Minutes for the July 2013 Internal Advisory Committee Meeting

Date/Time:	July 10, 2013 1:00 - 3:00 PM Eastern
Onsite Attendees:	Shari Ellis, Kevin Love, David Jennings, Alex Thompson, Oicenth Josephs
Remote Attendees:	Katja Seltmann, Deb Paul, Andréa Matsunaga, Bruce Lieberman, Barbara Thiers, Neil Cobb, Nahil Sobh
Absent:	Toby Schuh, Corinna Gries, Robert Naczi, Chris Dietrich, Cathy Bester, Gil Nelson, Larry Page, Joanna McCaffrey, Patrick Sweeney
Meeting Location:	Building 105, Room 310

Recording from the IAC meeting on 7/10/2013 available at: http://idigbio.adobeconnect.com/p2wyvbrj04c/

Action Items:

1. David Jennings and Kevin Love to work on formatted version of TCN Bi-monthly reports that will be available on the iDigBio website. The formatted version should allow the TCN's to attach images and documents to their reports.
2. David Jennings to evaluate proposed Summit date change from November to January
3. David Jennings to solicit topics for Summit III discussion sessions via e-mail from TCN's

Announcements:

- Next IAC meeting: Wednesday, September 11, from 1-3 pm Eastern
- The TCN Bi Monthly Progress reports are available; please see attached document.
    - [Bruce Lieberman] Wanted to know how, if possible, to add documents/ files to their reports being uploaded to the iDigBio website.
    - [Katja Seltmann] Suggested that links to Google docs could facilitate attaching documents. Katja also noted that the reports are not very readable on the website. Kevin Love indicated that they are not well formatted because the reports are not being shared. David Jennings suggested doing a mail merge in Word using the Excel format download. Katja says that they share the reports within their project and use them for their annual reports, so a better format would be useful. David stated that iDigBio would investigate creating a more readable format.

- **Upcoming iDigBio sponsored meetings/workshops/events:**
    - Botany 2013 – Symposia (3) & Exhibit   July 27-31   New Orleans, LA
    - Georeferencing Train-the-Trainer #2   Aug 12-16   Gainesville, FL
    - Progressive Specify Workshop   Aug 12-16   Lawrence, KS
    - Invertebrate Imaging   Sept 16-18   Ann Arbor, MI
    - Paleocollections Digitization   Sept 23-26   New Haven, CT
    - Education & Outreach   *October ??*   Gainesville, FL
    - TDWG Symposium   Oct 27-31   Florence, Italy
    - iDigBio Summit III   Nov 18-21   Tallahassee, FL
    [Katja Seltmann] The dates for the summit may pose problems for entomologists. There are a number of meetings within a short time span: TDWG (Florence; Oct 28-Nov 1) followed by ECN (Austin; Nov 9-10) followed by ESA (Austin; Nov 10-13) followed by the Summit (Tallahassee; Nov 18-21). It was suggested that the Summit be moved to a less busy time of year, such as January. David agreed to consider the change for future Summits, but was not optimistic about changing the dates for Summit III.
    - Small Herbaria Workshop   Dec 9-12   Tallahassee, FL

- Broadening Diversity Workshop   February   TBD

  Scope: How do we get HBCU's involved in iDigBo, and how to we encourage diversity in the profession overall?
- Symposium at NAPC   Feb 15-18   Gainesville, FL
- Original Source Materials Workshop   March   TBD

  Scope: How to digitize original source materials and making them a part of the record. Started with field notebooks, but also can include other source materials such as maps or other library resources.

Discussion:

- **Maintaining TCN wiki pages / updating contributor lists**

  [David Jennings] Reminder to the TCN's that they need to maintain/ update their Wiki's and Contributor lists.

- **Individual meetings with TCNs**

  ACIS plans on scheduling individual meeting with the TCN's – objective is to get feedback on their progress with data ingestion, issues they face, help to formulate solutions.

  [Katja Seltmann] We had 2 one-on-one meetings with ACIS tackling uploading a real data set – the meetings went really well, thought it was helpful to go over the specific problems.

  [David Jennings] Joanna will start setting up the meetings ACIS in August (She is out of the country at the moment)

  [Alex Thompson] TCN's can always e-mail the info@iDigBio.org to get help.

- **Invitation to register collections**

  Version 2 of the specimen portal features a collections registration page. It will allow individual collections to register their stats, attribution, including identifiers and contact information. The collections registration page will also include links to allow the registration of data. This is part of the move towards meeting the attribution goals associated with the data ingestion process. For the moment, only the person that registers the collection has the ability to edit it (you must be logged into iDigBio) however there are plans in the works to have multiple managers be associated with a single registration. So far there is only one collection registered, which is the Ichthyology collection at the Illinois Natural History Survey.

- **iDigBio communications – mechanisms, too much, too little, how to improve**

  [David Jennings] Requested feedback on iDigBio communication – e-mails, newsletter etc. – is the level of contact adequate, what would the TCN's like to see?

  [Katja Seltmann] Tends to not go through the communication too closely as the newsletter and the communication in general from iDigBio seems to be geared towards the general public, not to people who are involved with the program and has more knowledge of the project's scope.

  [Barbara Theirs] There is an adequate level of contact, but also skims most the communication; she would like to see more targeted information that would be useful for the TCN's.

  [Alex Thompson] Suggested the addition of a targeted circular to the newsletter that would cover issues the TCN would be interested in. Idea is to highlight upcoming iDigBio events and deadlines etc.

  [Deb Paul] Would the TCN's be interested in articles that cover workflow-type topics?

  [Katja Seltmann] Would be interested to receive communication regarding how to accomplish specific tasks, or use new software.

  [Neil Cobb] Would be interested in learning about mechanism to share geo-referencing location, for example

  [Katja Selmann] Maybe having a science writer that is familiar with the work being done and has the technical writing skills will produce the types communication the TCN's would be interested in reading

[Deb Paul] FSU/iDigBio is in the process of hiring someone who would be able to produce more compelling articles in a timely manner.

[David Jennings] We are looking to hire for a similar position here, primary role would be to manage the CRM but our hope is to find someone to take over the newsletters and our other communications. The feedback will be used to guide future communications. Article/ topic suggestions can be sent to info@iDigBio.org

- **iDigBio Summit III – attendees, format, topics**
  David Jennings did a review of the draft of the agenda for the iDigBio Summit III. Start with 3 iDigBio talks in the mornings then lightning talks from the TCN's on day 1, followed by topical discussions, then follow up and possibly a poster session on day 2. The goal is to encourage discussion.
  Some possible themes for discussion sessions:
  1. Sustainability
  2. Informatics and Beyond
  3. Challenges and opportunities

  Called for themes or topics from the TCN's, is there an interest in doing posters?
    o Shorter talks with more discussion time was well-received
    o Posters got a mixed reaction; prefer something like "exhibits" or "demos"

  Proposed attendee list to include 2-3 representatives from each TCN and 1 from each RDCN.
  [Bruce Lieberman] Can PEN's attend?
  [David Jennings] Yes, but PEN's are considered a part of the TCN, so they would be counted as a part of the 2-3 representative sent from their TCN.

  [Deb Paul] Proposed compiling the slides/ posters/ lightning talks created by the TCN's at the Summit into a single file and making it available online. Also presenters could provide a bullet point list about what they will be covering before Summit III to help attendees decide what talks they want to attend. Also could to a pre-summit adobe connect meeting with the new TCN's to get them up to speed on what the Summit will be covering.
  [Katja Seltmann] Would be useful to have an actual visual to follow up with their presentations (i.e., tool demos vs posters).
  [Bruce Lieberman] Would prefer to not do a poster session, but does think they encourage discussion.
  [Barbara Thiers] Would like documentation to reinforce the discussion sessions (i.e., summary with actionable items). Perhaps the "breakout sessions" could take the format of a panel discussion so it would have more guidance.

  Other ideas that came up in discussion:
    o How to share data with iDigBio
    o Clarify interaction with iDigBio – Nuts & Bolts
    o Project Management – record keeping, collaboration tracking, annual report
    o Community issues/problems
    o Education & Outreach

Adjourn

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	Additional participation from TCNs is welcomed and encouraged.
Meeting Location:	Building 105, Room 310
Remote Access:	http://idigbio.adobeconnect.com/iac/
	VoIP access is available through Adobe Connect, or you may alternatively dial 866-284-8871 (less preferred due to per-minute charges).

Time	Item	Owner
1:00 PM	**Announcements:** • TCN progress reports to iDigBio are due: https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio • Next meeting: Wednesday, September 11, from 1-3 pm Eastern • Upcoming iDigBio sponsored meetings/workshops/events: o Botany 2013 – Symposia (3) & Exhibit — July 27-31 — New Orleans, LA o Georeferencing Train-the-Trainer #2 — Aug 12-16 — Gainesville, FL o Progressive Specify Workshop — Aug 12-16 — Lawrence, KS o Invertebrate Imaging — Sept 16-18 — Ann Arbor, MI o Paleocollections Digitization — Sept 23-26 — New Haven, CT o Education & Outreach — *October ??* — Gainesville, FL o TDWG Symposium — Oct 27-31 — Florence, Italy o iDigBio Summit III — Nov 18-21 — Tallahassee, FL o Small Herbaria Workshop — Dec 9-12 — Tallahassee, FL o Broadening Diversity Workshop — February — TBD o Symposium at NAPC — Feb 15-18 — Gainesville, FL o Original Source Materials Workshop — March — TBD	David
	Discussion: • Maintaining TCN wiki pages / updating contributor lists • Individual meetings with TCNs • Invitation to register collections • iDigBio communications – mechanisms, too much, too little, how to improve • iDigBio Summit III – attendees, format, topics	All
3:00 PM	**Adjourn**	David