes

The proposed changes were discussed with a lawyer.

The changes were accepted unanimously.

The Ministry of Justice now has to agree with the proposed changes and they need a royal agreement. The board asks to vote for a mandate to VTI to officialize the new statutes. The majority voted for the mandate to VTI (12 votes).

House regulations / Internal rules

Because not all is described in the statutes, the boards wants to suggest to make a set of house regulations. The boards thinks of the amount of the membership fees; the criteria for the members; the exclusion of members etc. The board proposes to form a taskgroup to make a proposal for the house regulations to be accorded by the members in the general assembly in Birmingham, October 2003.
The task group is: Dries Moreels, Cécile Hamon and Luciano Brogi.

A few remarks on house regulations:
- Don't make it to rigid
- The board should make the decissionmaking about exclusion of members transparent

Approval of the budget for 2003

The majority approved the budget for 2003 (12 votes).

Website improvements and reminders

Novelties and improvements on the public website:
- How to become a member - a new page is online with explications on who can be a member, what the duties and responsibilities are, amount of membership fee and so on (Laurent (CND) will translate it in French)
- Register page - the information from the register page for users comments are now stored in a database; until now the system was working only by sending an email to the Secretary

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European **N**etwork of **I**nformation **C**entres for the **P**erforming **A**rts
Réseau **E**uropéen des **C**entres d'**I**nformation sur le **S**pectacle **V**ivant

- List of European information centres - is now sorted by country, the members of the network are marked
- Mission statement - is updated and the activities have been added)
- Search engine - if the users search results is no records, the user is directed to a link of an info centre
- Page with the last update date of the entries

The biggest changes have been made in the reserved area for the use of the members:
- Members can now ask for their password and id by sending an e-mail
- A log of members on-line or in the chat room
- Self update system - you can send e-mails automatically to all you entries, asking the entries to update their data. They receive an e-mail with a link to a form in which they can make their changes. After that the member responsible for that entry will receive an e-mail to check the changed data and confirm or delete the record.
- Mail tools - you now can send an e-mail directly to all the members; to all the entries in the database (only one country per mail); the board and the separate members of the board.
- Download - you can download all entries in the database in .cvs format (for example to print stickers); the instructions for the use of the reserved area; or other documents (questionnaires etc.)
- Statistic page - number of searches per month; users searches by country
- Forum - only the author of the subject can delete the subject plus the response
- Chat - at the end of a chat the last person leaving the chatroom will automatically receive an e-mail with the text of the chat but can also decide to send the text to other members choosing from a list
- Task groups - here you can find the rehearsals for the new links section. Bianca will send the members instructions, criteria and deadlines to the members as soon as possible

Cécile asked if it's possible to upload data from her own database. Luciano said it is possible (in cvs format), only once, but it's better to ask your own technician to make a format that fits the form and fields of the ENICPA database.

Next meeting somewhere between the 8th and 13th of October in Birmingham, England