

# 2019-08-16 VIVO Leadership Group Meeting

Friday, August 16 at 11:00 EST

## Attendees

LG and SG members:

blocked URL Ann Beynon, Robert Cartolano, Mike Conlon, Tom Cramer, Federico Ferrario, Anna Guillaumet, Christian Hauschke, Doug Hahn, Dong Joon (DJ) Lee, Steven McCauley, Virginia (Ginny) Pannabecker, hannah sommers, Julia Trimmer, Alex Viggio,, Terrie Wheeler

Duraspace:

Erin Tripp, Andrew Woods

Regrets:

Violeta Ilik

blocked URL Note taker

## Connection Information

Join from PC, Mac, Linux, iOS or Android:

<https://lysis.zoom.us/my/vivo1>

Or iPhone one-tap :

US: +16468769923,,9358074182# or +16699006833,,9358074182#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 646 876 9923 or +1 669 900 6833 or +1 408 638 0968 or +1 408 638 0986 or +1 646 558 8665

Meeting ID: 935 807 4182

International numbers available: <https://zoom.us/j/9358074182>

## Agenda

Please review the [VIVO Leadership Orientation Document](#) before the meeting.

1. Update from CU-Boulder (5 min, Alex)
2. Membership updates (5 min, Ann)
3. Governance responsibilities overview (10 min, Julia)
  - a. Coming to meetings prepared - reading updates on wiki, agenda and contribute topics to agenda
  - b. Letting the chair of the group know if you can't attend and sending an alternate if possible
  - c. Participate actively in discussions (roundtables)
  - d. Represent not only your organization but bring the perspective similar peer organizations we could engage with
  - e. Participate in task forces
4. Governance Exercise Pen to Paper activity (25 min, Erin)
  - a. As we get to know one another (existing and new members) we need to find ways to communicate effectively. Different people have different communications styles, e.g. speaking in a roundtable discussion in real-time may or may not be comfortable for you. For this exercise, grab a pen and paper. I will ask questions and provide time for members to write down their thoughts. To share your thoughts, you can speak up with what you feel comfortable sharing at the end of the exercise or email Julia with all or portions of what you wrote.)
    - i. Is your role as a Leader clear to you? If no, explain, please.
    - ii. Are the roles of others in this group clear to you? If no, explain, please.
    - iii. What is the value for you of participating in this group?
    - iv. What do you feel are the challenges of participating in this group?
    - v. Will you volunteer your time for additional community governance activities? if so, what? If no, why not?
    - vi. Related to your VIVO community contributions, is engagement fatigue or capacity a concern for you? Do you have other concerns?
    - vii. Do you feel you can share and communicate effectively with this group? If no, explain, please.
    - viii. What do you feel are the greatest challenges for the VIVO community right now?
5. Chair position - nominations for a new 1-year term (10 min, Mike)

# Notes

Notes from [Ann Beynon](#) (Aug 16, 2019)

## 1. Univ Colorado Boulder update

[Alex Viggio](#) -

UC Boulder has been involved with VIVO since 2010. Alex's team used to be under the Provost/Faculty Affairs. In April, they got moved to the Office of Data Analytics <https://www.colorado.edu/oda/> (Institutional Research/Data Science to support administrative functions). They have a new head <https://www.colorado.edu/oda/2019/08/12/seth-spielman-joins-oda-chief-data-strategy-and-analytics-officer>. Lisa Tomich left and now works for Digital Science. They have submitted for innovation grants to enhance VIVO. Alex will have a new title when things settle down.

## 2. Membership update

[Ann Beynon](#) - gave an update of the membership status found here <https://docs.google.com/spreadsheets/d/1yIM1y4hplkj66HaAH3NYAoOWEantze9ntVQ33gCwR0/edit#gid=0>. No changes. Ann asked for volunteers to join the membership task force.

- a. [Julia Trimmer](#) - make sure to include community engagement as well as financial commitment in discussions.
- b. [Terrie R. Wheeler](#) - membership will be discussed at the conference
- c. [Erin Tripp](#) - make sure we are talking to members about retention to avoid surprise cancels like this year
- d. [Mike Conlon](#) - Suggested Michele meets with European membership prospects at the VIVO conference. Ann communicated this to Michele.

## 3. Upcoming sprint

[Andrew Woods](#) - We want to move the next community sprint <https://wiki.duraspace.org/display/VIVO/2019+Sprint+Schedule> to October 14<sup>th</sup> and 21<sup>st</sup>, and revisit scope.

## 4. Governance responsibilities overview

[Julia Trimmer](#) reviewed:

1. Coming to meetings prepared - reading updates on wiki, agenda and contribute topics to agenda
2. Letting the chair of the group know if you can't attend and sending an alternate if possible
3. Participate actively in discussions (roundtables)
4. Represent not only your organization but bring the perspective similar peer organizations we could engage with
5. Participate in task forces

### a. We confirmed the policy on alternates/substitutes/delegates:

"Each member of the group had an opportunity to share thoughts about responsibilities of the members and regarding attendance in particular.

There was general agreement that members are expected to attend meetings. It is recognized that on occasion, a member will not be able to attend. In such cases it is the responsibility of the member to find a qualified and prepared substitute. Substitutes are important for continuity and participation. Recurring (perhaps 3 meetings) absence of the member may lead to discussions regarding institutional representation."

b. Next steering group meeting will discuss creating a spreadsheet of task forces and who is on them. Membership task force is the only active one right now.

c. Still figuring out whether they will have Zoom access for upcoming LG meeting at VIVO conference in Montenegro. If not, people can assign delegates.

## 5. Governance Exercise Pen to Paper activity

[Erin Tripp](#) ran through these questions and everyone wrote down their answers and should send to [Julia Trimmer](#).

- As we get to know one another (existing and new members) we need to find ways to communicate effectively. Different people have different communications styles, e.g. speaking in a roundtable discussion in real-time may or may not be comfortable for you. For this exercise, grab a pen and paper. I will ask questions and provide time for members to write down their thoughts. To share your thoughts, you can speak up with what you feel comfortable sharing at the end of the exercise or email Julia with all or portions of what you wrote.)
1. Is your role as a Leader clear to you? If no, explain, please.
  2. Are the roles of others in this group clear to you? If no, explain, please.
  3. What is the value for you of participating in this group?
  4. What do you feel are the challenges of participating in this group?
  5. Will you volunteer your time for additional community governance activities? if so, what? If no, why not?
  6. Related to your VIVO community contributions, is engagement fatigue or capacity a concern for you? Do you have other concerns?

7. Do you feel you can share and communicate effectively with this group? If no, explain, please.
8. What do you feel are the greatest challenges for the VIVO community right now?

[Anna Guillaumet](#) - concerned about non-native English speakers being able to understand everything said in meetings. [Erin Tripp](#) said they will try to have listserv discussions, as well as agendas sent in advance and notes afterwards.

[Christian Hauschke](#) - Also concerned about language barriers. Wants to use listserv more.

[Erin Tripp](#) - suggested we save chat from LG meetings and post to wiki

[Andrew Woods](#) - suggested a Slack channel for better communications. Six people agreed. See <http://bit.ly/vivo-slack>

#### 6. Chair position - nominations for a new 1-year term

[Mike Conlon](#) discussed the process for nominating a chair for the upcoming term. No one commented on the process. Nominations are now open for one week. Send nominations to Mike. You can nominate yourself. Everyone on LG is eligible. There are no term limits. If there is only one nominee, we won't have a vote. If there are two or more, we will have a vote.

[Erin Tripp](#) and [Mike Conlon](#) clarified the responsibilities of the chair. He/she will spend approximately 4 hours per week setting agendas for LG and SG meeting, doing follow ups, chairing the meetings, routing emails, and meeting one-on-one with [Mike Conlon](#) and [Erin Tripp](#).