

2016-01-08 Steering Group Minutes

January 8, 2016, 1 PM EST

Attendees

Steering Group Members

Paul Albert, Jon Corson-Rikert ★, Melissa Haendel, Kristi Holmes, Dean B. Krafft, Robert H. McDonald, Eric Meeks, Andi Ogier, Bart Ragon, Julia Trimmer, Alex Viggio

★ = note taker

Work group chairs

Chris Barnes, Ted Lawless

Ex officio

Graham Triggs, Mike Conlon, Jonathan Markow, debra hanken kurtz

Regrets

Dial-In Number: (712) 775-7035; 989199 Local country dial-in codes

Agenda

	Item	Time	Facilitator	Notes
1	Updates	5 min	All	See below
2	Review agenda	2 min	All	Revise, reorder if needed
3	Conference Update	10 min	Julia	Speaker invites to go out next week
4	Committers Group	10 min	Graham, All	Group formed
5	Workgroup reorg	10 min	Mike, subgroup, All	See proposal here https://goo.gl/lhrLgq
6	Social Media update/strategy	10 min	Mike, All	Twitter, Facebook, LinkedIn (other channels in broader communication strategy – VIVO Updates, Blog posts, Duraspace Newsletter, Duraspace Members, Duraspace Informe)
7	Leadership Group Agenda	10 min	Mike, All	See draft agenda here https://goo.gl/aiEQXS
8	Future topics	3 min	All	Webinar series; training program; VIVO Days; membership

Notes

1. Updates
 - a. Site registry <http://duraspace.org/registry/vivo> shows 133 sites in 23 countries. Newest entries: TU Dresden, China Agricultural Library, LagaiPhone AB (Sweden), Tishreen University (Syria)
2. Review agenda
3. Conference update (Julia)
 - a. A task force of about 10 people has been meeting – great participation
 - b. Program – Manuel is our program chair, and has selected some keynote and invited speakers for the group to review and comment by Wednesday of next week
 - i. He'll be asking for people to help pitch to the proposed speakers
 - ii. Have some proposed changes to the schedule
 - iii. Changes to the birds of a feather session likely
 - iv. Using EasyChair as in past years
 - v. Papers, panels, and posters proposal site opening February 9
 - c. Sponsorship – Alex and Andy have developed a new brochure
 - d. Marketing – a smaller group including Violeta Ilik and Carol Minton-Morris and Kristi has been developing plans and schedule
4. Committers group (Graham)
 - a. Need a group authorized to commit, and want to branch out beyond Cornell
 - b. 9 people signed up – Jim Blake, Tim Worrall, John Ferreira, Ted Lawless, Brian Lowe, Graham, Justin Littman, Benjamin Gross, and Nate Prewitt
 - c. All work will be in the open – when pushing through changes, all of that happens normally on the tech list, in Jira, and on GitHub
 - i. There will occasionally be some discussions offline – security discussions or voting in new committers, for example
 - d. This group will be primarily responsible for maintaining the quality of the code, and for ensuring that additions to the code are appropriate

- e. A technical, not strategic body
- f. Can we communicate this work out to the community, not just make information passively available
- g. Will be announcing this group publicly on Monday, but realizes that it will be important to make sure people will see the activity, not just have it happening behind the scenes in JIRA and on GitHub – communicated in channels people might come across
 - i. Pages currently in draft on the wiki
- h. Analogous to the OpenRIF movement with the ontology in needing ongoing communication
- i. Does this relate to the new developers' interest group, and will this be able to help jumpstart enlarging the number of contributors?
 - i. Will hopefully be additional people attending the developers calls, and those calls and the publicity about the committers group should help promote the idea
 - ii. Both legitimize the open development process
- j. Another part of the puzzle here is the road map process – a plan about software
 - i. That is also an open process involving Leadership and Steering as well as the development calls and committers group — that's where all parts connect
- 5. Workgroup re-organization
 - a. A group of the existing working group leads met this week
 - b. A [Google Doc](#) has notes in the form of a proposal
 - c. The ontology people are not meeting in the same way as other groups, and we also wanted to start up a developers group to address technical issues with the core code – VIVO, Vitro, and the Harvester
 - d. We want to change the name from working group to interest group, since they are open and ongoing meetings for discussion as distinct from our task forces that have defined charters, limited time frames, and deliverables
 - e. Moving to a single canonical day of the week and time, and to canonical weeks of the month for each group
 - f. Addressing the needs of newcomers on the 1st (Engagement and Outreach) and 3rd Thursdays (Implementation) as well as long-time participants on 2nd (Developers) and 4th (Apps & Tools)
 - g. Established that each meeting will have presentations or notes or video linked from the wiki
 - h. We will use the vivosurvey@gmail.com Google calendar for scheduling all meetings – the calendar that shows up on the first page of the wiki
 - i. Questions – should we all be using the same call-in information?
 - i. Paul offered the use of the Weill Cornell WebEx, but Chris Barnes has been recording the Apps & Tools calls using GoToMeeting and has worked well for 3 years for recording calls so they are available asynchronously on YouTube – \$50 a month with 100 attendees (\$30 is too limited with only 25)
 - ii. Might be useful for some of our other groups
 - iii. Has an 800 number and international dial-in toll-free numbers, as have for the conference line used for this meeting
 - iv. The main thing is that people want to click on an invite
 - j. Mike will announce workgroup reorg on Sunday
- 6. Social media update/strategy
 - a. Operationally have Twitter and Facebook done by Mike; has recently updated background images and linked the two so Tweets show up on Facebook
 - b. Doing that created a fair number of views, likes, and joining; but we were confused with the VIVO telecommunications community in India so have that ongoing confusion, as on the comments page, including the old one at Cornell that is still active
 - c. Lot of communication on Twitter – takes a lot of work to maintain a dialogue on social media challenges. Stuff happens all the time, especially internationally
 - i. Sees tweets coming in that we should be re-tweeting, etc. – missing opportunities, and it's a lot of work
 - ii. What is the role of DuraSpace in all of this – are "they" taking on this, and should the newsletter have more about VIVO? Nothing in the last issue
 - d. There is no they – it's only us; Mike sees every tweet mentioning vivocollab, and has the responsibility both for that or for using other DuraSpace channels. Would be helpful to hear when specific things merit broader distribution – blog posts, DuraSpace general newsletter, the DuraSpace member newsletter, and the Spanish language newsletter
 - i. Has been a focus on the website and other communications recently, so please let him know if there are additional things
 - e. Messaging is really important around difficult issues such as membership
 - f. We have more to learn – there are lots of deadlines for different channels and it's hard to keep that straight and develop content with short lead times
 - g. Each of the project directors work with Carol directly, and she has more autonomy and fluidity with other projects where there's been a longer history of working together. Mike has developed a really strong working relationship with Carol, and they are working together to find the right tools and procedures
 - h. As part of the issue of developing communications channels beyond libraries, where the other DuraSpace projects have been focused. The Fedora project is much bigger and much more engaged than we are, so we should try to learn from that
 - i. The content to go out is already on VIVO updates, so things of most interest to the wider group could be picked from there – Carol gets those every week
 - ii. It's a matter of knowing which ones we think she should include
 - iii. And other people on Steering could contribute articles or other content
 - i. Also, a white paper jointly written by this group that will speak to VIVO adopters at the institutional level – VPs of research, heads of libraries, provosts and vice provosts
 - i. the purpose, value proposition, etc. – what VIVO is about -- currently a missing piece that could become a touchstone for communications efforts, pitched at outsiders
 - ii. get the message we want to communicate written down and talked out, to underpin the larger communications effort
- 7. Leadership group agenda
 - a. [Preliminary agenda](#)
 - b. Need to add back in a progress report/budget update – Mike will circulate a draft report to this group, probably on Sunday, and it should go out to the Leadership Group early in the week
 - c. Will cover leadership elections and how they work at different levels, based on the charter
 - d. Want discussion about growing the number of members and strategic opportunities
 - e. Next meeting will be March 17 and 18 at the DuraSpace Summit in DC
- 8. Future topics

Action Items

