

SIG-DL Annual Business Meeting Minutes

2016 SIG DL Business Meeting Minutes

Monday, October 17, 2016 9:33 - 10:11 am Crowne Plaza Copenhagen Towers, Thames 1 Room

Officers Present: Eka Grguric (Chair), Alyson Gamble (Chair-Elect and Secretary/Treasurer), Chris Cunningham (Digital Liaisons) Other Attendees: Anna Dabrowski, Danielle Pollock

Meeting called to order by Chair at 9:33 am.

1. Welcome, Introductions and Officer Recognition
 - Recognition of 2015-2016 officers
 - Will discuss low election turnout later in the meeting.
 - Eka is outgoing chair; Alyson is incoming chair.
 - We found co-chairing was more effective than chair/chair-elect; working to change the official documents to reflect this.
2. Recognition of 2015-2016 activities
 - Read the Annual Report
 - Have had healthy membership; overall ASIS&T membership has dipped, but ours has stayed fairly healthy.
 - Robust list of activities; as long as we improve on our last year, we will be set for the future. Lots of webinars.
3. Election of 2016-2017 Officers
 - Will be sending out another call ASAP - need to have a Chair and Secretary/Treasurer
 - Possible to split the position of Secretary/Treasurer if people are interested
 - Can not elect officers at this meeting because there is not at quorum (10 people needed)
 - Will be adding Committee on Data Skills Training to the officers list - Eka self-nominates & Alyson seconds
 - Eka nominated Matthew Murray as Co-Chair
 - Potential for Digital Liaisons to operate more than once a year

- Lynn Westbrook dropped by -- money is available (email her or Chris about what project and how much) -- should not be a problem to change to a co-chair structure -- encouraged to make tight connections with members
- Eka thinks Data Skills Training would be a good candidate for the funding Lynn mentioned
- Chris asked about funding members for professional development

4. Officer Reports

- Treasurer:
 - We spent \$565 as of July 31 for FY16.
 - We are allocated \$1486 for FY17 October 1, 2016-September 30, 2017.
 - We need to submit our SIG Budget (ignore 15 September deadline). Are there any planned changes from last year's budget?
 - Special permission for SIG Member award \$400
 - Reoffer Student Engagement Award \$500
 - Reoffer Barreau Award \$500
- Communications:
 - Read Ginnie's report from October
 - Anna suggested Slack for communications; Eka seconded as a potential
 - Anything from list-serv is cross-posted on social media
 - Hangouts nominated as public by Eka; seconded by Alyson
- Membership:
 - Read Lynn's report from October
 - Eka suggested making sure to promote widely to all SIGS

5. SIG-DL Health

- SIG is very healthy
- Plenty of money
- Committed officers
- Not one of the struggling groups
- One of the larger SIGs makes us more resilient
- "Health" was mentioned in SIG Cabinet
- Measure of health as Annual Report in on time may not be accurate gauge
- Awards + Communication = Better measures
- Good attendance at meetings despite different time zones and commitments

6. New Business

- Changing the SIG Operating Rules to allow for co-chairs
- Need to hold elections
- Best ways to get active:
 - Run for officer
 - Make sure to check schedule
 - Anna interested in Webmaster
 - Danielle interested in Secretary/Treasurer
 - Activity in committee
 - Help with projects (e.g., newsletter)
- We officially have a Digital and Data Skills Committee
 - Will run an election for chair
 - Eka is nominated for chair of this committee
 - Will focus specifically on hands-on training activities
 - Establishing GitHub for SIG DL as part of this
- Anna proposes starting a Slack for the group
 - This will assist with maintaining communications
 - Would be a good supplement for the listserv
 - Is preserved, so would be a good FAQ
- Elections deadline - November 30
 - New executive needs to convene by January
 - Voting will be held electronically
- SIG DL Panel is tomorrow in Everest I Room at 12:30
 - Goal is to make the panel interactive
 - Part will be recorded
 - Other part will be an unconference style in-person second chat
 - Slides, brainstorming, and session notes are available

Next meeting: Post-elections, probably December

Meeting adjourned: 17 October 2016, 10:11am

2015 SIG DL Business Meeting Minutes

Tuesday November 10, 2015, 9:15 a.m. - 9:53 a.m. Sterling 6, Hyatt Regency St. Louis at the Arch, St. Louis, Missouri

Officers Present: Eka Grguric (Chair), Virginia Dressler (Communications Officer)
Officers Present via Google Hangouts: Alyson Gamble (Chair-Elect and
Secretary/Treasurer) Other Attendees: Chris Cunningham, Karen Miller, Zachary
Frazier, Heather Pfeiffer, Abebe Rorissa, Juliane Schneider, Diane Pennington

Meeting called to order by Chair at 9:25 am.

1. Eka recognized the 2014-2015 officers and 2014-2015 activities.
2. Eka then announced election results of the 2015-2016 Officers.
3. Eka presented reports from the Membership officer and former
(Secretary/Treasurer):
 - Group suggestion to email people who select SIG-DL to welcome them to the group.
 - Budget did not expend a lot of money in 2014-2015. Budgeted more for next year.
4. Group discussed webinars.
 - Increase number of webinars and make them accessible to as many people as possible.
 - Suggestions to have pay levels for webinars.
 - Make webinar recordings available.
 - Build digital library of archived webinars. Fair amount of money to spend.
 - Need to use reserve fund for projects or lose the money.
 - People unaware of opportunity.
 - Propose project, which will be reviewed.
 - ASIS&T can help fund webinars.
 - Post-review, changes can be made.
 - Project and Reserve fund has some limitations, e.g., No travel awards.
 - Possible to get data on people who could speak at webinars
5. Group discussed 2015-2016 Initiative Planning
 - Increase number of positions?
 - Post any initiative ideas to Eka and/or Alyson
6. Eka called for New Business
 - No new business announced.
7. Eka stated plans to have other ASIS&T SIG-DI business meetings online

8. Reminder given that funds which post after October 1, 2016 to count as FY 2017.
This meeting counts as FY 2016.

The meeting adjourned at 10:00 a.m.

2014 SIG DL Business Meeting Minutes

Tuesday November 3, 2014, 9:05 a.m. - 10:05 a.m. Juniper Room, Sheraton Hotel, Seattle

Officers Present: Lizzy Rolando (Treasurer/Secretary), Virginia Dressler (Communications), Kevin Comerford (incoming Chair/outgoing Chair)

Committee Conveners Present: Holley Long (Student Panel),

Other Attendees: Krystyna, Brian, Heather, Matthew , Ekatarina , Alyson, Virginia, Edwin , Stanislav

Meeting called to order by Chair at 9:05 am.

1. The Chair, Kevin, began by reminding the attendees of the Dutch Treat Dinner that night at the Elephant and Castle Restaurant at 6:30.
2. The Chair then introduced Heather Pheiffer, incoming SIG Cabinet Director.
 - Heather indicated that the SIG Cabinet is very interested in supporting the SIGs, and she reminded the group that SIGs have access to the Special Project Fund, which has about \$12,000. SIGs can ask for a grant, a loan, or propose cost sharing for a project. Heather reported that although funds couldn't be used for travel to the Annual Meeting, they can be used to establish a program with another SIG and funds can be used for travel associated with that programming. There was discussion about how requests are evaluated and Heather reported that healthy SIGs with reserve funds will be expected to share the cost of most proposed programming.
 - Heather also reminded the SIG that webinars and workshops are other ways that SIGs can earn revenue.
3. The attendees of the meeting then introduced themselves.
4. Kevin then led a discussion of old business and a review of the 2013-2014 Activities Annual Report.
 - There were no requested amendments or changes to the minutes from last year's business meeting.

- Last year, SIG-DL participated in the RDAP Summit as a sponsor and provided live tweeting from the event; we offered 3 webinars (Ngozi coordinated these); we launched a SIG-DL newsletter (Gena coordinated this); we hosted another Digital Liaisons session at the Annual meeting, which was yesterday (Michael Eisenberg was keynote speaker and we had about 44 attendees) (Holley led this); and our Communications officer Tina was very active in pushing out communications to our followers.
- Kevin indicated that we are planning to keep the same level of momentum going in the next year, in addition to adding new programming.
- Also, a major accomplishment of the last year is that we were named SIG of the year! Kevin acknowledged that achieving this honor is a cumulative process and the last year built off of work of the past.
- Lizzy provided an overview of the past year's finances, reporting that last year's revenue allocation was \$1848 and we earned \$260 from webinars. SIG-DL spent \$2692 last fiscal year, so Lizzy indicated that the SIG did dip into the reserve fund (\$584), and that the SIG is planning to do so again this coming fiscal year.
- Lizzy reported that SIG-DL has \$2,790 in their reserve fund as of today.

5. Kevin then turned the discussion towards new business.

- Lizzy reported on the FY15 Proposed budget. The SIG will receive a revenue allocation of \$1,761, and an estimated \$200 from webinars, as well as \$350 from the SIG Project Reserve Fund for a total revenue in 2015 of \$2,311. Expenses will include the awards and other expenses for the Digital Liaisons panel, the Deborah Barreau Award, RDAP sponsorship, a SIG-DL Yearbook, and 2 Webinars (\$178 x 2 Webinars).
- Kevin noted that Ngozi was the recipient of the 2014 Deborah Barreau Award, for her work on the Webinars over the last 2 years, but that she was in London and unable to accept her prize in person.
- Lizzy also reported that SIG-DL is undertaking a special project in the coming year to look at how the digital liaisons panel and associated awards affect retention and recruitment of new members and graduate students. Holley offered to help Lizzy with this project.
- Kevin reported on the outcomes of the Officers election. Kevin and Lizzy and Lyne were re-elected and Virginia was added as Communications Officer.

- Kevin noted that SIG-DL had many open positions, for Chair-Elect and Webmaster, as well as for Webinars and Digital Liaisons Committee Conveners.
 - In a special election at the Business Meeting, Eka was elected to be Chair-Elect and Matthew was elected to be Webmaster.
 - Kevin will file an updated officer list with the SIG Cabinet.
 - Holley volunteered to lead the Webinars for the coming year, and Alyson volunteered to lead the Digital Liaisons panel, and Lizzy will continue as the RDAP Summit liaison.
6. Kevin then led the group in a discussion on new program ideas for next year.
- Kevin is interested in finding a way to publish the newsletter in eZine format, so that it would be something flashier, similar to a flip book. Kevin will follow up with with Liam, who is taking over the Newsletter, and Matthew, incoming Webmaster.
 - Kevin is also interested in pursuing a SIG-DL Yearbook, which could include requested articles from Digital Liaison participants, people who have contributed to the newsletter, or other relevant SIG-DL publications.
 - The group then discussed possible webinar topics, and one idea was to hold one on data visualization in collaboration with SIG VIZ.
 - The group also discussed the possibility of greater collaboration with other SIGs, in particular SIG MET (with Edwin as Liaison) and SIG VIZ (with Krystyna as Liaison). Projects that would benefit from collaboration include the webinars and the Digital Liaisons panel.
 - The group expressed interest in organizing programming about data analytics, whether it is a webinar or pre-conference program, as it is the other side of the data coin.
 - Heather provided the group with information about pre-conference workshops, explaining that there are some costs for ASIST to set up the room, for food, and AV. SIG-DL would work with ASIS&T to figure out what the charge would be, and Heather noted that SIGs can give scholarships to students (from the special project fund) to attend.
 - Another idea of a topic for a pre-conference workshop is on data management plans as a resource for research, and Heather noted that SIG KM would probably be interested in participating in this as well.

The meeting adjourned at 10:00 a.m.

Monday November 4, 2013 5:00 p.m. - 6:00 p.m. Salon 4, Le Centre Sheraton, Montreal

Officers Present: Marisa L. Ramirez (outgoing Chair), Anne Diekema (outgoing Membership), Lizzy Rolando (Treasurer/Secretary), Dot Porter (Webmaster), Tina Jayroe (Communications), Kevin Comerford (incoming Chair/Chair-Elect), Lyne Da Sylva (incoming Membership)

Committee Conveners Present: Chris Eaker (Student Panel), Ngozi Okoro (Webinars)

Other Attendees: Sue Yeon Syn, Annamarie Klose, Moriana Garcia, Ashraf Sharif, Holley Long, Michel Castagne, Josh Sternfeld, Michele Gobin

Meeting called to order by Chair at 5:05 pm.

The Chair began by congratulating the incoming officers.

Annual Report:

Marisa Ramirez, outgoing Chair, presented the annual report of SIG-DL activities, noting that it had been a very productive past year:

- 2 successful webinars
- Creation of new appointed positions
- The beginnings of a SIG-DL newsletter
- Another successful Digital Liaisons panel
- The inaugural year of the Dr. Deborah Barreau Award

Marisa then awarded Chris Eaker with the very first Dr. Deborah Barreau Award for his invaluable service leading the Annual Meeting Student Panel.

Financial Report:

Lizzy, the Treasurer, reported that the budget for FY 2014 had been submitted to ASIS&T, but no finalized budget has been given by HQ. Lizzy explained that the budget for 2014 included funding for the newsletter, 2 webinars, RDAP sponsorship, and the 2013 Digital Liaisons panel expenses.

Ongoing Activities:

1. Ngozi has continued to work on finalizing another two webinars for the coming year, and a general call was made for ideas for other webinars. Marisa noted that webinars

not only provide the membership with helpful information, but that they are also a source of revenue for the SIG.

2. The Committee recognized the efforts of Dot, webmaster, to migrate the website to Wordpress. Chris, Kevin, and Dot will coordinate between themselves to post the proceedings from the 2013 Digital Liaisons panel onto the website.

3. Kevin reported that the SIG is pushing for an early 2014 release for SIG-DL newsletter, and he noted that opportunities for volunteering were still available.

4. Anne reported that as of November, SIG-DL has 340 members.

New Activities:

The Chair suggested some activities that could be carried out during the upcoming year:

1. Dot had previously raised the idea of using the "blog" functionality of Wordpress to allow for others to post features onto the site. The group was generally supportive of the idea, especially as Dot noted that the technology would require less time and effort, so she would be able to help coordinate the posts. A list of interested people was collected, and Kevin will send out an email to arrange for a follow up meeting.

2. Our student session, which was again very successful, needs volunteers and ideas for the 2014 annual meeting. The process has become much more streamlined over the years, but someone is needed to lead the effort, and it helps to have about 4 committee members to support the leader. Dot, Chris, and Lizzy are willing to be members of the committee to help organize for 2014.

3. Kevin suggested that particularly high quality work from the newsletter (or the blog if we move forward with regular blog posts) could be culled over the year and compiled into a "yearbook" of great Digital Libraries research and articles from the year. UNM may even be able to print copies using their Espresso Book Printer.

4. Kevin suggested polling SIG-DL membership to determine new and continuing areas of focus. Tina noted that the survey Gena recently distributed touched upon this, and it was noted that ASIS&T was organizing a standard template survey that could be sent by every SIG about member interests, and the results were going to be shared throughout ASIS&T.

General discussion by members present:

1. Lizzy noted that ASIS&T has a special project fund that can be used for major project. Kevin suggested that the yearbook may be a project that would warrant applying for funds.
2. Ngozi noted that a survey about member interests would help in determining what additional webinars may be of interest to the membership.
3. Moriana from SIG STI reported that their SIG has referenced many of the materials created by SIG-DL, and that the materials have been helpful in framing the methods and materials for SIG-STI.

The group was reminded about the SIG-DL Dutch Treat dinner being held at Les Trois Brasseurs on Sainte-Catherine St. immediately after the business meeting.

Meeting adjourned 5:55 p.m.

2012 SIG DL Business Meeting Minutes

Monday October 29, 2012 6:30 p.m. - 7:30 p. m. First Floor, Hilton Inner Harbor Hotel, Baltimore

Officers Present: Susan Wells Parham (outgoing Chair), Marisa L. Ramirez (incoming Chair), Anne Diekema (Membership), Betsy Martens, (outgoing Treasurer/Secretary), June Abbas, (Past Chair)

Officers Not Present: Tina Jayroe (Communications), Eugenia Kim (outgoing Webmaster), Dot Porter (incoming Webmaster), Rebecca Shows (Chair-Elect)

Other Attendees: Ron T. Brown, Chris Eaker, Maria Hugger, Krystyna Madusiak, Ngozi Okoro, Elizabeth Rolando, Ashley Sands, Amelia Vaughn Meeting called to order by Chair.

The Chair began the meeting by recognizing the contributions during the past year by the following SIG-DL officers present at the meeting: June Abbas, Anne Diekema, Betsy Martens, Susan Wells Parham and thanked them for their services to the SIG.

Annual Report:

Susan Wells Parham, outgoing Chair, then presented the annual report of SIG-DL activities, highlighting the SIG's outreach efforts, including our:

- extensive use of social media channels and work on redesigning our SIG-DL website

- sponsorship of speakers for the RDA Summit held in Denver (which was also made available on YouTube thanks to Tina Jayroe's efforts)
- participation in ASIST's 75th Anniversary History Pre-Conference, presenting a paper on the development of digital libraries over time through the lens of conference panels ("Remixing the ADI/ASIST Conference: Some Panels SIG-DL Wishes We Had Presented — And Some That We Did, 1937 - 2012")
- advice and assistance in the preparation of the proposal for and participation in the panel on digital libraries presented by Krystyna Matusiak and her University of Denver colleague at this year's ASIST conference
- development of the only purely masters students-oriented session ("Digital Liaisons: Shifting Borders in Interdisciplinary Collaborations") for digital library-related presentations and posters at this year's ASIST conference, which included a national call for student participation, awards, and a stellar keynote speech by Michael Leach of Harvard University Libraries
- development of formal Officer Guidelines for the performance of SIG-DL duties
- a regular column on data curation developments being edited by Susan Wells Parham in the *Bulletin of the American Society for Information Science & Technology*
- the forthcoming article being prepared for publication in D-Lib by both SIG officers and students participants about the "Digital Liaisons" panel.

The group commented that this was another significant year of accomplishments by SIG-DL, worthy of the SIG that earned "SIG of the Year" honors last year.

Financial Report:

There was a brief discussion of the difficulties this year in understanding how the SIG-DL budget is allocated by ASIST, as well as in getting any cost estimates for annual meeting activities, including hotel catering and session room costs. Without such estimates, it has been exceptionally difficult for the SIG to spend the budgeted funds on a timely basis before they "roll back" to ASIST.

Ongoing Activities:

The award in honor of SIG-DL member Deborah Barreau was briefly discussed, and her many contributions to digital libraries research and practice in general, and SIG-DL in particular, was explained. Planning for this award, intended to recognize important contributions by new SIG-DL members, will be continued throughout the coming year.

New Activities:

The Chair suggested some activities that could be carried out during the upcoming year:

1. Ideas for the 2013 ASIST annual meeting in Montreal are welcome, particularly new ideas for potential panels.
2. Our student session, which was quite successful this year and has even more potential, given the increased emphasis by ASIST leadership on recruiting student members and new professionals, needs volunteers and ideas for the 2013 annual meeting.
- 3 Even though SIG-DL is the second largest SIG in ASIST, the active core of membership is very small. Additional efforts towards promoting membership involvement, begun last year, should be continued. Assistance in such activities as the *BASIST* data curation column and helping with social media content is particularly desirable at present.

General discussion by members present:

1. Ron Brown volunteered to help in organizing, coordinating and soliciting ideas for panel proposals for ASIST 2013.
2. Chris Eaker, Krystyna Madusiak, Amelia Vaughn and Lizzy Rolando volunteered to organize and lead a proposed Student LIS Scholarship/Poster Session
3. Ngozi Okoro and Amelia Vaughn volunteered to develop, organize and conduct SIG-DL-sponsored webinars, with guidance volunteered by June Abbas. Ngozi also suggested that one-minute "teaser ads" about forthcoming webinars might promote attendance, which suggestion was enthusiastically received.
4. Chris Eaker volunteered to help Susan Wells Parham with the *BASIST* Data Curation column.
5. Ron Brown volunteered to head the development of a quarterly SIG-DL Newsletter, with help from other members.

Officer Election:

The unfilled position of Secretary/Treasurer, being vacated by Betsy Martens, was voted on by paper ballot. Elizabeth Rolando, nominated after the close of the original election in which the new officers were selected, was unanimously elected by the group. Lizzy Rolando will join the group of new and returning officers listed above. Betsy Martens will post the annual business meeting minutes, and turn over the secretary/treasurer duties to Lizzy thereafter.

The group was reminded about the SIG-DL Dutch Treat dinner being held at the Diamond Tavern at the hotel immediately after the business meeting.

Meeting adjourned 7:30 p.m.

2011 SIG DL Business Meeting Meeting

Monday October, 10 2011 11:30am – 12:30pm Galvez (5th Floor)

Officers Present: Susan Wells Parham (Chair), Marisa L. Ramirez, Chair-elect, Betsy V. Martens, Treasurer/Secretary, Tina Jayroe, Communications, Anne Diekema, Membership, Eugenia Kim, Webmaster, June M. Abbas, Past Chair

Meeting called to order by Chair.

1. Welcome & Officer Recognition – Susan
2. 2010-2011 Officer Reports – June

1. SIG Annual Report (JAbbas)

Annual Report needs to be posted on the SIGDL Website; Overview of last year's activities, including panels and data assessment workshop

2. Treasurer Report (MRamirez)

SIG is in good financial health; SIGDL constitutes 15% of all SIG membership ~ \$1800. Funds that disappear at the end of the fiscal year are allocated by ASIST based on membership. Funds raised by SIG activities such as selling items or conducting workshops rolls over. Ideas were solicited for spending the funds.

3. Membership Discussion (ADiekema)

- coordinating membership lists – comparing official ASIS&T list, LinkedIn, listserv Twitter followers and FB friends for crossover; the social media channels allow for folks to follow based on preference; there is some redundancy across lists; group consensus was to align

marketing more effectively across lists instead of consolidating the channels

- building membership involvement in SIG activities
 - SIGDL must clearly articulate why it is important to be a paying member. Possible benefits of membership discussed include networking, leadership opportunities, fostering professional support and creation of a community of practice. Possibly create a newsletter that is only distributed to members.

4. Planning for 2011 – 2012 SIG Initiatives (SParham)

- Workshop or annual meeting session ideas
 - Cultural heritage
 - How practioners adopt standards
 - History/philosophy of DLs
 - Personal information management / data management
- Develop a newsletter
- Membership campaign
- Co-sponsor opportunities with DLib, Code4Lib
- Mentor or provide outreach to develop a panel for ASIST
- Sponsor a panel at RDAP
- Sponsor travel for a student
- Paper contest/award
- Partner w/ a student chapter (EKim volunteered some contacts), possibly Indiana chapter
- Sponsor a webinar (ir+ software developed by Univ of Rochester - Susan Bowen is main SIGDL contact for that)

3. Adjournment

SIG DL Member Attendees

June Abbas

Daniel G. Alemneh

Jennifer Bowen

Jonathan Carlson

Liya Deng

Anne Diekema

Peter Hepburn
Joe Hourcle
Tina Jayroe
Andrew Johnson
Eugenia Kim
Jill Knoke-Staggs
Betsy Martens
Julia Martin
Fatih Oguz
Susan Parham
Marisa Ramirez
Stan Trembach
Hassan Zamir