

## Minutes of Internal Advisory Committee Meeting on February 22, 2017

**Date/Time:** Wednesday, February 22, 2017 12:00-2:00 PM Eastern

**TCN Attendees:**

<b>InvertNet</b>	Jim Fetzner	<b>FIC</b>	Talia Karim
<b>LBCC</b>		<b>MHC</b>	
<b>PALEONICHES</b>	Bruce Lieberman	<b>GLI</b>	Aaron Goldberg
<b>MaCC</b>		<b>InvertEBase</b>	Petra Sierwald
<b>NEVP</b>		<b>SERNEC</b>	Michael Denslow
<b>SCAN / LepNet</b>	Neil Cobb	<b>MiCC</b>	Andrew Miller Rhianna Baldree Alex Kuhn Teresa Iturriaga
<b>VACS</b>		<b>EPICC</b>	Erica Clites
<b>Cretaceous World</b>	Bruce Lieberman Laura Wilson	<b>MAM</b>	Cindy Skema Anne Barber

**iDigBio Attendees:**

<b>Administration</b>	David Jennings	<b>Digitization &amp; Training</b>	Deb Paul Gil Nelson
<b>Education &amp; Outreach</b>	Molly Phillips	<b>Cyberinfrastructure</b>	Joanna McCaffrey Kevin Love
<b>Research Use</b>	Shelley James	<b>Assessment &amp; Evaluation</b>	Shari Ellis

**Meeting Location:** Building 105 Room 310 and <http://idigbio.adobeconnect.com/iac/>

**Recording:** <http://idigbio.adobeconnect.com/p4sbtehy24v/>

### RECURRING ITEMS:

**Meeting started: 12:00 pm**

### Upcoming workshops/meetings/events

<https://www.idigbio.org/calendar>

### TCN bi-monthly progress reports to iDigBio are due

<https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio>

- Thanks to the TCNs that submitted their reports in advance of the meeting. David Jennings will follow-up with the others.
- TCN PIs : your bi-monthly reports are due before the meeting. Please go to <https://www.idigbio.org/content/tcn-bi-monthly-progress-report-idigbio>
- Reports from the following TCNs are included with the minutes and are archived on the IAC wiki page ([https://www.idigbio.org/wiki/index.php/Internal\\_Advisory\\_Committee](https://www.idigbio.org/wiki/index.php/Internal_Advisory_Committee)):

InvertNet	<input checked="" type="checkbox"/> SCAN	<input checked="" type="checkbox"/> InvertEBase
LBCC	VACS	<input checked="" type="checkbox"/> SERNEC
<input checked="" type="checkbox"/> PALEONICHES	<input checked="" type="checkbox"/> FIC	<input checked="" type="checkbox"/> MiCC
<input checked="" type="checkbox"/> MaCC	MHC	<input checked="" type="checkbox"/> EPICC
<input checked="" type="checkbox"/> NEVP	<input checked="" type="checkbox"/> GLI	<input checked="" type="checkbox"/> Cretaceous World
<input checked="" type="checkbox"/> LepNet	<input checked="" type="checkbox"/> MAM	

## ACTION ITEMS

- DAVID: Communicate with Roland/Reed about the desire to keep the IAC name for continuity
- DAVID: Talk with Roland/Reed about whether or not TCN kickoff meetings are required to be held at the Summit
- ALL: Start thinking about TCN representatives to the Summit

## DISCUSSION TOPICS:

### Announcements

- Shelley James has accepted a position in Australia and will be leaving iDigBio in April.
- Molly Phillips will be out for 3 months on maternity leave, starting late June
- In iDigBio's new cooperative agreement, NSF changed the name of the Internal Advisory Committee to the Stakeholder Engagement Forum. Although iDigBio acknowledges this in the Cooperative Agreement, we prefer to maintain the current name for continuity. David Jennings will communicate this to Roland and Reed.
- Darwin CORE webinars will now be held in the seminar *room*.
  - iDigBio would like to try to move all webinars to the seminar room in the future
  - iDigBio Seminar Room: <https://idigbio.adobeconnect.com/room>

### Anyone from a TCN attending ESA? – Shelley James

- Shelley, Katie Peterson and Deb Paul will be conducting a field trip at the Ecological Society of America (ESA) meeting to help teach ecologists proper collecting techniques
- If any TCN members will be attending the meeting and would like to assist with the field trip, please contact Shelley.
- ESA Dates: August 6-11, Workshop: August 5

### TCN Orientation Meetings – Neil Cobb

- Neil would prefer to not have TCN orientation at the Summit. LepNet did not have enough time to get through everything they needed to.
- Cindy Skema (MAM) and Bruce Lieberman (CW) were under the impression that only the PI's needed to attend the Summit, not that the orientation must take place there.
- David Jennings will talk with Roland/Reed and find out if kickoff meetings are required to be held at the Summit. We agree that there are two levels of orientation – one for the TCN and one for integrating new TCNs into iDigBio and ADBC

### iDigBio/ADBC Orientation – David Jennings

- iDigBio has been entertaining the idea of having a virtual orientation for integrating new TCNs into iDigBio and ADBC
- This would be held online sometime prior to the Summit but after the new TCNs are announced
- TCN representatives thought this is a great idea
- Everyone suggested recording the orientation session for future broadcast

### Summit 2017

- Dates: November 2 & 3; Meeting day: November 1; potential field trips on November 4
- Venue: UF Cultural Arts Plaza in Gainesville, FL
  - Highlighting the 100<sup>th</sup> anniversary of the Florida Museum of Natural History
  - Saves iDigBio a lot of money for internal travel support
- Special events this year
  - iDigBio is working with the UF Informatics Institute to hold a two-day Data Carpentry workshop on the Monday and Tuesday prior to the Summit
  - National Fossil Day is being celebrated at the Florida Museum on Saturday, November 4, which will include special exhibits. iDigBio is considering a guest speaker for Friday night and possibly a fossil-related field trip on Saturday.
  - iDigBio is looking at other field trip opportunities on Saturday as well
- TCN representatives liked the idea of a funding cap for reimbursement
  - iDigBio is also advocating hotel room sharing (as we have done in the past)
- The recommendation was made to invite 2-3 PI's from each TCN, preferably from 2 different institutions.
  - PEN's should be invited once to make them feel included in the community – perhaps all new PENs are invited to come to the Summit from now on?
  - Others expressed the desire to invite students to attend
- Action item: Start thinking about who you would invite from your TCN.

### Expanding Stakeholders – Deb Paul

- Deb asked TCN representatives to brainstorm potential audiences for iDigBio to reach out to when visiting your institution, to increase awareness in different departments.
- Concern was voiced over TCN awareness of iDigBio travel. Although it is on the iDigBio calendar, Petra recommended a briefing at the beginning of IAC meetings to inform representatives of where Gil, Deb, and others will be traveling so they can plan accordingly.

### Georeferencing

- Petra voiced her struggle with georeferencing. She will be having georeferencing component at her upcoming Mollusk workshop in July 2017
  - Sharon Grant at the Field Museum took a Train-the-Trainers workshop, so she could be tapped to lead.
- Michael Denslow – Has a plug-in for Symbiota to make georeferencing more efficient. Collaborative tool with Geolocate
- Hopefully in the future Biospex will allow for specimens to be more easily transcribed and geolocated

- Biospex should be thought of like middleware to connect your portal to other software like Notes from Nature, Geolocate, etc.

### Community Survey – Shari Ellis

- Shari expressed that it is important for everyone (i.e., all TCN participants) to take the community survey when it comes out later this year
- The survey is NOT limited to only one response per institution, TCN, or PEN – more participation is better

### Meeting Adjourned: 1:37 pm