TCN / iDigBio Monthly Standing Meeting (Internal Advisory Committee) :
March 14th, 2012 1:00 PM – 3:00 PM
Onsite: Shari Ellis, Kevin Love, Alex Thompson, Jason Grabon, Cathy Bester
Skype: Chris Dietrich, Rob Naczi, Corinna Gries, Gil Nelson, Debbie Paul, Andréa Matsunaga, Katja Seltmann, Pam Nelson, Greg Riccardi
Absent: Toby Schuh

Action Items

- **March – May 2012: iDigBio is working on the "Ten Year Implementation Plan"**
- **March – April 2012: Deb and Gil are writing up and collating site visit observations**
- **March – April 2012: Deb and Gil are creating tool and people resource lists**
- **March 2012: Deb and Gil are writing a paper based on their site observations for publication**
- **March – June 2012: ACIS is working on standing up the full initial "permanent" storage capacity**
- **March – April 2012: TCNs will send sample data sets to Andréa**
- **March 2012: Kevin will follow up with the TCNs on RSS feeds for the iDigBio web site**
- **March – May 2012: iDigBio is working on Annual Report for NSF**
- **March 2012: Jason will contact Judy for further clarification on the proper protocol and handling of federal collections housed in non-federal institutions – Answer: ADBC funds cannot be utilized to digitize federal specimens. In situations where specimen ownership is unclear, it is assumed that the specimen is owned by the collection/institution (not a federal entity) and may be digitized.**
- **April 2012: Chris is organizing a workshop for collaborator digitization workflow training**
- **April 2012: Larry Page (iDigBio PI) may attend the InvertNet workshop**

Minutes

iDigBio Strategic (High-Level) Project Summary
(Jason)

- Working on the iDigBio 10 Year Implementation plan. This will feed into the "Community 10 Year Implementation Plan" that will require community input to address gaps that exist. These gaps include storage issues, tool needs, etc. The community implementation planning process will occur from June – December 2012.
- 4 new TCNs and 2 new PENs have been funded and will be announced by NSF next month.

(Gil/Deb)

- Writing up and collating site visit observations
- Creating available tool lists including hardware and software
- Creating people resource list
- Writing paper which should be available in draft form in approximately one week

(Alex)

- Working on storage with a target date of early June for full initial capacity, in the meantime ACIS can meet immediate needs with temporary storage.

(Andrea)
- Needs sample data sets from the TCNs, the TCNs will send data sets directly to Andréa
- Rob has Darwin Core data available with links to images, he can supply these soon
- Katja has data but it's not mapped in Darwin Core, can send initial information with links to images quickly but not everything fits with Darwin Core
- Chris doesn't have images but has data ready for Andréa
- Andréa can talk to Corinna offline
- Deb should be included in ongoing TCN data discussion on topics including data fields and how to extend Darwin Core to accommodate databases

(Kevin)
- Katja suggested an RSS feed for the iDigBio web site to feed event information to iDigBio. Kevin will follow up with each TCN on this topic.
- There is now a method of uploading community announcements to the iDigBio web site; the iDigBio e-newsletter will include links to community announcements posted on the web site.

InvertNet Strategic Project Summary (Chris)
- Continuing workflow development with a focus on imaging workflows
- Holding a workshop next month – presentations will be videotaped and workflows demonstrated to get collaborators started on digitization
- Larry may be able to attend this workshop, Chris will email information and Jason will follow up

North American Lichens & Bryophytes Strategic Project Summary
Corinna
- Received pallet-full of barcodes, mailing these out to collaborators
- Digitization has begun
- Making progress on authority files
- Starting negotiations with iDigBio to host the Symbiota portal
- Symbiota software will be available from the iDigBio portal for download and use
- OCR is ready, need to evaluate OCR performance with some tweaking of image quality with human feedback

Tri-Trophic Project Strategic Project Summary
Rob
- Subawards have mostly cleared and been set up, along with ordering of imaging equipment. 5-6 are taking a bit longer than anticipated.
- Collection staging – 3 main hubs – NYBG, Michigan, and Missouri – are working on curation and accuracy of identifications.
- Imaging – Michigan has imaged approximately 12,000 images, NYBG 19,000 images, and Missouri is just starting.

Katja
- Subcontracts are hiring and purchasing computers
- Hiring 6 people for digitizing; training materials are being developed
- Integrating a large number of authority files into the database
- Making modifications to the database software
- Collections are being staged and re-curated

NSF 3rd Quarter and Annual Reports Reference
- iDigBio will be submitting the Annual Report on May 15 2012. iDigBio will reach out individually to the TCNs as needed to meet reporting needs.

iDigBio Workshop & Working Group Solicitation Process Reference
- Process through which the community can request working group formation and workshops is now available on the iDigBio web site. Requests will be reviewed and evaluated by the steering committee.

iDigBio Appliance and Hosting Request Process (Soon to Launch)
- Similar to workshop/working group process above regarding tools and appliances or hosting needs. Requests will be reviewed and evaluated by the steering committee.

Federal Collections Databasing
Per Elizabeth Martin at USGS, what follows is the initial information USGS would like to have on specimens that are clearly federally-owned and maintained by the TCNs:
- Name and contact information for each collection with federal specimens
- Name of institution and collection that has federal specimens
- Federal agency to which those records belong
- Taxonomic extent (if available)
- Geospatial extent (if available)

At a minimum, a contact person and contact information for each collection that has federal collections would be helpful, as USGS could then contact those individuals to find out more information about their federal records. Email to Elizabeth Martin: Elizabeth_martin_usgs.gov

iDigBio Workshops and Working Groups
In the future we will hold some participant slots open and include an open call for Workshop participants to enable greater community inclusion. iDigBio will also offer capabilities for broadcast to remote participants, and recording of the Workshop.

Upcoming Events and HUB/TCN Collaboration Needs, Concerns, or Questions.
To include a discussion of how TCNs envision they *may* provide data to iDigBio (format, as well as centralized vs de-centralized approach regarding ingestion of data from digitizing institutions and subcontracts to iDigBio)

To include a discussion regarding image storage (Rob)
- More discussion is needed on these topics; currently there is a mix of ideas. It is important to keep an open mind about this process. These concepts will be touched upon in the upcoming IT Standards Workshop, and may be appropriate issues for discussion and decision in Working Groups that come out of the IT Standards Workshop.