

2015-06-05 Steering Group Minutes

June 5, 2015, 1 PM EST

Attendees

Steering Group Members

Dean B. Krafft, Mike Conlon, Jon Corson-Rikert ★, Kristi Holmes, Paul Albert, debra hanken kurtz , Jonathan Markow

★ = note taker

Additional Attendee: Valorie Hollister

Regrets: Melissa, Robert

Dial-In Number: (209) 647-1600, Participant code: 117433#

Agenda

	Item	Time	Facilitator	Notes
1	Review Updates	5 min	All	See below
2	Augmenting the steering committee	10 min	All	Review draft plan
3	Roadmap process	10 min	Mike	Discussion prior to note to the community. Process and features .
4	Next steps for membership drive	15 min	Jonathan, Mike	Prospects (in Zoho)/List of sites, talking points
5	Fall hackathons/sprints	15 min	All	Topics, locations, timing
6	Summer meetings	5 min	All	6/19 and 7/3 canceled. See item below.

Notes

1. Updates

- Leadership Group follow-up: Charter marked as adopted and posted in the wiki
- Wiki cleaned up regarding working groups. 1) Apps and Tools; 2) Ontology; 3) Outreach and Engagement; 4) Imp and Dev
- Courses ontology. Good discussion. [Mike Conlon](#) will produce a second version for further review. Could be a ufcourse ontology that others could use, or a future addition to VIVO-ISF or both.
- Mozilla sprint. [Alex Viggio](#) organized. [Justin Littman](#) doing a great job. [Ted Lawless](#) and [Mike Conlon](#) contributed code via pull requests. Discussion on Imp/Dev – model for collaborative development.
- Tech lead search update - final interviews concluded this morning. Working on offer to be extended soon!
- Mike will now be the person primarily responsible for handling inquiries coming to vivoweb.org. People making inquiries will be added to the CRM (automatically or by hand)
- Mike added as an "owner" of the VIVO Organization at GitHub. Owners are Jim Blake, Alex Viggio, Ted Lawless and Mike
- Outreach and Engagement organizing call the week of June 15
- Open Repositories in Indianapolis June 8-11. Biggest event of the year for Duraspace. Mike, Jonathan, Debra and the Duraspacers will attend. Discussions with VIVO membership prospects. Northwestern poster includes VIVO.
- Next ORCID-CASRAI meeting will be Nov 3-4 in San Francisco.
- Please go say hello to Piotr Hebal if you are at OpenRepositories. He will present the poster about our project. A teaser slide (for promotional purposes at the poster session) can be downloaded at <https://goo.gl/SY0Rln> if you're interested in knowing a tiny bit more.
- NLM will hold a webinar regarding their future strategy June 11.

2. Augmenting Steering Committee

- Leadership approved the notion of adding 5 members.
- [Procedure drafted](#).
 - Individuals at the silver level may be nominated, while bronze members are in the at-large group
 - Should we leave nominations open after the deadline if we don't have enough nominations? yes.
 - Each member of the leadership group will receive one ballot
 - How should we handle ties? Tied candidates will face a runoff.
 - Timing is set up to happen before the Conference
 - Persons from non-member institutions may be nominated, by anyone at a member institution – who gets to vote? One member institution, one vote.
 - Who represents the member institution? The designated community liaison, who's responsibility it is to cast votes as the direction of their management – that person gets the ballot, and it's not a transferrable link
 - Provide a list of members and community liaisons

3. Roadmap [process](#) and [features](#)

- Mike will send this out to the community ~Sunday afternoon – will put the documents in the wiki, linked from the top-level menu on the left
- Work group leads are encouraged to provide time for people to ask and answer questions about these – e.g., Thursday, June 18

4. Next steps for Membership Drive

- Will be improving the list of prospects currently in Zoho and will then share with Steering

- There will be a talking points letter, developed from last year's letter and any other DuraSpace samples
 - Letters go to prospects in advance of a call – the letter asks for a call to go through the membership concept
 - get the right person assigned to make the call
 - The goal is \$91K worth of new memberships at any level
 - We will have a special meeting about the membership drive, toward the end of June, offered to Steering and Leadership, in which these prep materials will be reviewed, and at which anyone present can offer to engage prospects – there may be untapped talent and connections to leverage – about 3 weeks from now, but that competes with ALA (June 25-30). The week before that is the DuraSpace board meeting, and Mike is on vacation the week after. June 23rd - no other option.
5. Fall hackathons
- Community is asking about what will be happening in the fall – possible event very focused on core development, for people who are planning to be core developers. How does this work, how can it work, by focused learning, sharing, and doing.
 - Also suggestions of an ontology event, could be tacked onto some other event. Not a chat session or brainstorming, focused on solving ontological problems.
 - It could be associated with the start of a grant (if that comes through) – should know by the conference
 - Could host a community event at Northwestern, potentially involving both the ontology and coding work
 - Could host another hackathon in Ithaca
6. Summer Meetings
- 6/12
 - 6/19 - No call
 - 6/26
 - 7/3 - No call, holiday
 - 7/10
 - 7/17
 - 7/24
 - 7/31
 - 8/7
 - 8/12 Joint Leadership/Steering at the conference

Action Items

- Mike will prepare documents for the wiki. Notify community regarding roadmap process and steering group process
- Tech lead offer to be made