

## **TCN/iDigBio Monthly Standing Meeting**

**Jan 11, 2012 1:00 PM – 2:15 PM**

**Present: Shari Ellis, Jason Grabon, Cathy Bester**

**Skype: Chris Dietrich, Toby Schuh, Rob Naczi, Edward Gilbert, Gil Nelson, Debbie Paul, Andrea Matsunaga**

### **Action Items:**

- **1/13/2012: Jason and Cathy will produce a status report based on the meeting minutes for distribution to the meeting participants.**
- **Following future meetings, Jason and Cathy will write an Executive Summary from the meeting minutes for distribution to the iDigBio PIs and TCN PIs; upon approval this document will be posted on the iDigBio web site.**
- **1/13/2012: Jason will schedule upcoming TCN/iDigBio Monthly Standing Meetings for the 2<sup>nd</sup> Wednesday of each month, 1-3pm EST, based on need.**
- **1/13/2012: Jason will create an iDigBio IT listserv for the broader ADBC community**
- **Week of 1/17/2012: Edward, Rob, and Chris will contact Jason to confirm SPNHC meeting participants.**
- **1/17/2012: Jason will give the iDigBio blog and newsletter editor the TCN PI contact information to follow up on future blog content.**
- **Week of 1/17/2012: Edward will post OCR-related content to the iDigBio forums to start community dialogue.**

### **Minutes:**

**Opening/Welcome – Introductions**

**Review TCN and iDigBio Reporting (NSF Requirements).** TCNs need to cooperate with the Hub, submit annual reports, and submit reports to iDigBio at months 4/8/and so on with the official start date as July 1, 2011.

Minutes from the TCN/iDigBio Monthly Standing Meeting will be turned into a monthly report and distributed to participants for approval as a status report. iDigBio also has an Internal Advisory Committee (IAC) requirement that can be fulfilled through this meeting (to address reporting on progress in digitization efforts, sharing and identifying best practices and standards, identifying gaps in digitization areas and technology, and enhancing training efforts). The IAC will consist of:

- Toby Schuh
- Rob Naczi
- Corinna Gries
- Chris Dietrich
- Gil Nelson
- Deb Paul
- Andréa Matsunaga
- Alex Thompson
- Kevin Love
- Jason Grabon

### **Define Monthly Meeting Working Module**

Jason and Cathy will turn the meeting minutes into an Executive Summary which will be distributed to the meeting attendees, iDigBio PIs and TCN PIs prior to being posted on the iDigBio website for public consumption. The meeting summaries will be kept brief and to the point.

## **Define Meeting Structure**

**Meeting duration and frequency** – monthly, based on need – 2<sup>nd</sup> Wednesday of the month, 1-3pm EST  
Jason will send out a call for agenda items prior to the meeting.

### **Standing Agenda Items Include:**

- **Project progress reports**
- **Working group progress reports**
- **Discussion of upcoming activities**
- **Needs identification**
- **Open Discussion**
- **Other** - Clarification of TCN interactions with the Hub regarding decision-making and fulfilling the needs of the TCNs, and the TCNs fulfilling the needs of the Hub. Also keep in mind that these dynamics may change as more TCNs are added in the future. Working groups will also fulfill some of the TCN/Hub communication needs regarding technical IT issues.

**Audience** - smaller group is better, 10 or fewer participants; to involve more of the community, use the existing iDigBio wiki, forums, listservs and blogs to reach out.

iDigBio will create a separate IT listserv for the broader ADBC community and possibly separate listservs for each working group in the future. The forums, wiki, and blog are already in place to encourage community interaction on a variety of topics and should prove useful for iDigBio/TCNs/smaller institutions just starting to digitize their collections. iDigBio is open to providing other technologies to further encourage communications and training sessions/workshops such as WebEx or a similar platform.

## **SPNHC Presentations**

**Abstracts due in April. Talks are 15 min with 5 min for questions. Event is June 11-16.**

**Request for TCN PIs or collaborative institution senior personnel to speak about their digitization processes.**

**Rich Rabeler proactively reached out to SPNHC coordinators and has already volunteered to speak.**

Participation by iDigBio and the TCNs has been requested at this meeting to include technologies being used, workflow, overview of iDigBio, and expertise from TCNs regarding ongoing digitization.

Edward, Rob, and Chris will contact Jason to confirm meeting participants. Chris offered to share ppt slides to be added into another presentation if no one from that TCN can attend the meeting.

## **TCN Content Contribution to iDigBio Blog**

The blog is intended for communications on biodiversity, digitization issues, education and outreach, and technologies. iDigBio welcomes content contributions from the TCNs for the broader community on topics including workflows and grand challenges. Jason will give our blog/newsletter editor the contact information for the TCN PIs to follow up and schedule future blog entries.

## **Recommendations regarding iDigBio Wiki and Forums**

### **Content seeds**

**Used as a discussion continuance for Workshops and Working Groups**

### **Other recommendations**

iDigBio needs direction from the TCNs for forums and wiki to better assist the TCNs. Discussion topics

suggested by the TCNs include OCR, Edward will post something to get the dialogue started on the forum.

Data integration and database linking were also brought up as possible content for the forum and wiki. Some of these topics will also be addressed by working groups and upcoming workshops.