

EXECUTIVE COMMITTEE MEETING
Mo i Rana, 31 May 1993

Present :

Robert DAUDELIN
Eva ORBANZ
Clyde JEAVONS

President
Secretary General
Treasurer

Members

Hoos BLOTKAMP
José Manuel COSTA
Jan-Christopher HORAK
Jorge NIETO
Vladimir OPELA
José Maria PRADO
Guy-Claude ROCHEMONT
Steven RICCI
Roger SMITHER
Ivan TRUJILLO BOLIO

Commission Heads

Joao BENARD DA COSTA

Harriet HARRISON
Ronald MAGLIOZZI
Henning SCHOU

Commission for Programming and
Access to the Collections
Cataloguing Commission
Documentation Commission
Preservation Commission

Secretariat

Béatrice TROUVEROY

Assistant to the Executive
Secretary

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Mr DAUDELIN welcomed the new members of the Executive Committee, saying we were now at a turning point marked by the need to revise our approach to various issues regarding the Federation's work. Every EC member had an important role to play in this new approach. He and Ms ORBANZ would therefore try to design the work and appoint tasks accordingly.

1 ADOPTION OF THE AGENDA

There being no amendment, the agenda was adopted.

2 NOMINATION OF VICE-PRESIDENTS, DEPUTY SECRETARY-GENERAL AND TREASURER

Having considered a number of possible deputies according to the experience in their archive and the geographical situation of the various EC members, Mr DAUDELIN formally proposed the nomination of the following officers :

- Hoos Blotkamp)
- Vladimir Opela) as Vice-Presidents
- Ivan Trujillo)

- Roger Smither, as Deputy Secretary-General;
- Steven Ricci, as Deputy Treasurer.

In answer to the nominees' questions, Mr DAUDELIN elaborated on their role as deputy or Vice-President. His proposal was then unanimously approved.

3 MEMBERSHIP QUESTIONS

3.1. Reconfirmation of Cinemateca Nacional, Mexico, as Member of the Federation

Their reconfirmation had been postponed at the Olso meeting, pending more information about their preservation programme (cfr. Oslo EC minutes, pt 4.1.e.). After having met in Mo i Rana with Lic. Guadalupe Ferrer Andrade, who had provided this information together with a detailed written report, Ms ORBANZ recommended their reconfirmation as Member of the Federation. She explained all their funds available for preservation was now allocated to the building of three new vaults, while preservation itself was currently done in collaboration with Filmoteca de la UNAM.

Mr TRUJILLO and Mr NIETO seconded Ms ORBANZ's recommendation and felt that building new vaults was part of a preservation programme.

Mr HORAK felt he was not sufficiently aware of their file to be able to vote on their reconfirmation.

Ms ORBANZ then called for a vote to be taken on their reconfirmation.

Result of the vote : 8 in favour
3 abstentions

3.2. Filmoteca Vaticana

Referring to the discussion during the 1st EC meeting in Oslo (cfr. pt 4.2.b.) and to her discussion with Mgr Enrique Planas in Mo i Rana, Ms ORBANZ said their application as (full) Member was postponed until the next EC meeting, pending more precise information.

All the new EC members would receive the main elements of Filmoteca Vaticana's file by the next EC meeting together with Christian Dimitriu's report on his visit to their premises.

3.3. Reconfirmation of Members in 1993

Besides the archives due for reconfirmation in Fall 1993 (Ottawa, Rochester, London NFTA, New York and Copenhagen), the reconfirmation of Cinémathèque de Luxembourg would be examined again in Paris, when we have received answers to our questions mentioned in pt. 4.1.d. of the minutes of the Oslo meeting.

All EC members to receive the main elements of Cinémathèque de Luxembourg's file.

3.4. Beijing - Taipei

As decided during the first EC meeting in Oslo (cfr. pt. 4.3.d.), Mr DAUDELIN had met with respectively Mr Chen Jinglian (Beijing) and Mr Ray Jiing (Taipei) in Mo i Rana to see how this delicate issue could be settled. Both parties had proven friendly and cooperative, they had even met together and discussed during a long time but nevertheless, this was a formal issue that had to be settled. In a formal letter addressed to Mr Ray Jiing in Mo i Rana and which he read aloud, Mr DAUDELIN had suggested three alternatives to the present naming of the archive. Mr Jiing had replied the three suggested names were not acceptable to their board and had proposed "Film Archive, Taipei". Meanwhile, Mr Jinglian had presented to Ms ORBANZ a list of "acceptable" and "unacceptable" names to Beijing, which excluded the above-mentioned naming.

Ms BLOTKAMP proposed to formally re-send the letter to Mr Jiing in Taipei, who will keep in contact with his colleagues in Beijing, and then see what happens. Mr DAUDELIN agreed.

4 TRAINING

Referring to Mr JEAUVONS' proposal to create a working group on training (cfr. minutes of the 1st EC meeting in Oslo, pt 10-GA7), Ms ORBANZ called for suggestions regarding the membership and the tasks of this group.

Mr JEAUVONS said the profile of this "working committee" was agreed in principle, i.e. it should be composed of representatives of the various Commissions and be kept as tight as possible but have the possibility to co-opt useful participants. Mr JEAUVONS was responsible for creating this working committee and would try to draw up a programme and an agenda for it. He would report on this more formally at the next EC meeting. All suggestions were welcome.

Mr SCHOU encouraged that Commissions be heavily involved in this work (slide packages,...).

Mr RICCI reported that there had been a lot of discussion on training issues during the workshop on the relation between film schools and film archives. It had been informally suggested that the first matter of business would be to investigate what courses or training resources are already available and then compile a list.

Mr SMITHER added the training party should also make a compilation of qualifications expected or demanded by archives and investigate whether there are particular posts which require a particular level of training or a qualification in a particular subject.

Mr JEAUVONS already proposed Mr RICCI and Mr TRUJILLO as first members of the working committee on training.

5 FUNDRAISING

Mr DAUDELIN reported that both Anna-Lena Wibom and Michelle Aubert were willing to remain on the Fundraising Working Group, which had to be reconfirmed. Ms WIBOM had suggested to pay professional fundraisers, such as Christian Dimitriu, by granting them 25% of their take. There was no exclusivity for this job.

We badly needed guidelines for this working body which would have to work very closely with the Treasurer and the EC.

Ms BLOTKAMP proposed to address special fundraising institutions for this job.

Mr HORAK knew that, in the USA, giving a fee for fundraising in the frame of non-profit institutions was considered as unethical by the national association of

fundraisers. What was usually worked out was the "flat" fee.

He underlined the necessity to carry out a feasibility study for fundraising, explaining one cannot start fundraising until one has the guarantee that there is a chance to achieve a goal. One must know in advance who the potential donors will be and settle contacts with them. Also, before starting fundraising, one must already have some money in hand, at least to pay the professional fundraisers. He felt 1,000,000. US\$ was a very ambitious goal and feared there might be some conflicts of interests between FIAF and the individual archives which have been asked to raise 25,000 US\$ for FIAF.

Mr JEAUVONS said archives could possibly share with FIAF what they nationally raise. Besides, he was confident Mary-Lea Bandy's professional experience in fundraising would be of great help in the Fundraising Group.

He would report on this discussion to the Fundraising Group.

6 REVIEW OF THE GENERAL ASSEMBLY/ PROJECTS, MATTERS ARISING FROM THE DISCUSSION

6.1. FIAF Bulletin

Mr DAUDELIN called for comments on Paolo Cherchi Usai's suggestion to ask each new member of the EC to make in the next FIAF Bulletin, a clearcut description of his intentions regarding his work in the EC.

Although he recognized it was important to the membership to learn about what elected members think in terms of the work of the Federation, Mr RICCI feared this might make our journal become a forum for internal political debate, which would be of very little interest to the intended larger audience of the FIAF Bulletin.

Ms BLOTKAMP thought it was more important for the membership to hear what the Committee as a whole intends to do in the coming years.

Mr NIETO feared that, if asked to candidates before the elections, such "declarations of intentions" would bring about a political campaign within FIAF. He preferred the idea of just asking a brief profile of each candidate at future elections. Mr JEAUVONS supported this idea.

Mr COSTA said we should first start with a deep discussion in the EC about our Federation's future policy before expressing our ideas in the open.

6.2. Membership - miscellaneous

Mr HORAK said it had appeared very clearly from the workshop on cinema museums that we urgently needed to incorporate those kinds of entities within FIAF, otherwise they might join other associations. He proposed to start thinking of the agenda of a working group that would formulate recommendations to incorporate cinema museums. His suggestion was welcomed; he would report at the next EC meeting.

6.3. Membership of the Commission for Programming and Access to the Collections

Now that Enno Patalas and Paolo Cherchi Usai had left the Commission and that Manuel Martinez Carril could practically no longer work on the Commission (although he had not precisely resigned), Mr BENARD DA COSTA formally proposed to accept two new candidates on the Commission : Dominique Paini and Edith Kramer. There being no objection to this proposal, it was approved.

Mr JEAUVONS said in this case it would be useful for the EC to receive "profiles" as well from the new candidates. This was agreed.

The Commission now had 6 members and one consultant, i.e. Clyde Jeavons. Contacts would be maintained with Manuel Martinez Carril, who was officially not considered as having left the Commission.

6.4. Election procedure

After considering the need to modify the election procedure, questioned by Vittorio Boarini at the GA, with a more democratic approach, Ms ORBANZ, Mr DAUDELIN and Mr JEAUVONS had elaborated a possible new formula, subject to discussion :

Successive stages of election :

- 1) The President
- 2) Twelve members of the Executive Committee
- 3) Among those : election of the Secretary-General

The Treasurer could be appointed by the newly elected EC from among its members, at a later stage as is being done for the Vice-Presidents. The secret "no" vote should be eliminated when there is only one candidate for a post, as a matter of courtesy to the candidate. The same could apply to the election of Honorary Members or else, a mass show of hands ought to be enough.

Mr NIETO suggested the President propose his own list of candidates to work with him as a team to achieve a certain number of goals.

Decision : Ms ORBANZ and Ms BLOTKAMP to come up with suggestions regarding the revision of Rule 39 and other related Rules and to ask Vittorio Boarini to propose his ideas in writing, following Mr KLAUE's suggestion.

6.5. Procedures of the General Assembly : needs of revision

6.5.a. Guidelines for Commissions' reports

Ms BLOTKAMP and Mr HORAK thought the Commissions' written reports should be circulated in advance to all participants. If everyone had read it before the GA, they would be more time available for discussion between the Heads of Commissions and the Assembly. Mr JEAVONS agreed.

Mr SCHOU also agreed, saying this would help Commission Heads to obtain more response from the membership. The reports should therefore be circulated together with a note addressed to the corresponding department in the archive and asking to mention one or several questions that the archive representative could raise during the Congress. He insisted the EC members should also read in advance the Commissions' written reports.

Referring to the latest "guidelines for FIAF Commissions" drafted by Michelle Aubert (see annexe), Ms HARRISON explained that, as the Commission reports were to survey the achievements made by the FIAF membership as a whole in the subject field of their Commission, they could not be issued before the book of annual reports, i.e. not as early as suggested by Ms BLOTKAMP. An earlier circulation of the reports would therefore require a modification of this regulation. Mr KLAUE, seconded by other EC members, believed these achievements by our membership did not necessarily have to be reported in writing in the Commission's report but could be commented orally at the GA in addition to the report on the Commission's activities. He encouraged a change of the regulations to this end.

Referring to Catherine Gautier's report on the Programming Commission's survey, Mr DAUDELIN said the Commission Heads should focus and comment on specific items in their report rather than simply read it.

6.5.b. Opening procedure

Mr KLAUE deeply appreciated that the informal opening of the GA meeting this time had made it possible to start the discussion as from the first session, which had rarely been the case before. Separating the official opening's formalities from the meeting itself had been a successful experience which should be taken into account for future Congresses.

6.5.c. Lay-out of the meeting room

Mr SCHOU spoke in favour of a rectangular arrangement of the tables, which, in his opinion, would be more appropriate for discussions than a stage arrangement whereby the board overlooks the Assembly.

6.5.d. Confirmation of the voting rights of the Members

Mr KLAUE strongly believed this item on the agenda should be dealt in another way and insisted we should stress instead the presence of new participants.

6.6. New scale for membership fees

The Treasurer was asked to follow up the work of the working group on possible alternatives for a new scale of membership fees and to stay in contact with Michelle Aubert on this issue.

7 NEXT MEETING OF THE EXECUTIVE COMMITTEE

After describing the hosting conditions of Cinémathèque Française for the next EC meeting due to be held in Paris next November, Mr DAUDELIN reiterated his proposal to devote one or two days apart from the standard agenda to a think-tank meeting on the work and identity of our Federation.

After a broad debate about the guidelines of this two-day discussion (please also refer to the last point of the minutes of the EC meeting in Oslo), the following was agreed :

- the agenda of this meeting would be prepared by a co-ordinating group (H. Blotkamp, J-M Costa and J-M Prado), based on papers received from all EC members, Heads of Commissions and Honorary Members who would be invited to join the meeting.
- these position papers could either mention 1 or several priority point(s) that should be revised/changed or it could present thoughts regarding the work/role of FIAF and the Executive Committee. Papers to be circulated to each member of the co-ordinating group and the Secretariat before 15 September 1993.
- the debate in Paris will be the starting point of further discussion.

8 MISCELLANEOUS

8.1. Next EC meetings

Mr DAUDELIN suggested that the 1994 Fall Executive Committee be held mid-October in Tunis, at the time of the Carthage Festival. He asked those who had contacts with Tunis to test this possibility.

8.2. Preparation of future symposia/JTS

Ms ORBANZ felt a decision on the theme of the symposium for our Congresses had to be made a long time in advance. We needed at least 2 years to properly prepare our symposia which, she added, should be exceptionnal events. It was therefore high time to launch the preparation of the symposium in Los Angeles and also in Beijing. Mr HORAK suggested to have a call for papers for the symposium in Los Angeles.

CLOSURE OF THE EC MEETING

Mr DAUDELIN thanked all the participants and closed the meeting.

Fédération Internationale des Archives du Film

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GUIDELINES FOR THE WORK OF COMMISSIONS, AND FOR COMMUNICATIONS: (1) AMONG
COMMISSIONS, (2) WITH THE GENERAL MEMBERSHIP, AND (3) WITH THE EXECUTIVE
COMMITTEE

(November 1982)

A. Membership on the Commissions.

1. Members are experts in their fields and are chosen on this basis. As Commission members they function as specialists rather than as representatives of their particular archives.
2. The number of members on a commission and the types of commissions represented are determined by the Executive Committee. Commission presidents may request the Executive Committee to raise the maximum number of Commission members, but final decisions in this matter rest with the Executive Committee.
3. Commissions can call upon written evidence or support from non-members and may invite experts to attend meetings in accordance with Article 87 of the Internal Rules.
4. Every two years, Commissions should reconsider their memberships and make recommendations to the Executive Committee about any desired changes. In considering changes, both the Commissions and the Executive Committee should take into account the work contributed by members and their attendance at Commission meetings. Where necessary, the Executive Committee shall be empowered to ask members to resign, based upon Commission recommendations.
5. Presidents of the Commissions shall be appointed by the Executive Committee. The Executive Committee shall consider recommendations from outgoing Presidents, and from the Commissions, in making these appointments.

6. Presidents of the Commissions shall present nominations for new Commission members to the Executive Committee. These nominations shall be based upon the recommendations of Commission members.

7. Commissions shall prepare internal guidelines for the more orderly functioning of their work, as considered necessary. They may set up ad-hoc working groups to undertake specific tasks or projects.

B. Relations among Commissions.

1. Commissions should coordinate their work, suggesting joint projects where proposed work overlaps specialty areas, thereby avoiding unnecessary duplication of effort.

2. Commission Presidents should exchange the minutes of their meetings with other Commission Presidents for circulation among their members.

C. Communications between Presidents of the Commissions and the FIAF Membership.

1. Minutes of all Commission (or working group) meetings should be sent to the Secretariat.

2. Reports of Commission work should be made for the FIAF Bulletin and sent to the Editor.

3. Each Commission President is required to attend the General Assembly sessions of the FIAF Annual Congresses. If he/she cannot attend, he/she may choose a member of his/her Commission to represent him/her at the meetings.

4. Each Commission President should prepare an annual report for the FIAF Congresses. This report should be presented by the Commission President or his/her chosen representative--who should also be a Commission

member. If no member of a Commission is able to attend the General Assembly in any given year, the report should be given to an officer of the Executive Committee for presentation to the general membership.

D. Communications between Presidents of the Commissions and the Executive Committee.

1. The Presidents of the Commissions should be invited to attend all sessions of the Executive Committee. They should at least attend the session of the Executive Committee prior to the General Assembly.

2. Commission Presidents should receive formal invitations to attend Executive Committee meetings. Such invitations should be issued well in advance of the meetings and should include information about the dates and place of the meetings. They should be in a form which permits the Presidents to seek travel and expenditure funds from their parent organizations utilizing these invitations.

3. The Presidents of the Commissions should prepare written reports on the activities of their Commissions for each session of the Executive Committee. These reports should include a discussion of Commission accomplishments, proposals for new projects, and any problems for which advice, or Executive Committee actions or approvals, are sought. They should be presented both orally and in writing at the sessions.

4. If the President of a Commission is unable to attend a session of the Executive Committee, he/she may choose an alternate from among the members of his/her Commission to represent him/her at such meetings.

5. Presidents and their representatives understand that the meetings of the Executive Committee are confidential in nature and do not discuss session proceedings with anyone outside the Executive Committee. They do not vote and generally do not contribute to discussions

unless requested to do so. They attend the meetings in order to report on their activities and to maintain an understanding of the directions the governing body of FIAF wishes to follow in any given period.

6. The Presidents of the Commissions receive the minutes of the sessions of the Executive Committee. They understand that these minutes are confidential in nature and do not discuss them with persons outside the Executive Committee. They report to the Commissions only those portions of Executive Committee deliberations which concern their Commission's work. They utilize the remaining information as background guidance in their decision making.

7. At the beginning of January each year, Commission Presidents submit to the Treasurer proposed budgets for the year commencing the following January. These budget requests should include separate sections for general expenses and for publication expenses.

8. The Presidents receive copies of all approved budgets from the Treasurer or from the Secretariat.

9. The Commissions, through their Presidents, should have control over the use of all funds allocated to them for Commission work. Commission Presidents should approve all expenditures from these funds. They should submit to the Treasurer an annual report of all expenditures incurred.

10. Should any Commission President be unable to obtain funds for attendance at the General Assembly and at the Executive Committee session which precedes it, the Executive Committee should seek to provide for funds to defray travel and/or staying costs. In the cases where Commission funds are not required for any other expenditures, these funds may be used for the above purpose with the consent of the Treasurer.

11. Upon his/her resignation, each Commission President will turn over to the incoming President any Commission files which are needed by the new incumbent for the ongoing work of the Commission. The remainder of the files will be turned over to the Secretariat.

GUIDELINES FOR FIAF COMMISSIONS (July 1992)

by Michelle Aubert
Curator of Archives du Film du CNC
Bois d'Arcy, France

1) The objectives :

A brief text (10 lines) should be supplied by each Commission setting out their long-term (5 to 10 years) objectives and thus providing both new Commission members and the membership of FIAF with broad aims for that period.

A plan of action for the shorter term (1-3 years) should also be drafted in a calendar form, providing if possible :

- names of projects
- resources necessary
- time scale
- geographical settings

and including venues of proposed Commission meetings.

2) Improving the image of the Commissions :

Each Commission should publish a list of its members and explain the reasons for their selection. To this end, each Commission member should provide their president with a career resumé, emphasizing their areas of expertise and specialisation (projects undertaken, publications, development areas).

These details will identify possible points of contact for FIAF members, who may, if necessary, make direct approaches for advice and help rather than relying on a generalised approach to the Commission president.

3) Improving communications with the Executive Committee and the FIAF membership :

Commission presidents will be required to write one report per year. In the context of declared objectives (see section 1) the report should describe progress and fully explain difficulties encountered (e.g. lack of response to a questionnaire that has been circulated, etc).

Each year, each president will be asked to survey the achievements made by the FIAF membership as a whole in the subject field of his/her Commission and to report his/her findings to the President of the Federation. This exercise will require Commission presidents to familiarise themselves with members' activities in relevant fields, as described in annual reports, and will ensure that the aims and objectives of their commissions are grounded in the grassroot reality of archive experience and expectations.

Each president will also be provided with details of the budget available to the Commission and of the procedures to be followed in administering that budget. Reports will include details of budgetary expenditure.