TCN / iDigBio Monthly Standing Meeting (Internal Advisory Committee)
January 9th, 2013, 1:00 PM – 2:00 PM
Onsite: David Jennings, Kevin Love, Cathy Bester
Adobe Connect: Andréa Matsunaga, Deb Paul, Bruce Lieberman, Patrick Sweeney, Rob Naczi, Toby Schuh, Katja Seltmann, Chris Dietrich, Shari Ellis
Absent: Larry Page, Neil Cobb, Corinna Gries, Gil Nelson, Alex Thompson, Joanna McCaffrey

Action Items

- **Jan 2013:** Katja will send David a link to her spreadsheet of (mostly) numbers in reference to digitization activities
- **Jan 2013:** David will work on creating a form for monthly reporting (TCNs/PIs/Working Groups)
- **Feb 2013:** David Jennings will include HUB and working group updates in future iDigBio monthly reports
- **Feb 2013:** TCNs will continue to submit monthly status reports which will include progress along with interaction and collaboration activities

Minutes

Opening/Welcome
The purpose of this meeting is to decide the future direction of this meeting to make it valuable for everyone. Last month's status report was emailed to everyone.

Discuss goals and purpose for these meetings:

- **iDigBio's cooperative agreement:**
  - **"***"Internal Advisory Committee: composed of representatives from the thematic networks and other digitization projects and collections working with the national resource. IAB will meet regularly to report on progress in digitization efforts, share and identify best practices and standards, identify gaps in digitization areas and technology and enhance training efforts."*

- **TCN needs/wants**
  - Katja and Chris would like updates from the iDigBio HUB in the monthly reports. David stated that this will be included in future monthly reports.
    - PI updates/activities
    - Working group updates/activities
    - Cyberinfrastructure development
  - The quarterly meeting will not necessarily cover TCN status. Should there be presentations on items such as working group reports or perhaps we should have a roundtable discussion on a particular topic of interest? Chris agreed with both of the above. Suggested ideas for topics:
    - Training/workshops
    - Tracking/management/metrics
    - Review of portal/website
    - Items that iDigBio needs help with

- Shari suggested sharing forms and other means of tracking what TCN subcontractors are accomplishing. Katja brought up the issue of a standard method to compile the data (ex. Google docs) as a potential topic.
- TCNs could also have input on the iDigBio web site as collaborators on the project.
- In regards to working groups, Andrea invited Katja to participate in the Cyberinfrastructure Working Group. Most TCNs have representation on this working group – the working group wiki page provides a reference. The TCN members of working groups have no formal method to report back to the TCN – how should we close this loop?
- It was also noted that TCNs report to NSF on an annual basis.

Suggested frequency for future:
- **TCNs submit monthly status report to David, which will then be distributed to the entire team.**
  TCNs should include their status along with any interactions and collaborative activities in their monthly report to David.
- **Meet via Adobe Connect quarterly**
  -Next call will be in March 2012 (same time slot) with reports also due
  David will propose topic(s) for the next quarterly meeting in March and request feedback via email from all participants prior to the meeting date.

Other items:
Deb – The Georeferencing Working Group (GWG) is working on a standardized method to contact all previous Georeferencing Train-the-Trainer (TTT) workshop participants to learn what they have done based on their training. This data will be compiled. It is known that at least two participants have put on their own training sessions. The GWG is working on developing online course materials and are meeting in March.

Deb – The OCR Working Group will be at the i-Schools Conference in Ft. Worth TX next month to educate participants on who we are and our challenges including image segmentation, authority files, auto-correction, etc. A poster, notes paper, and panel with break out groups will be among the activities to receive feedback and potential collaboration during the conference. The 2-day Hackathon will focus on parsing.

Adjourn