TCN / iDigBio Monthly Standing Meeting (Internal Advisory Committee)
Feb 8th, 2012 1:00 PM – 2:20 PM
Onsite: Shari Ellis, Kevin Love, Alex Thompson, Jason Grabon, Cathy Bester
Skype: Chris Dietrich, Toby Schuh, Rob Naczi, Corinna Gries, Gil Nelson, Debbie Paul, Andréa Matsunaga

Action Items

- **Feb 2012: TCN PIs to disseminate sign-up details for the ADBC IT community listserv to their staff.**
- **Feb 2012: Edward Gilbert will post OCR-related content to the iDigBio forums to start a community dialogue.**
- **Feb 2012: Jason will finalize a contract with a conferencing/training/virtual collaboration software provider with a toll-free call in option. Services will be made available to the TCNs for training events, collaboration sessions, etc.**
- **Feb 2012: Jason will clarify the proper handling of federally "owned" specimens held in non-federal institutions. – ADBC funds cannot be utilized to digitize federal specimens. Jason will work with the BISON project's personnel to identify best practices regarding the handling of these specimens, to ensure that they are eventually digitized by the appropriate party using properly-allocated funds.**
- **Feb 2012: iDigBio will release the Feb 2012 e-newsletter including community announcements**
- **Feb 2012: Jason is finalizing a Workshop and Working Group solicitation process for community-requested Workshops and Working Groups.**
- **Feb/March 2012: Jason and iDigBio leadership at the Advanced Computing and Information Systems Laboratory are developing a process to allow application owners to submit requests to collaborate on making applications available as appliances to the iDigBio community, and for iDigBio to host web-based tools for applications that require additional compute resources.**

Minutes

iDigBio Conferencing, Training, and Virtual Collaboration Software
iDigBio has selected a collaboration software platform that will enable iDigBio, TCNs, and collaborating institutions to conduct virtual meetings, conference calls, webinars and training sessions. Costs will be covered by iDigBio. Contracts should be finalized in February. Details will be made available to the TCNs regarding how to schedule a session using these tools when the contracts are finalized.

iDigBio Updates
Workshop and working group planning:
- IT Standards Workshop – March 28-30, 2012
- Paleocollections Workshop – April 27-28, 2012
- S212 Co-Sponsored Digitization Workflow Workshop – End of May or early June 2012
- Linked Data Workshop Co-Sponsored by NESCent – Spring 2012
- Image and Licensing Virtual Workshop (Led by Gil Nelson) – April 2012
- Authority Files Working Group (Led by Greg Riccardi) – Initiated in February 2012
- Citizen Science/Crowdsourcing Working Group (Led by Austin Mast) – Initiated in February 2012
- OCR/NLP Working Group (Led by Deb Paul) – To be initiated by July 2012 with broad industry participation

*Working Groups will lead the planning and organization of future related workshops

Feb 2012 E-Newsletter: iDigBio will begin sending out monthly e-newsletters which will contain information and links back to the iDigBio web site, along with [Community Announcements](). TCNs and anyone in the biocollections or digitization communities are invited to submit Community Announcements on the iDigBio website.

Workshop and Working Group solicitation process: Jason is finalizing this documentation

Tools and Appliances: iDigBio will provide a process where application owners may request, through the iDigBio website, application integration into appliances as well as iDigBio hosting of web applications.

Digitization Workflow Documentation/Optimization: Gil Nelson and Deb Paul recently visited the NYBG and AMNH and are combining and condensing their findings from these and other site visits. Gil and Deb also attended a 2 ½ day Georeferencing workshop. They will be visiting the University of Kansas and VertNet in February, and in March will visit Nelson Rios (Tulane) and Louisiana State University.

Cloud-Based Storage: The Advanced Computing and Information Systems Laboratory (ACIS) is currently configuring, deploying and testing a cloud-based storage infrastructure. The Tri-Trophic TCN identified an early adopter/tester at the University of Michigan.

InvertNet Updates
InvertNet is working on IT infrastructure and adding functionality to their web site. They are also testing and optimizing image storage that has been provided by the NSCA. Their digitizing team is working on testing equipment to digitize entire drawers using 4 gigapan images (one from each corner of the drawer), as well as an alternative approach that uses a robotically-controlled camera to scan the drawer. The workflow should be finalized in the next month. They are also working to improve image stitching technology to reduce time and error rate, and are close to having a real-time stitcher. InvertNet will be hosting a collaborator workshop on April 13 2012.

North American Lichens and Bryophytes Updates
The TCN held their first project workshop in October with the other participant institutions, and formalized imaging workflow during the workshop. Currently they are waiting for barcodes to arrive, and expect them to arrive in mid-February. IT is working to improve OCR and optimize image quality through an automated script. They are also looking into processes to minimize specimen duplication at other institutions - there is a duplication check process and OCR tool available in Symbiota.

Tri-Trophic Updates
AMNH: All tools are in place and the TCN is ready to begin IT testing. The authority files should be ready in approximately 6 weeks, at which point digitization should progress rapidly. Improving the quality of identification of taxa in collections will improve the quality of data entered into the database. The project is on track regarding project management and implementation with subcontractors.

NYBG: Project imaging is ongoing and they are currently setting up the subcontract agreements and training procedures. The University of Michigan has been trained on the imaging protocols. The Tri-Trophic Project is currently setting up visits with collaborators.

Needs Identification
"TCN Project Tracking Tools" were a requirement identified during the iDigBio summit. Clarification was sought regarding this request. The need refers to the tracking of data utilization and usage reporting at iDigBio, which is included in the iDigBio requirements for the web portal.
TCN Funding for Travel to Meetings and Symposia

iDigBio is not permitted to award subgrants. Due to minimal funding to TCNs for travel to advertise their activities, TCNs are not expected to travel to conferences for ADBC presentations unless their personnel were already planning to attend for other reasons. If iDigBio personnel are present at a conference that is not attended by a TCN, iDigBio representatives can present slides on behalf of the TCN.

Open Discussion
A draft of the iDigBio GUID policy is currently available on the iDigBio web site forum and is open for comment.

The TCNs requested clarification of the handling of National Park Service-owned specimens being housed in museum and herbaria collections. NPS specimens belong to the federal government; ADBC funds cannot be used to digitize these specimens. iDigBio will address this issue with federal digitization efforts to develop a process for managing these specimens. The objective is to ensure that they are eventually digitized using the proper funding source.