

## SIG-DL 2012-2013 Meeting Agenda and Minutes

### 10/18/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from September 19th
- Reports from the Chairs
- Reports from the Committee Conveners
- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

### 10/18/13 SIG DL Officers Meeting Minutes

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#### **Friday, October 18, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Kevin Comerford (incoming Chair/Chair-Elect), Lizzy Rolando (Treasurer/Secretary), Dot Porter (Webmaster), Susan Parham (past Chair), Lyne Da Sylva (incoming Membership)

#### **Committee Chairs Present:**

Meeting called to order by Chair at 2:00 pm.

1. The meeting minutes from September 20th were approved, and there were no additional agenda items to be added.
2. Marisa began by congratulating the newly elected SIG-DL officers, and discussed the process for outgoing officers to coordinate with incoming on the transition. She also pointed to the SIG-DL Officers Descriptions ([http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL\\_Officer\\_Positions](http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL_Officer_Positions)) and reminded the group that she had shared the Executive Team files with the rest of the Exec Team through Dropbox.
3. Marisa updated the group on the Annual Meeting events.
  - November 3rd: The Newcomers Brunch is at noon, and Kevin will attend this. The SIG Cabinet Meeting is at 10am, and Kevin and Marisa will attend this meeting. The SIG Welcome Reception is at 7pm, and everyone who will be at ASIST then is welcome and encouraged to attend.
  - November 4th: SIG-DL sponsored Digital Liaisons panel is at 1:30. Chris is following up with volunteers to make sure there are enough people to help with set up and answering questions. The SIG-DL Business meeting is

scheduled for 5pm in Salon 4 of the conference hotel. This will be followed by the SIG-DL Dutch Treat Dinner at Les 3 Brasseurs (1356 Sainte-Catherine St. W Montreal, QC H3G 2B2, Canada).

- November 5th: The ASIST Business Meeting is scheduled for 5:30 pm, and it is a good opportunity for people to learn more about the governance of ASIS&T
4. Kevin reported that he will be following up with the new officers and committee conveners so that we can begin planning for next year at the Business Meeting in Montreal. Kevin also reported that he attended an excellent meeting on Digital Libraries in Malta.
  5. Tina virtually asked about the status of the digital proceedings from the last Digital Liaisons panel, because she would like to mention it when introducing the 2013 panel.
  6. Lizzy reported that she is waiting to get the final budget from ASIST at AM. She will bring a print out of the submitted budget so we can compare at AM.
  7. Lizzy also gave a quick update on awards to be handed out at the AM, and reported that she had been working with Jan and Sandra to get everything together. Lizzy will pick up all of the awards and checks from the registration desk once she arrives at the Annual Meeting.
  8. Anne virtually posed the question of whether a sign up sheet was needed for the dinner, so they knew how many to make the reservation for. Lyne will touch base with Anne about this process.
  9. Dot reported that the proceedings from the 2012 Digital Liaisons have a page on the new Wordpress site, and she is working to get the bios, posters, and abstracts organized and online. Some of the poster files are missing and she is working to track those down.
    - In order to make the process more streamlined for 2013, Dot indicated that she will get the list of Digital Liaison participants from Chris ahead of time, so that she can just include the files once the panel is over.
  10. Dot also indicated that she will re-post the information about the Business Meeting (with location and info about the dinner) in early November.
  11. Dot raised the question of whether, in the future, the Exec team could all have Wordpress accounts so that everyone can post to the site as needed/desired.
  12. Ngozi gave a virtual report that she is still working to finalize webinars for the next year. She and Kevin have been in touch about this.

13. Chris gave a virtual report, thanking the judges and tie break judges for such a quick turnaround, as well as the committee members who helped.
14. Chris asked about possible videographers and photographers for the session, and Kevin volunteered to film and Marisa volunteered to photograph.
15. Chris also asked about the contact information for people who indicated, in the earlier survey, that they were interested in volunteering with SIG-DL, because he will contact them about working on the committee the next year. Marisa sent the information to the entire Exec Team and Committee Conveners.
16. Chris reported that all Digital Liaison participants were notified of the results and instructions have been provided. Chris is collecting bios and digital files and preparing a program. Lizzy is collecting the physical posters and transporting them to the annual meeting, as well as arranging for certificates and checks.
17. Chris also reported that he will make sure all materials are sent to Dot after the session so that they can be posted online.
18. Gena virtually reported that the results of the survey are in, and it seems SIG-DL members are most interested in a quick, short, helpful newsletter. Gena noted that she is currently looking for assistance on the project.
19. Kevin volunteered to create a flyer advertising the opportunities for volunteering that are available in SIG-DL and he is making a slide for the New Members Brunch.
20. Kevin indicated that he will follow up with everyone via email about the agenda for the Business meeting.
21. Marisa reported that the next meeting will be the Business Meeting on November 4th.

Meeting adjourned at 2:47 p.m.

#### 09/20/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from August 16th
- Reports from the Chairs
- Reports from the Committee Conveners
- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

09/20/13 SIG DL Officers Meeting Minutes

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**Friday, September 20th, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Dot Porter (Webmaster), Susan Parham (past Chair)

**Committee Chairs Present:** Chris Eaker

Meeting called to order by Chair at 2:04 pm.

1. The meeting minutes from August 16th were approved, and there were no additional agenda items to be added.
2. Marisa began by congratulating June on her appointment as Director at Large ASIST Board Member.
3. Marisa reminded everyone that SIG-DL Elections are underway, and voting will close on Monday. Election results will be announced on Tuesday. Marisa and Tina and Dot will work together for sending out the announcement and getting it posted to the website. The ballot included a space where respondents could indicate interest in getting involved with the SIG, and 13 members expressed interest in getting more involved.
  - The question of what happens with no one running for Chair was raised, and Marisa reported that if there is no Chair, the Chair-Elect takes on those responsibilities.
4. Marisa updated the group on the Annual Meeting events.
  - November 3rd: The Newcomers Brunch is at noon, and Marisa will ask Kevin to attend this. The SIG Cabinet Meeting is at 10am, and Kevin and Marisa will attend this meeting. The SIG Welcome Reception is at 7pm, and everyone who will be at ASIST then is welcome and encouraged to attend.
  - November 4th: SIG-DL sponsored Digital Liaisons panel is at 1:30. Chris will confirm with folks to make sure there are enough people to help with set up and answering questions. The SIG-DL Business meeting is scheduled for 5pm in Salon 4 of the conference hotel. This will be followed by the SIG-DL Dutch Treat Dinner at Les 3 Brasseurs (1356 Sainte-Catherine St. W Montreal, QC H3G 2B2, Canada).
  - November 5th: ASIST Business Meeting is scheduled for 5:30 pm, and it is a good opportunity for people to learn more about the governance of ASIS&T
5. Lizzy reported that the FY 2014 Budget was submitted to HQ.

6. Anne gave a virtual report to indicate that she worked with the most recent membership list to recruit candidates for the elections, and some clean up was required to have a full list to use to send out the ballots.
7. Dot requested that if people have input on things that need to be added to the new site, to please contact her. She will add information on the SIG-DL Business Meeting and dinner and the information on the results of the elections.
8. Ngozi gave a virtual report that she has been planning two additional webinars for October, one on Digital Asset Management and one on Archive-It. Kevin should connect with Ngozi as he has volunteered to take over the webinar logistics for next year.
9. Chris reported that the student panel received 11 poster session submissions and 11 lightning talk submissions, and judging is currently underway. Judging will conclude on Monday, at which point, if there are no ties, Chris will follow up with the participants.
10. Chris noted that one submission has a Master's student as lead, but a PhD student as second author, and the group recommended that he send a follow up email just to clarify that the Master's student really did the majority of the work involved.
11. Chris asked about the proceedings from the event, and the group felt that we should try to collect and post them again this year. Dot will try to get the proceedings from last year up by the end of the weekend.
12. Chris will send out a message to the SIG-DL Exec team to confirm volunteers to help with the Panel at AM.
13. Marisa reported that someone contacted her about helping the SIG, and Marisa put this person in touch with Gena, so they could help with the newsletter.
14. Marisa reminded the group that the next meeting (last meeting with this group!) is October 18, at 11am PT/2pm ET.

Meeting adjourned at 2:35 p.m.

08/16/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from July 19th
- Reports from the Chairs
- Reports from the Committee Conveners

- Questions/Concerns/Announcements/Next Steps
  - Next Meeting Time
- 08/16/13 SIG DL Officers Meeting Minutes
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**Friday, August 16, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Kevin Comerford (Chair-elect Pro Tem), Susan Parham (past Chair)

**Committee Chairs Present:** Gena Chattin

Meeting called to order by Chair at 2:04 pm.

1. The meeting minutes from July 19th were approved, and there were no additional agenda items to be added.
2. Marisa began by congratulating the first recipient of the Deb Barreau Award, Chris Eaker. The award will be presented to him at the SIG-DL Business Meeting, and Lizzy will work with HQ to make sure the check is ready for the meeting.
3. Marisa reported that the Annual Report and application for SIG of the year were submitted, and she has sent the report to Dot to be included on the website.
4. Marisa then discussed the forthcoming elections for SIG-DL's Exec. Committee, indicating that the announcement about the elections should go out now, and that the elections will run from Sept. 16th to Sept. 23. Marisa and Susan are the nominating committee this year, and they are the point people for questions and for collecting nomination materials. Marisa has a Survey Monkey account that can be used for voting. Marisa and Tina will work on the announcement to send out asking for nominations. Anne will also look at current membership to help determine who is eligible to vote in the election.
5. Marisa updated the group on the SIG-DL Business Meeting for AM, which will be on 11/4 at 5 pm, with the Dutch Treat Dinner to follow. Information on where the Meeting will be held is still forthcoming, and Marisa will let the group know once it has been finalized.
6. Kevin provided some information about Montreal and suggested some restaurants or neighborhoods that would be good for the Dutch Treat Dinner. Suggestions included Rue Peel and Cafe Republique, Rue Metcalfe and

Dominion Square Tavern, and Old Montreal and Less du Roy. The group emphasized that it is important to choose a location that everyone can afford, is close to the conference hotel, and will be accommodating of different dietary needs. Gena also suggested places near the University of Quebec, such as Trois Brasseurs. Anne will review all suggestions, choose a location and then check in with the rest of the group. Although the reservation is tough to make because the exact number of diners is unknown, the expectation is that around 15-20 people will attend the Dutch Treat Dinner.

7. Lizzy requested items for the FY 2014 Budget. Items that are already in the budget include the student panel and its associated costs.
  - There was interest in again sponsoring RDAP, although because there is a chance no one from SIG-DL will be in attendance at the Summit, sponsoring the poster session might be a better route than sponsoring a panel. Lizzy will discuss what the cost for this might be with ASIS&T HQ.
  - Kevin volunteered to lead two webinars next year, so the high estimate for two webinars will be included in the budget.
  - Funds for a MailChimp account will be included as well. Based on the available information about pricing, and our expected use of MailChimp, an estimated \$250 is needed.
  - The group wanted to assume that the next Exec. Committee will continue the DB Award, but it technically should be paid out of the FY 15 budget, so we will continue to operate as though it will be awarded next year, but it will be transitioned to the correct fiscal year.
8. Lizzy will prepare a draft budget and send to the rest of the group by the end of the month. Any other expenses that are expected for FY 2104 should be sent to Lizzy ASAP.
9. Tina thanked Anne for pulling the social media stats for the Annual report. Tine will be looking at this information to think about how we can improve our communication strategies.
10. Anne reported on the work she and Tina have done to encourage those following the various SIG-DL outlets to join ASIS&T or SIG-DL. She will compare membership lists to see if there have been any changes, so we can get an idea of how effective this is. In particular, she will look prior to the Business meeting to see if there is an influx of new members.

11. Dot updated the group on the changes to the website, and asked for additional feedback. Requests included the need to include the SIG-DL business meeting time on the site, to coordinate with Marisa about getting election info on the site, to post the annual report, and to work with Tina to post new announcements on the site. Dot reported that she had already added the program chairs, information on the DB award and is working to add the student session proceedings from the previous year. Dot will follow up with June to continue work on the proceedings. Dot is also working on the color of the SIG-DL logo because the color of blue is not displaying correctly on some people's computers.
12. Dot reported that she plans to have the site migrated to the ASIS&T wordpress by August 30th, so everyone should look at the site and provide feedback, even if the feedback is just to say that the site looks good and is ready to go.
13. Lizzy reported that the Student Session time slot was moved to Monday November 4th, at 1:30. Chris virtually wrote in that there are 3 submissions so far, and reminded the group that the spreadsheet set up to track where the CFP is being posted is here: <https://docs.google.com/spreadsheet/ccc?key=0Aos2xpMaKX8MdE5zZEZiYmxrN0pja01ILW1wX053LWc&usp=sharing>, and the Call for Proposals is here: [http://www.asis.org/SIG/sigdl/CFP/ASIST\\_SIG-DL\\_CFP\\_2013.pdf](http://www.asis.org/SIG/sigdl/CFP/ASIST_SIG-DL_CFP_2013.pdf). Lizzy and Chris will work with Vanessa and Jan in ASIS&T HQ to figure out prices for the refreshments, poster boards, and other things needed for the session.
14. Gena updated the group on the Newsletter, indicating that the feedback from testing the sample survey has been incorporated. She was still unable to find a way to include live links in Survey Monkey. Once the survey has been OK'ed by all members of the Exec. Committee, Gena will work with Tina to send out the survey.
15. Gena indicated that she is aiming for a March release of the first issue of the newsletter.
16. Marisa reminded the group that the next meeting is September 20th, at 11am PT/2pm ET.

Meeting adjourned at 3:02 p.m.

07/19/13 Meeting Agenda

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- Call for additional agenda items



- Approval of Minutes from June 21
- Reports from the Chairs
- Reports from the Committee Conveners
- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

07/19/13 SIG DL Officers Meeting Minutes

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**Friday, July 19, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Kevin Comerford (Chair-elect Pro Tem)

**Committee Chairs Present:** Gena Chattin, Chris Eaker

Meeting called to order by Chair at 2:02 pm.

1. The meeting minutes from June 21 were approved, and there were no additional agenda items to be added.
2. Marisa began by updating the group on the Deb Barreau Award. The group decided that only those applications which were received before the July 1st deadline would be reviewed for the 2013 Award. Any applications received after July 1st would be carried forward to the next year's pool of applicants. Therefore, for 2013, there was one application.
3. Kevin will take the lead in arranging a time for him to meet Marisa and Dot to review the application for the Deb Barreau award. The applicant must be notified by October 1st of the group's decision.
4. Marisa reported that she has begun work on the Annual Report, which is due August 15th and also serves as the application for SIG of the Year. Anne will pull another report about Twitter after August 10th, but before August 15th, to be included in the Annual Report. Tina noted that any numbers from the report (which is specific to Twitter) can be multiplied by 4 because Tina sends every SIG-DL message through the same four channels. Lizzy will help Marisa in writing and compiling the report, and other Exec. Team members will review and give comments, copy-edit, etc.

5. Lizzy updated everyone on the budget. Currently the SIG has made money this FY, but if other webinars still take place or if the Deb Barreau Award is given, those funds will be dispersed.
6. Lizzy asked that members of the Exec. Team begin thinking about what items they think should be included in the FY 2014 budget, which is due September 15th. Current items for consideration include RDAP Panel sponsorship, webinars, paid subscription to MailChimp or SurveyMonkey, and the AM 2013 Student Panel.
7. Tina and Gena will talk offline about MailChimp and the work Ngozi and Tina did looking at the tool. Tina also reported on the advertising activities of the Student Panel committee, reporting that she can see the number of Twitter followers increase following the advertising blast.
8. Tina will gather statistics about communications to give to Marisa to include in the Annual Report.
9. Anne reported that she cannot get access to the email addresses of SIG-DL communication channels followers, because of privacy issues. Even if we pay for a service we would still not be able to get this information. Anne will create SIGDL recruitment messages for the various social media outlets and forward to Tina.
10. Chris reported that the student panel had been accepted for the 2013 AM, and that the group has made a big advertising push. The spreadsheet set up to track where the CFP is being posted is here: <https://docs.google.com/spreadsheets/ccc?key=0Aos2xpMaKX8MdE5zZEZiYmxrN0pja01ILW1wX053LWc&usp=sharing>. The Call for Proposals is here: [http://www.asis.org/SIG/sigdl/CFP/ASIST\\_SIG-DL\\_CFP\\_2013.pdf](http://www.asis.org/SIG/sigdl/CFP/ASIST_SIG-DL_CFP_2013.pdf). Both documents can be incorporated into the Annual Report. Anyone in the Exec Team can send out the CFP and try to recruit students.
11. Chris indicated that although no one has yet submitted anything (it's still early), at least one student has contacted him, expressing interest in submitting something.
12. Gena updated the group on the Newsletter, requesting feedback on a preliminary draft of the survey to be sent out (<https://docs.google.com/file/d/0B6KJFQ2pK0IFcVRNM3RTd1IfUUE/edit>), as well as a draft of the planning for the newsletter (<https://docs.google.com/document/d/18QSIM760-r->

[dyW7KNj9bVQvduYe\\_ibjvcxVOC-LMCXc/edit](#)). Gena will move the documents over the SIG-DL Google Drive space.

13. Feedback included a request to change the order of options for the first question, so that the negative response ("Not interested") is last, and that if a user chooses that option, they should be gracefully taken out of the survey. Additionally, only options that we are really going to consider doing should be included, especially in the case of the frequency with which we plan to publish the newsletter.
14. Gena indicated that she really liked the MailChimp format, and Marisa echoed this sentiment.
15. Although there was interest to add additional questions to solicit articles and other content and volunteers to work on the newsletter, the group felt it would be best to keep the survey short and just have something at the bottom that gave the participant a chance to voluntarily indicate that they were interested in more information on working with the newsletter.
16. Gena is going to continue to refine the survey, run a pre-test, then work with Tina to distribute the final survey. The goal is to have the results of the survey by November for the Annual Meeting, so we know the timeline and type of help needed.
17. Marisa reminded the group that the next meeting is August 16th, at 11am PT/2pm ET, and major items for discussion at this meeting will be the FY 2014 budget and the newsletter.

Meeting adjourned at 2:51 p.m.

07/03/13 Student Panel Committee Meeting Agenda

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- Discuss awards for session
- Discuss procedures for advertising the Call for Proposals

07/03/13 Student Panel Committee Meeting Minutes

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Wednesday, July 3, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Skype

**Present:** Chris Eaker, Tina Jayroe, Krystyna Matusiak, June Abbas

Meeting called to order at 2:00 pm.

1. Chris discussed the prize money awards for this year's session and proposed that we keep it the same as last year's prizes (except for the extra awards given out due to the monetary gift). The group agreed to keep awards as follows:
  - \$300 for best paper
  - \$150 for best poster
  - \$100 for honorable mention paper
  - \$100 for honorable mention poster
2. The finalized Call for Proposals is found here: <https://docs.google.com/document/d/10p6EbDzoiSZS-2DDoJ5YH0TRAFCPuDOdydLJ6lbi2Jk/edit?usp=sharing>
3. Tina will format the CFP into a PDF with ASIST SIGDL logo. We confirmed the submission deadline of September 16, 2013, and notification deadline of September 27, 2013.
4. Chris also discussed procedures for getting the CFP out as widely as possible. He created a Google Doc to track when and where we send it out to avoid duplication of efforts. The form is found here: <https://docs.google.com/spreadsheets/cc?key=0Aos2xpMaKX8MdE5zZEZiYmxrN0pja01ILW1wX053LWc&usp=sharing>
5. Tina will send the CFP out via her regular channels. The rest of us will send it out to whatever listservs we can and will send it out to faculty and students.

Meeting adjourned at 2:15 p.m.

#### 06/21/13 Meeting Agenda

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- Call for additional agenda items
  - Approval of Minutes from April 19th
  - Welcome Gena Chattin and Kevin Comerford
  - Reports from the Chairs
  - Reports from the Committee Conveners
  - Questions/Concerns/Announcements/Next Steps
  - Next Meeting Time
- 06/21/13 SIG DL Officers Meeting Minutes
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**Friday, June 21, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Susan Parham (past-Chair), June Abbas, Kevin Comerford (Chair-elect Pro Tem), Dot Porter (Webmaster)

**Committee Chairs Present:** Gena Chattin, Chris Eaker

Meeting called to order by Chair at 2:04 pm.

1. There were no objections or requested changes to the meeting minutes from April 19th, and there were no additional agenda items to be added.
2. Marisa began by welcoming Kevin and Gena to SIG-DL, who each said a little about their background and experience. The Executive Committee recommended that they both peruse the SIG-DL website and wiki, in particular, the page outlining the officer position responsibilities ([http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL\\_Officer\\_Positions](http://www.asis.org/wiki/chapters-sigs/index.php/SIG-DL_Officer_Positions)).
3. Marisa reminded the group that the Deb Barreau Award application deadline is July 1st. One application has been submitted so far. Marisa asked for volunteers to be part of the jury to chose a winner for the award, and Kevin and Dot both offered their help. Marisa will follow up with them both once the deadline has passed, so that they can made a decision by October 1st.
4. Marisa relayed a message from the editor of the ASIS&T Bulletin, asking for articles. The articles are pseudo-scholarly and a lower barrier way to get published. If anyone is interested in publishing about data curation, or they know someone who would like to publish in this area, contact Susan or Lizzy. Susan just finished putting together a special edition Bulletin covering the RDAP Summit, with help from Jen Doty from Emory and Lizzy.
5. Marisa reported that the response of SIG-DL members to the request for AM reviewers was excellent - double that of most of other SIG's. 8 SIG-DL members volunteered to review submissions. Marisa noted that recruiting reviewers is an excellent way to get additional people involved in the SIG.
6. Lizzy asked the group about how they would like to go about funding the awards for the Student Panel at the 2013 Annual Meeting (assuming that the panel is chosen). The group agreed that reserve funds could be used for these awards.
7. Lizzy will send out updated budget to group.
8. Tina updated the entire group on how she pushes out information to the SIG. She asked about re-sending information from RDAP, because there had been

talk of creating a research data focused SIG, but that group does not yet exist (and may never exist), so she will continue to send this information out.

9. Marisa noted that she would like to include statistics about the communications work that Tina has been doing in the Annual Report.
10. Anne reported that she has been trying to find the people who are following SIG-DL communications (through Facebook, LinkedIn, or Twitter) but are not members of the SIG, but this has proved to be quite challenging, as these services are protecting the emails and identities of the members. Anne indicated that she was able to get a list of the people following the SIG-DL Twitter using Bird Song, but that it would not work for LinkedIn. She has not tried it on Facebook. Using Bird Song, Anne was able to obtain statistics on SIG-DL Twitter followers, which can be used in the Annual Report. Anne will send this report to the group. Anne suggested that because it is impossible to get the email addresses of our followers, we may need to Tweet everyone or send a message out on LinkedIn. Tina and Anne will work together on sending out a message about joining SIG-DL and on obtaining statistics on communications to include in the Annual Report
11. Anne also reported that Ngozi sent her the list of webinar attendees, and Anne sent an encouraging email to non SIG-DL members, explaining the advantages of belonging to SIG-DL.
12. Dot updated the group on her plans to get the student session proceedings from AM 2012 onto the site (by July 19th) and to move the site to Wordpress (by the end of the summer). Marisa asked that the information about the webinars be kept, but moved off the main page. Dot will update the group on the transfer of the site, and when she needs feedback from the group on the site, she will email everyone.
13. Marisa passed along Ngozi's request that people send her ideas for speakers for the webinars that are being planned for this Fall.
14. Chris reported that no decision has been made on the Student Panel proposal, but that the group has been preparing in the meantime. The call for proposals has been created, he is working on getting the Google site ready to accept submissions, and three judges (plus a tie-breaker judge) have been confirmed. Marisa noted that the group may want to develop a contingency plan in case the panel is not accepted, since so much work has already gone into this, and the students produce so much excellent work.

15. Gena updated on the group on the work she has done on the Newsletter so far. Gena has looked at other groups' newsletters and has been thinking about the survey to send to our membership. She noted the importance of keeping the survey very short and easy to answer. Gena asked about the group's thoughts on the frequency of the newsletter, and there was agreement that quarterly was an appropriate frequency. Gena also noted that she likes the MailChimp format, and that if we want to include links in the emails, we can store the articles in an IR. Gena then listed some content ideas, including news (on member achievements, upcoming conferences, call for papers, etc.) and short articles, including editorials. With the 3 month cycle, she expects to publish a newsletter in March, June, September, and December, and to begin soliciting material for the next newsletter before the previous newsletter is published. Marisa recommended looking to the student panel for content, and Susan suggested that some of the material from RDAP could be linked in the newsletter. Gena will put together a short proposal or example survey for the next meeting.
16. Marisa reminded the group that the next meeting is July 19th, at 11am PT/2pm ET.

Meeting adjourned at 3:08 p.m.

#### 05/17/13 Student Panel Committee Meeting Agenda

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- Discuss the Call for Proposals
  1. Dates for submission and notification
  2. Eligibility requirements
  3. Submission and tracking forms

- Discuss ideas for potential judges

#### 05/17/13 Student Panel Committee Meeting Minutes

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Friday, May 17, 2013, 11:00 p.m. - 12:00 p.m. (EST) Meeting held via Skype

**Present:** Chris Eaker, Lizzy Rolando, Tina Jayroe (joining later), Krystyna Matusiak

Meeting called to order at 11:00 am.

1. Chris told the group that he had not heard from ASIST about the proposal yet, but using last year as a guide, it would probably be later in June.
2. The group discussed the dates for submission of proposals and determined it would be September 16, 2013.

3. Since the annual meeting will be held one week later this year, the date for notification of award was pushed back one week to September 27, 3013
4. The group discussed the eligibility requirements for student projects. We want to make sure the projects students present are from the student's work, not students working with their professors on their research. We decided the wording in the CFP was strong, but we added clarification on the types of projects students could submit.
5. The group discussed potential judges for this year's proposals. Tina said Vivienne Houghton volunteered to be a judge. Krystyna also volunteered to be a judge this year. Chris will contact Kevin Comerford to see if he would be willing to be the third regular judge. We also want to get at least one other person as a backup. Chris will ask June or Eugenia if they would be willing to be backup judges and tie breakers.
6. Chris is going to begin setting up the submission form for the proposals and thinking about how to track the submissions and judging. Chris will talk to Eugenia about the way she tracked the submissions for last year's panel.
7. Lizzy will talk with the Executive Committee about student prizes.

Meeting adjourned at 11:30 am.

#### 04/19/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from March 15, 2013
- Reports from the Chairs
- Reports from the Committee Conveners
- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

#### 04/19/13 SIG DL Officers Meeting Minutes

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### **Friday, April 19, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Susan Parham (past-Chair), June Abbas

**Committee Chairs Present:** Ngozi Okoro

Meeting called to order by Chair at 2:04 pm.



1. There were no objections or requested changes to the meeting minutes from March 15th, 2013.
2. Marisa began by commending Tina for her work communicating with the SIG-DL community about the Chair-elect position and the short-term newsletter project. Marisa then announced that Gena Chattin had expressed interest in the newsletter project, and that Marisa would be meeting with her in the afternoon to discuss the project more.
3. Marisa indicated that there had still been no response to the calls for the temporary Chair-elect position, and she noted that this is a concern for the coming annual meeting. Marisa encouraged the Exec. committee to consider stepping in and possibly running for Chair.
  - It was noted that it may be difficult for a new person to organize the events at the Annual Meeting, although Marisa will help this person prepare. It was suggested that we think about asking former chairs to act as Chair-elect, and June suggested some names of people. June will send the names and contact information for these possible candidates to Marisa.
4. Marisa provided an update on the Deb Barreau award, and reported that no applications had yet been submitted. There is still time for applications to be submitted, and Tina will send out reminder messages every month, until it is closer to the due date, at which point she will increase the frequency of the messages.
5. Marisa reported that no one had requested that SIG-DL provide input on a proposal for the 2014 Annual Meeting. It was decided that because the deadline for proposal submission had been extended to April 30th, Tina would send out another message.
6. Marisa relayed a message from the editor of the ASIS&T Bulletin, asking for articles. The articles can be anything about SIG-DL, and members of SIG-DL can submit something about programs or things at their institutions that relate to ASIS&T. Lizzy and Susan are currently working on a special issue of the Bulletin about the RDAP meeting.
7. Lizzy updated the group on RDAP expenses, indicating that \$375 had been contributed towards refreshments and that there was still an open receipt. Lizzy will follow up to make sure that the speaker is reimbursed appropriately.
8. Lizzy also reported that the information from Jan about the most recent webinar is not consistent with the information provided to Ngozi, so Lizzy and Ngozi will

follow up with ASIS&T to clear this up. Once everything has been updated, Lizzy will send out the budget to the full Exec. team.

9. Lizzy reported that SIG's can only pay for member or conference travel from their reserve funds, not from the project fund, and only if it relates to a student paper contest. So SIG-DL could offer to cover registration or travel of a student as part of the proposed student panel for the 2013 Annual Meeting.
10. Lizzy also indicated that she has not yet heard from the SIG cabinet about the status of the application for released allocation funds, and she would send a reminder email to follow up.
11. Tina clarified that if something is sent to her to distribute to SIG-DL membership, she will by default send it to the SIG-DL listserv, FB, LinkedIn, and Twitter. She asked that if a particular message should not be sent to a particular outlet, the request indicate this; otherwise she will send it everywhere.
12. Tina also gave an update on the student panel committee, indicating that the group decided to go with the physical poster session for one more year, and if it turns out to be too much again, they will change it for the 2014 Annual Meeting. Marisa and June suggested talking to Vanessa and Jan ahead of time to see if we can get the poster boards and hang the posters well before the session actually begins.
  - Tina also reported that Chris has submitted the proposal and the group has another meeting scheduled to discuss how to move forward if/when the proposal is accepted.
13. Anne reported that in May she will send out a message to non-members who follow SIG-DL's various outlets, suggesting that they consider joining SIG-DL. Marisa will help Anne create a list of reasons to join. This was done last year, so Anne will also refer to the past message and send the draft to Marisa.
14. Susan reported on RDAP, indicating that there was a SIG-DL poster near the food and a slide on SIG-DL in the panel presentation.
  - Susan reported that she heard from one person that the metadata panel sponsored by SIG-DL was a great panel.
  - Susan also indicated that she is working with Lizzy and Jen Doty from Emory on a special edition of the Bulletin, which will come out either June/July or Aug/Sept, and it will possibly include articles from lightning round presenters expanding on their short presentations.

15. Ngozi reported that the second webinar (with Anthony Cocciolo) had been completed, and that she and Amelia were still working to schedule the next two. Ngozi asked if there were particular times that were better for webinars, and the group suggested that summer might be difficult if people travel. Marisa indicated that if Gena takes on the newsletter project, she will put Gena in touch with Ngozi and Amelia because the newsletter could help promote the webinar.
16. Ngozi also suggested that Anne could use the list of webinar attendees for new member recruitment.
17. Marisa reminded the group that there is no meeting in May, and we will all meeting again on June 21.

Meeting adjourned at 2:52 p.m.

#### 03/15/13 Meeting Agenda

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- Call for additional agenda items
  - Approval of Minutes from February 22nd, 2013
  - Reports from the Chairs
  - Reports from the Committee Conveners
  - Questions/Concerns/Announcements/Next Steps
  - Next Meeting Time
- 03/15/13 SIG DL Officers Meeting Minutes
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#### **Friday, March 15, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership)

**Committee Chairs Present:** Ngozi Okoro

Meeting called to order by Chair at 2:03 pm.

1. There were no objections or requested changes to the meeting minutes from February 22, 2013.
2. Marisa began by giving a quick recap of what was discussed in regards to the newsletter at the last meeting. It had been decided in the February meeting that SIG-DL would send out a recruitment email for someone to work on a short term project, looking at the level of interest in the newsletter, the desired topics for the newsletter, and maybe creating the first issue of the newsletter. Marisa and Tina

reported that the first call was sent out last week, and that the deadline to apply is April 15th.

- Tina noted that it was not as clear as it could be that the position is a short term appointment, and the group agreed that the language could be stronger in this respect. Marisa and Tina will work together to revise the text for the reminder email.
3. Marisa updated the group on the now vacant Chair-elect position and asked the group for suggestions on how to proceed. The group agreed that sending out an email asking for interested people to nominate themselves was the best route. The email will emphasize that the person who becomes Chair-elect is free to run for a position at the Annual Meeting, but that they will not automatically become Chair. Tina is drafting a short message and she will send it out to the listserv.
  4. Marisa provided an update on the Deb Barreau award, and reported that someone from UNC had followed up with Marisa to let her know that Deb's family was touched by the award.
  5. Marisa indicated that since Rebecca has stepped down, the SIG-DL call for proposals no longer has an organizer. The group agreed that no one in the current Executive Committee has time to take this on themselves, but that we would send out a message reminding the SIG-DL community of the deadline for proposals and indicating that if someone would like feedback, we can provide it. Marisa will draft the email to be sent out.
  6. Marisa reported that she will be unable to run the May 17th meeting and asked for a volunteer to run it in her stead. The group felt that it may not be necessary to have a meeting that month as most projects will be finished or near completion. Marisa will wait until a week or two before the May 17th meeting, and if there are no pressing issues, she will cancel it.
  7. Lizzy updated the group on the request for additional funds from ASIST HQ. Not all SIG's plan to use their entire allocation, so SIG-DL is able to ask for some of those funds. If granted, the additional allotment would cover a full night's hotel stay for the 3rd RDAP speaker, the additional costs from the 2012 AM, and it would cover all expenses from planned programming. Lizzy will follow up with HQ to make sure they received and are considering the proposal.
  8. Lizzy also reported that Jan confirmed that the \$800 donation from Wisconsin is considered revenue and will not be lost if we don't use it. All expenses first come

from the ASIS&T allocation and expenses beyond that come from our pool of revenue, which is carried over from year to year.

9. Lizzy indicated that the third RDAP speaker seat is still vacant, and that Susan and Lizzy are considering asking the two confirmed speakers to speak longer and then sponsoring coffee. Marisa recommended a few additional people who might be able to speak. Marisa will send the names to Lizzy and Susan.
10. Lizzy raised some questions from the Student Panel committee about the proposal. The main questions were about how to deal with the difficult logistics of the panel and how to increase attendance and whether those types of things should be in the proposal. Marisa wanted to make sure the proposal emphasizes the fact that this event helps to recruit new students and new members, because this will appeal to ASIS&T HQ. She also suggested having an electronic poster session instead of the physical one. Members of the committee were excited about this idea. Lizzy and Tina will relay the discussion back to the Student Panel group so they can further discuss and adjust the proposal as needed. Tina noted that attendance may not be as low as thought because there were more people in attendance last year and there was a hurricane at the time.
11. Lizzy asked if there were any ideas for projects that would need funding from the SIG Project and Reserve Fund. Ngozi suggested a SIG-DL sponsored scholarship for students. Lizzy will look into this option.
12. Ngozi reported on the progress of the Webinars, noting that the first webinar with Richard Prouty is to be held Monday, March 18th. The next Webinar will be April 12th with Anthony Coccio. Ngozi and Amelia are still working to nail down two other speakers for April and May. Marisa noted that they should work with Dot and Tina to help promote the event. Ngozi will also look into more prominently highlighting the fact that these webinars are sponsored by SIG-DL. Ngozi will give Lizzy the names and addresses of the speakers, and Lizzy will arrange that the honorariums be sent to them.

Meeting adjourned at 3:00 p.m.

02/22/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from January 18th, 2013
- Reports from the Chairs
- Reports from the Committee Conveners

- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

02/22/13 SIG DL Officers Meeting Minutes

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**Friday, February 22, 2013, 2:00 p.m. - 3:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Dot Porter (Webmaster), June Abbas

**Committee Chairs Present:** Ngozi Okoro

Meeting called to order by Chair at 2:03 pm.

1. Minutes from January 18th, 2013 meeting were approved.
2. Marisa began by reporting that the recurring meeting time would be 2pm ET/11am PT on the third Friday of the month.
3. Marisa also updated the group on the newsletter, explaining that Ron Brown needed to step down. She noted that Ron, Marisa, and Tina have already laid down the groundwork for the newsletter, but that it needs to be implemented, so we need to recruit someone to take over.
4. Marisa checked in with the Student Scholarship Session to see if they need help. Tina and Lizzy reported that they are currently fine, but once they know that the proposal has been accepted in June, they will re-evaluate and ask for more help if needed. June noted that the group will definitely need volunteers to be judges.
5. Lizzy reported on the progress of the SIG-DL sponsored RDAP panel, explaining that one speaker (Sally Rumsey) had dropped out. Susan and Lizzy invited someone from USGS (Vivian Hutchinson), who is unable to attend herself, but may have someone she works with who would be able to present. The two other confirmed speakers are presenting on metadata for electronic lab notebooks and DCMI for science data. Marisa suggested Carly Strasser, but Lizzy indicated that they would prefer to invite someone who has not presented so extensively in the past.
6. Lizzy also reported on an odd update from ASIST HQ about the budget that seemed to indicate that SIG-DL could lose around \$200. This was just a confusing email, and the SIG is not losing the money as long as they spend it by the end of the 2013 fiscal year. Lizzy will look into how the \$800 donation is

being handled, and whether it can be carried over as income into the next fiscal year.

7. Tina reported on her work to add MailChimp to Google Analytics to see the traffic percentages and locations of visitors to the SIG-DI site. She also reported on having integrated Twitter, Facebook, and LinkedIn with HootSuite, but explained that she is having some problems with getting reports. She noted that Hootsuite may charge for these reports, but she will look into ways to get the reports with statistics for free, as the HootSuite charges are \$10/month. Tina and Marisa agreed that having the statistics would be really helpful for the annual report.
8. Tina also reported on the progress of the Student Panel committee, indicating that a draft of the proposal should be ready for distribution among the Executive Board in a few weeks. She reported that it gets easier to plan the panel each year as we can build on and re-use much of the work that was done in previous years.
9. Dot reported on the updates she has made to the site since the last meeting. She explained that she was looking into making some changes to how the site is coded, because it was made in Dreamweaver which makes it difficult to make small changes because each page has to be changed. She hopes to make these larger changes by summer. She also updated the group on her work with June on the website for the 2012 AM student session, and she reported that getting this site up is her first priority. Marisa noted that the site will help with advertising. Dot requested if anyone has suggestions for the site, they can contact her.
10. Marisa reported on the progress of the webinars, as Ngozi had to leave. Amelia and Ngozi have confirmed with Anthony Cocciol to present in March or April on Current Best Practices in Digital Archiving Moving Image and Sound Assets. They have a few other presenters who have expressed interest, but the dates are still unconfirmed. Ngozi had asked the Executive Board about how far in the future she should schedule webinars, as some presenters were willing to present in the Fall. June and Marisa both noted that it would be best to check with HQ about their expectations about the webinars and how far in advance they need to know. Marisa was interested in continuing to provide webinars, but June cautions not to over commit, because in the future we may not have students or members as committed who can run the webinars.

11. Ngozi had also asked about possibly surveying SIG-DL members about potential webinar topics, as potential speakers had asked about member interests. Marisa explained that while surveying the members is valuable, she didn't want the webinars to be contingent upon the survey, and that we should still offer the webinars even if we don't survey.
12. While discussing the steps forward with the newsletter, Anne noted that if we are going to survey the members, we could ask if they are even interested in a newsletter, since it would be a shame to put so much work into creating the newsletter if no one is going to read it. This led to a discussion about how to best determine if a newsletter was a good idea, and it was decided that we will look for someone to do a small project looking at whether a newsletter is desired and sustainable, by sending out a survey and talking to other SIG's that have a newsletter. The survey could also contain questions pertaining to topics for the webinars. Marisa will draft an email that Tina will send out asking for a volunteer for the project.
13. The next meeting will be on the third Friday in March, and Marisa will send out a calendar invite to everyone.

Meeting adjourned at 2:42 p.m.

#### 02/22/13 Student Panel Committee Meeting Agenda

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- Work on finalizing list of topics for inclusion in the proposal

#### 02/22/13 Student Panel Committee Meeting Minutes

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### **Friday, February 22, 2013, 11:00 a.m. - 12:00 p.m. (EST) Meeting held via Skype**

**Present:** Chris Eaker, Lizzy Rolando, Tina Jayroe, Krystyna Matusiak, June Abbas, Carolyn Hank

Meeting called to order at 11:00 am EST.

1. Chris informed everyone that Amelia is still involved in this committee but she teaches on Fridays.
2. The theme and subthemes for this year's student panel proposal were finalized. Lizzy had developed a few prospective titles and subthemes to work with. The title for the proposal was decided to be: Digital Liaisons: Engaging with Digital Curation Theory and Practice
3. And the subthemes for this topic so far are:



- Archiving and preservation of web resources for access and use
  - Cloud storage solutions for digital preservation
  - Preservation of workflows, code, and data to facilitate research reproducibility
  - How data curation and management supports digital preservation
  - Bilingual searching, information access, and metadata
  - Policies and intellectual property issues in digital preservation
  - Digital initiatives outside of academic and research environments
  - International collaborations in digital preservation
  - Theory and practice in digital library education and training
4. Much of the body of the proposal will be the same as the last two years. Lizzy is going to write the first pass at the abstract in the next week. She will then pass it on to Tina for revisions if they are needed. At that point we will send the proposal to the officers for final proofing or suggestions. It is expected that this process will be completed three weeks from today and submitted to the ASIST conference soon afterward.
  5. We will submit our proposal as a normal part of the conference sessions, however, we will not be requesting a back-to-back session as we do not feel it would be fruitful to pursue it.
  6. Carolyn is sending Chris her ideas for her keynote speech topics. Chris will then disperse to the group.

Meeting adjourned 11:46 am EST.

#### 02/08/13 Student Panel Committee Meeting Agenda

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- Further discuss the general topic (digital preservation).
- Expand upon general topic with relevant subtopic ideas for proposal and call for submissions.

#### 02/08/13 Student Panel Committee Meeting Minutes

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**Friday, February 8, 2013, 11:00 a.m. - 12:00 p.m. (EST) Meeting held via Skype**

**Present:** Chris Eaker, Lizzy Rolando, Tina Jayroe, Krystyna Matusiak, June Abbas, Carolyn Hank

Meeting called to order at 11:04 am EST.

1. We talked about an overall theme and subthemes for this year's student panel proposal.

2. Chris began a rough draft of the proposal. Much of the format and body of the proposal is staying the same as last year. All participants have access to a Google doc with the rough draft.
3. For speakers, Carolyn Hank has agreed to be the keynote, with Elaine Ménard anticipated as the plenary.
4. We talked about the time constraints and the rushed feeling of the sessions the past two years but wonder if ASIST would give us extended time or back to back sessions (highly unlikely).
5. Chris is going to contact HQ to ask about logistics for this type of interactive session. That is because there is no perfect track or format for the 2013 AM where this type of showcase fits in particularly well, and a pre-conference workshop would likely not be feasible for our participants or audience.
6. A question came up about when Marisa is planning to give the Deborah Barreau Award and if we needed to allot time for it. Chris will contact her to inquire,
7. Chris will send a doodle poll meeting request out soon for another Skype call in two or three weeks to sort and delineate a theme and come up with a catchy title.

Meeting adjourned 11:43am EST.

#### 01/18/13 Meeting Agenda

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- Call for additional agenda items
- Approval of Minutes from December 7, 2012
- Reports from the Chairs
- Reports from the Committee Conveners
- Questions/Concerns/Announcements/Next Steps
- Next Meeting Time

#### 01/18/13 SIG DL Officers Meeting Minutes

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### **Friday, January 18, 2013, 3:00 p.m. - 4:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Rebecca Snows (Chair-elect), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Susan Wells Parham (past Chair), June Abbas

**Committee Chairs Present:**

Meeting called to order by Chair at 3:05 pm.

1. Minutes from December 7th, 2012 meeting were approved.
2. Marisa began by discussing the need to find a time for a recurring meeting. There was consensus that Fridays are a good time to meet.
3. Marisa provided an update on the newsletter, noting that Ron prefers to send the newsletter to our membership and to use technology to do so. They have settled on using MailChimp, which is mostly free and Ron has experience with the tool. Ron will work with Anne to get an updated list of membership.
4. There was discussion about the use of Hootsuite with MailChimp, and Tina reported that the two do not seem to be linked but that it would be helpful to have something sent out in MailChimp, then copied to Hootsuite, which then sends out information to Facebook, Twitter, and other social media venues.
5. Marisa asked that comments or feedback be sent to Ron, but members felt that it was hard to give feedback without a better idea of what his plan was, and the group agreed that if he could put together a draft of something (like an abstract or sample article) it would facilitate feedback on the project. Anne will follow up with Ron about this.
6. Marisa also provided an update on the Webinars. Ngozi and Amelia have developed a list of IS professors and practitioners who could be webinar speakers and they have a sample letter to invite these speakers. Ngozi is also working on a document that would explain, for future SIG-DL members, how to run a webinar, which may be shared with the group later. Marisa asked that anyone with suggestions for speakers contact her, Ngozi, or Amelia.
7. Marisa also discussed the call for a SIG representative on the nominations committee. There were 3 people interested in the position, one of which is a SIG-DL member.
8. Rebecca reported that she will be the contact person to field proposal for the SIG-DL sponsored panel for the annual meeting. Rebecca will follow up with Ron to discuss this more.
9. Lizzy reported that ASIST HQ had reported back on the 2012 AM expenses, and that the speakers for the SIG-DL sponsored RDAP panel had been finalized, and an updated budget had been circulated. This updated budget also includes a budget for the Webinars since ASIST now charges to host them.

10. Tina reported on her work with Ngozi to test out different social media analytics programs and noted the benefit of being able to include in the annual report data about increased number of followers or how well the social media is working. She also provided an update on the Student Panel planning committee, which met earlier in the day, noting that they are working to finalize a theme and have a draft of the proposal ready to circulate by March 15th. It was also noted that the group had identified three potential speakers and they are in the process of contacting them.
11. Anne downloaded a new member list and reported that SIG-DL currently has 341 members. Anne will send the mailing list to Ron for use for the newsletter.
12. Dot was not present on the call, but June reported that they had been working together to get the page for the student session posted. Eugenia put the content together, and videos are on YouTube. Although Eugenia is available to help if needed, she is trying to step away to focus on other projects. There a few students who are missing information, but June and Dot may just move forward regardless and include boilerplate information. Dot is traveling, but will work on getting the site up when she returns.
13. Marisa made a suggestion about moving the SIG of the year banner from 2011 somewhere less prominent because it has started to look out of date.
14. Susan reported on the progress of the RDAP metadata panel, noting that there were three speakers lined up, 2 of which are not ASIST members, so the amount budgeted to cover the three speakers will be split between the two non-members. She also reported on the RDAP Bulletin column, which is sponsored by SIG-DL, asking for additional names or topics. Marisa suggested an article about the use of Twitter as a dataset, noting the need to pay for access to anything more than 3 weeks past, and that the Library of Congress cannot yet provide access to the data. Marisa or anyone else who knows someone doing this work should be in touch with Susan.
15. Marisa and Rebecca will work to schedule a recurring time for meetings.

Meeting adjourned at 3:45 p.m.

01/18/13 Student Panel Committee Meeting Agenda

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- Next steps for moving panel forward

01/18/13 Student Panel Committee Meeting Minutes

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**Friday, January 18, 2013, 12:00 p.m. - 1:00 p.m. (EST) Meeting held via Skype**

**Present:** Chris Eaker, Lizzy Rolando, Tina Jayroe, Krystyna Matusiak

Meeting called to order at 12:07 pm.

1. We discussed panel proposal themes in order to find a topic that both matches the conference's theme (and tracks) and that would also work for students' projects.
  - Conference Theme - Beyond the Cloud: Rethinking Information Boundaries
  - Track 1: Human Information Interaction
  - Track 2: Information Organization and Representation
  - Track 3: Information Use & Analysis
  - Track 4: Information Preservation & Access
  - Track 5: Information Environments & Socio-Cultural Aspects
2. We thought about the idea of an international aspect for submissions because the conference is taking place in Montreal but thought there may not be many student projects submitted if we made that criteria mandatory.
3. We brainstormed by suggesting ideas such as:
  - Resource Discovery
  - Adoption
  - Evaluation
  - Digital Preservation and Use
4. We decided to potentially go with digital preservation and use on a broad level and Lizzy was going to come up with some related aspects of this topic like last year that would give students ideas.
5. For plenary and keynotes we decided to approach the following at first:
  - Carolyn Hank
  - Andrew Sallens
  - Elaine Menard
6. Krystyna is going to ask Elaine, Chris is going to ask Andrew and Lizzy is going to ask Carolyn.
7. We are aiming for a March 15th deadline for a draft to send around to the rest of the SIG DL officers for proofreading and feedback.

Meeting adjourned 12:30pm.

## 12/10/12 Student Panel Committee Meeting Agenda

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- Introductions
- Review of 2012 session
- Discussion of required tasks
- Planning for 2013 session
  - Budget
  - Tasks
  - Dates to complete
  - Assignments
- Wrap-up and schedule next meeting

## 12/10/12 Student Panel Committee Meeting Minutes

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SIG-DL Student Panel Committee Meeting – 12/10/12 In Attendance: Chris Eaker, June Abbas, Eugenia Kim, Tina Jayroe, Lizzy Rolando, Amelia Vaughn

1. Meeting began with introductions.
2. Eugenia, Tina, and June discussed the 2012 session. Takeaways were the following:
  - 2012 had better turnout than 2011, and notable guests attended the 2012 panel. This suggests that the panel is gaining steam, attracting more attention each year.
  - Eugenia felt the work the second year was of higher quality. Only 2 proposals in 2012 were not accepted. In 2011, all were accepted, and the panel worked with one student to better flesh out their work to be conference ready.
  - It's important to remember that the goal of the panel is not to be really selective, but to recognize the good work being done by students in the community.
  - Recruiting submissions is a non-trivial task, especially since we usually don't hear from ASIST about whether the panel has been accepted until June, when students disperse for the summer. When we know that our panel has been accepted, then we really need to push to get the word out to the right communities. It was noted that because the 2013 conference is in Montreal, it would be to our advantage to specifically target McGill and libraries in the Montreal/Canada area in addition to American students.

- We will be working very closely with Vanessa and Jan from ASIST, and it will be important to follow up with them. They are really busy and have many other responsibilities, so we want to make sure we are really on top of things.
    - We want to get our requests into ASIST as soon as possible.
  - We don't want to underestimate the power of name recognition. ASIST knows June very well, so she has been really helpful in stepping in for negotiations, and she is willing to help this year as well if we need her.
  - Having good speakers is a draw for the panel, so we want to try and find someone notable to speak. Because this is the third year of this panel, we are able to point to the two previous successful panels when we ask someone to speak.
  - We may need to justify to the Program committee why we only allow undergraduates, Master's, and new professionals, and no PhD's. This is done because PhD's have other venues available to them to present on their work, while these three groups do not.
  - It was recommended that we work with Dot as early as possible, so that she can set up the site to host the call for proposals and take the submissions. Tina worked with Eugenia on this in the past, so she knows how to talk to the Webmaster about what is needed.
3. There was discussion about the next steps forward. The group needs to first develop a theme/idea for the proposal, which is due April 15th.
- Eugenia recommended looking at the theme of the Annual Conference ("Beyond the Cloud") and what is popular in the literature at the time.
  - The committee will meet in January to hash out ideas, then take the idea to the Executive Committee for approval. The Executive Committee should give final approval of all aspects of the panel.
  - Tina will send out the past two years of proposals to be a guide for the next year. Much of the proposal can be re-used. The main part that needs to be redone is the literature review.
4. The speakers need to be included in the proposal, so the committee should also be thinking about who we want to speak, and we should contact them to confirm as soon as possible.
5. There was also discussion about the budget. We can solicit donations for the student awards, but if we are unable to get a donation, the SIG will need to pay for those. We also need to budget for the food and poster board, and if someone

is willing to make a donation, then there may be expenses associated with transporting promotional materials, like a banner. All expenses for the 2013 conference fall under the FY 2014 budget, so it is not included in the current budget. However, it is important to budget carefully so as not to overburden the incoming Executive committee, and currently, Marisa and Lizzy estimate about \$1200 for the entire panel (assuming we do not get a donation). Eugenia also noted that the conference is in Canada, so we need to be careful about exchange rates.

6. We will meet again in January to develop a theme, then flesh out, finalize, and submit the proposal (hopefully well before April). At that point, we can think about creating a timeline for the list of tasks Tina distributed, so we can assign specific tasks to people.
7. Moving forward, Eugenia is stepping down from the committee, but June and Tina still want to be involved. Krystyna is also part of the committee, but she was unable to join the call.
8. Chris will send out a call for times for the next meeting.

#### 12/07/12 Meeting Agenda

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- Review Agenda
- Welcome!
- Proposed GOAL for this year: Develop services for our SIGDL membership, with the intent to encourage greater participation in the SIG
- Review SIG of the YEAR  
Award: <http://www.asis.org/awards/sigoftheyear.html#Guidelines>
- Annual Meeting /Business Meeting Recap
- 3 committees:
  - Chris Eaker leading the Student Scholarship Session for AM 2013
  - Ngozi Nokoro and Amelia Vaughn leading the SIGDL webinars
  - Ron Brown coordinating SIGDL newsletter and drafting call for SIGDL panels
- Reports from the Officers
  - Marisa/ Lizzy Budget request
  - Lizzy/Treasurer - additional budget updates?
  - Tina/Communications Officer - Student Panel
  - Anne/Membership Officer - Willing to be liaison with Ron on newsletter?
  - Dot/Webmaster - Web access and updates needed



- Questions/Concerns/Announcements
  - Next Meeting Time
- 12/07/12 SIG DL Officers Meeting Minutes
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**Friday, December 07, 2012, 12:00 p.m. - 1:00 p.m. (EST) Meeting held via Free Conference Calls**

**Officers Present:** Marisa L. Ramirez (Chair), Rebecca Snows (Chair-elect), Lizzy Rolando (Treasurer/Secretary), Tina Jayroe (Communications), Anne Diekema (Membership), Dot Porter (Webmaster)

**Committee Chairs Present:** Ngozi Nokoro and Amelia Vaughn (Webinars), Ron Brown (Call for Proposals and Newsletter)

Meeting called to order by Chair.

1. Minutes of the August 13 SIG-DL officers meeting and the 2012 Business meeting already made available on the SIG-DL
2. Marisa began by discussing the goal for the year, which is to develop services for SIG-DL members to encourage greater participation in the SIG and to win the SIG of the year award.
3. Marisa noted that the ASIST Bulletin contacted her, asking for ASIST members to send in stories about their time at the Annual meeting, especially those who were affected by Sandy. Anyone with stories or anecdotes that they would like in the Bulletin should contact Marisa.
4. Marisa reported that the Allocation budget for FY 2013 was submitted to ASIST, and that the budget included funds for the Deborah Barreau award, RDAP sponsorship, printing and labor costs for the newsletter, annual meeting expenses from 2012, and speaker honorariums for webinar presenters.
5. Lizzy reported that ASIST had not yet reported back on 2012 annual conference expenses, but June estimates that we spent \$300 on food and \$180 on poster board. Lizzy will distribute the submitted allocation request to the members on the call.
6. Tina invited any interested participants to join the Monday call about organizing the student panel for 2013 Annual, which is led by Chris Eaker. She also requested content to advertise through the various channels, like Twitter. Marisa asked that program organizers work directly with Tina to advertise their upcoming events.

7. Anne reported that she has a membership list from August and will get an updated list in January. She will work directly with Ron to help distribute the newsletter to members. There was a discussion about whether the newsletter should be free and open to all or restricted to ASIST members. Marisa noted that consensus was that the newsletter be open, as it may help to recruit new members.
8. Dot reported that she had updated the website, and she had sent an earlier email explaining the changes. There are a few lingering issues with photos not displaying in certain browsers, but Dot is looking into it. Everyone should look at the site and give Dot their ideas, thoughts, and suggestions. It was clarified that all changes to the site and Wiki should go through Dot, except for the Secretary/Treasurer, who posts meeting minutes directly to the Wiki.
9. Ngozi and Amelia led a discussion about webinars to be hosted by SIG DL in the upcoming year. ASIST may charge the SIG for hosting (\$50 just for hosting plus additional processing fees depending on who is allowed to access the webinar). Ngozi will look into the prices more, contacting Vanessa Foss directly, and report back. Marisa noted that she prefers that the webinars be free to ASIST members but come at a cost to non-members. Ngozi reported that she and Amelia are working on a form letter to invite potential webinar presenters, and that they, along with Marisa, are compiling a list of potential speakers. Ron noted the potential to work with other SIGs, to present on topics that are of interest to various groups, and Marisa reported that she had been in conversation with SIG-STI about possible collaborations. # Ron reported on his progress with the SIG DL newsletter, and reminded the group that he had distributed a document outlining the goals of the newsletter, as well a rough timeline for the project. Ron, Dot, and Marisa all felt that a broader scope for the newsletter was preferable, including things like Digital Humanities and data curation. Ron asked for people interested in working on the newsletter to contact him. Ron asked about what # Ron asked about the process for the SIG-DL panels for ASIST annual, and Marisa explained that the SIG's serve as incubators for possible panels for the Annual Meeting. Ron requested that everyone look at the call for proposals and give their feedback.
10. Ron raised the question of whether ASIST had voted to change their name, but no one was certain whether it had passed.

11. Marisa and Rebecca will work to schedule the next meeting. Some participants felt that having a re-occurring, pre-appointed time for the monthly meeting was preferable. Rebecca will send out an email about the next meeting.

Meeting adjourned at 1:00 p.m.