

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
 - 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
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	"This looks far better than I was expecting" : a tale of access and discoverability. Joanne Paterson, University of Western Ontario	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?