

# Meetings notes

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First meeting: Thursday June 18, 2015

Second Meeting: Thursday July 16

Third Meeting: Friday July 24 from 3:00-4:00

Fourth Meeting: Friday August 14

Fifth Meeting: Monday August 31

Sixth Meeting: Wednesday, September 16th at 12:30 p.m.

Seventh Meeting: Monday, October 5th at 11:00 a.m.

Eighth Meeting: Wednesday, October 14th at 11:00 a.m.

## First meeting: Thursday June 18, 2015

In attendance: Kelly, Pat, Gabriela

Agenda

1. Review feedback from last year

- instead of poster session, have "demo" session
- instead of having two streams (1 with a tech focus), have some sessions that could break out?
  - poll people > do people want the management side only or also the tech? Need to have mid-level tech to include both sides.
- *"it would be useful to have some pre-Summit homework or a testbed/sandbox to play in with all the software."*
  - might be hard to coordinate
  - could be helpful for assessing where people are
  - consider when we have presenters interested
- framing sessions around sustainability?

2. Discuss the logistics of holding an in-person summit is possible without funding

- ✓ Gabriela Mircea will speak to her manager about committing meeting space and in kind support for food
- ✓ Looking at October date - Kelli Babcock to send out poll once Gabriela hears confirmation
- ✓ Kelli Babcock to send poll about summit theme:
  - Sessions on sustainability and ongoing management of digital curation
  - Sessions on increasing digital curation collaboration between institutions
  - Workshops on practical skills in platforms
    - Islandora
    - Omeka
    - DSpace
    - Archivemata
    - Fedora
  - Sessions on "Failing Better: Lessons learned"
  - Other topics (write in)

3. Come up with a plan :)

[Gabriela Mircea](#) to put together a plan (from last year: [2014 Event Planning](#))

## Second Meeting: Thursday July 16

Agenda

- **Keynote**
  - ✓ Patricia Moore to investigate if the Privacy Commissioner of Long Term Preservation would be interested in being our keynote - present on how they have "failed better"
- **Save the date and call for proposals**
  - Poll results:
    - Thursday, October 15th - 9.1%
    - **Friday, October 16th - 36.4%**

Both of these dates work for me - 54.4%

Neither of these dates work for me - 0%

- Kelli Babcock to send out save the date for Friday, October 16th from 10 a.m. to 5 p.m.
  - We will investigate keynote and demo reps before sending out a call for proposals
- **Summit theme and structure**
  - "Failing Better / Lessons Learned" won the poll
    - Decided to structure the day as having presentations in the morning and 2 concurrent demo/workshops in the afternoon - demos could focus on the "failings" of the systems and how these were improved
      - Demos not to be surface level! Presenters to assume their audience knows the platforms
      - Highest votes for Archivemata, Omeka, Islandora, and Fedora - 90 minutes each = 2 concurrent demos in the afternoon (4 in total)
  - Gabriela Mircea will contact reps for Archivemata and Omeka
  - Kelli Babcock will contact reps for Discovery Garden and Fedora
    - DGI can send a rep - contact is Erin Tripp, [erin@discoverygarden.ca](mailto:erin@discoverygarden.ca)
    - Fedora cannot (could do webcast, though)

## Third Meeting: Friday July 24 from 3:00-4:00

### Agenda

1. Keynote - Pat to keep investigating
2. Demos
  - a. Sent out emails to service providers
  - b. Questions re: presenting remotely? Decided this is not a good idea.
  - c. We will wait to hear back from those who might be able to attend in person.
    - i. DGI can send a rep - contact is Erin Tripp, [erin@discoverygarden.ca](mailto:erin@discoverygarden.ca)
3. Call for proposals
  - a. [Gabriela Mircea](#) will send out by mid-August
  - b. Deadline = September 14th
  - c. We'll review Sept. 14th - 18th
  - d. Let people know if they're accepted by Sept. 18th
4. Look at Eventbrite for registration - <https://www.eventbrite.ca/>
  - We will do registration through Eventbrite. Gabriela Mircea will set up around August 12th.
5. Summit page
  - Kelli Babcock will create this by August 12th (ish 😊)

## Fourth Meeting: Friday August 14

### Agenda

1. Keynote ideas
  - a. Pat spoke with Ontario Privacy Commissioner, they will let her know by end of next week. Timeslot flexible.
  - b. We will wait and see if we can get the Ontario Privacy Commissioner before investigating other options.
2. Demos
  - a. Erin Tripp confirmed that someone from DGI for Islandora can come
  - b. Gabriela waiting for Archivemata confirmation
  - Kelli Babcock will email Leanne about coming to talk about Dataverse/Archivemata integration
    - a. Also talked about having someone at CISTI (federal science library) - joint session with Leanne?
      - [Patricia Moore](#) will get in touch with them
3. Review call for proposals
  - Gabriela will send this out tomorrow, Wednesday, August 19
4. Review Eventbrite
5. Review Summit page
6. Logistics
  - a. Catering
    - i. to be confirmed 10 days before the event, this means registration has to close on Oct 6
  - b. Room set up
  - c. Name badges
    - i. Kelli can organize these and bring to event
  - d. Registration desk
  - e. Other logistics?

## Fifth Meeting: Monday August 31

1. Keynote
  - a. Privacy Commissioner Office not sure they have enough relevant content for the event
  - b. We will try to get someone from research office? Tri-councils?
    - i. Agreed tri-councils would be best; Pat will get in touch with her research office to see if they have a lead for someone we could invite
      - Patricia Moore to continue investigating
      - Kelli Babcock to ask Steve Marks if he has any ideas
      - Gabriela Mircea to ask McMaster Research Office

2. Demos - tentative schedule:
  - a. **Schedule 1 (tentative)**

title	speaker	time
Registration		9:30-10
Keynote		10-10:40
session 1		10:40 - 11
break		11-11:30
session 2		11:30-12
session 3	Leanne Trimble, Scholars Portal (Dataverse)	12-12:30
lunch		12:30-1:30
vendor 1	Danny Lamb, Discovery Garden (Islandora)	1:30-3
break		3-3:30
vendor 2	Artefactual Systems (Archivematica)	3:30-5

3. Presentation proposals
  - Kelli Babcock to send reminder to list + announcement that registration is open
  - Gabriela Mircea will talk to OLRC group to see if someone wants to present on status (John? Nick? Dale? Amaz?)
  - If no proposals, we'll put together a panel on digital curation lessons learned
4. Review Eventbrite to go live September 1
  - a. <https://www.eventbrite.ca/e/2015-ocul-digital-curation-summit-tickets-18133575011>
5. Review Summit page
6. Review tentative schedule
7. Logistics - not yet 😊

## Sixth Meeting: Wednesday, September 16th at 12:30 p.m.

1. Keynote
  - a. Gabriela in touch with keynote individual. He sent an outline.
2. Demos
  - a. Confirmed, but Discovery Garden will be sending someone else.
3. Presentation proposals
  - Kelli will email presenters to confirm acceptance

title	speaker	time
Registration	9:30-10	
Keynote	TBA	10-10:30 (10 minutes for questions)

session 1	Playing for keeps? Digital pedagogy, student work and preservation  Stacy Allison -Cassin, York University Paige Morgan, McMaster University Lydia Zvyagintseva, UTSC	10:40 - 11
break	11-11:30	
session 2	<b>"This looks far better than I was expecting" : a tale of access and discoverability.</b>  <b>Joanne Paterson, University of Western Ontario</b>	11:30-11:50
session 3	Leanne Trimble, Scholars Portal (Dataverse)	11:50-12:20
session 4	OLRC Update	12:20-12:30
lunch	12:30-1:30	
vendor 1	Danny Lamb, Discovery Garden (Islandora)	1:30-3
break	3-3:30	
vendor 2	Artefactual Systems (Archivematica)	3:30-5

#### 4. Registration (Eventbrite)

- Kelli update schedule
- Pat will send reminder to list
  - We'll review at next meeting and send to Anika if registration hasn't increased

#### 5. Review Summit page

#### 6. Review tentative schedule

#### 7. Logistics - not yet 😊

## Seventh Meeting: Monday, October 5th at 11:00 a.m.

#### 1. Keynote

- a. yay, we have a Keynote! Gabriela updated the summit page

#### 2. Demos

- Gabriela will follow up with Archivematica

#### 3. Presentation proposals

- Added Nick's presentation to schedule

#### 4. Registration (Eventbrite)

- Anicka emailed the directors
- 38 people registered
- Eventbrite sends registration confirmation + reminder 1 day before (Gabriela will check to see if she can edit this reminder)
- Kelli will send "Last Chance" reminder email about registration by 4:00 p.m. today 😊

#### 5. Review Summit page - information to be added?

- It's good

#### 6. Review tentative schedule

- Add in demo info (Kelli and Gabriela to email demos)

#### 1. Logistics

- Will people use Eduroam? When we send reminder communication about event, remind people to set up eduroam before they arrive
- Gabriela will get a podium for room
- We should tell people to send their presentations via Google Drive and USB key (sometimes Macs cannot connect to projector)
- Kelli will email presenters with logistics info

We'll organize a dinner/drinks beforehand for people staying over

## Eighth Meeting: Wednesday, October 14th at 11:00 a.m.

Pre-summit teleconference

- Gabriela will look into getting a reservation at Bean Bar for Thursday night, will email all
- Kelli will do nametags
- Kelli will do feedback form in Google Forms
- Gabriela has all set up ready 😊
- Gabriela setting up at 8 - Pat and Kelli to join?