



## Paris Board Meeting Minutes

### **Friday, November 22, 2013**

Meeting convened by Bill Michener at 9:00

1. Round the room introductions and attendance:
2. Attending: Bill Michener, Todd Vision, Laura Wendell, Eefke Smit, Carol Tenopir, Marcel Holyoak, Theo Bloom, Susanna-Assunta Sansone, Liz Ferguson, Simon Hodson, Martin Fenner, Charles Fox; Absent: Brian Lavoie
3. Brief welcome from the Deputy Director of ICSU Carthage Smith
4. Review of [August teleconference minutes](#)
  - a. Motion made and carried to accept the minutes (11 approved, 1 abstained)
5. Business report - L Wendell presented
  - a. [Financial position for first quarter](#)
  - b. [Budget report](#)
  - c. [Data Publishing Charges and Membership Projections](#)
6. Technical report - T Vision presented
  - a. Embargoes
    - i. Dryad looked at embargo stats for an [opinion piece in PLOS Bio](#).
    - ii. Conclusion: Embargoes are surprisingly rare
  - b. Integrated journals - 11 new ones from 6 different publishers
  - c. Review Workflow
    - i. Few are using the review workflow and the annual call with editors revealed that many early journals weren't aware of the review workflow.
    - ii. We are making changes to the workflow that will allow authors to deposit in Dryad (to the review space) prior to submitting to a journal. This would also support allowing data associated with preprints.
  - d. Curation report
    - i. We have a new senior curator
    - ii. TJV we are getting better tracking from the curators.
    - iii. Time is down by 25% since May (from 2 hours down to 1.5 hours).
  - e. Managing curation time and cost:
    - i. More curation could be done by assistants
    - ii. Hire others besides graduate students

- iii. Reduce time per submission (new features and fixes to current system will continue to help)
  - iv. Work with journals to improve instructions given to authors
  - v. Continue to improve submission interface
  - vi. Make communication templates for curators
  - vii. Escalate time-consuming cases systematically
  - viii. Provide a checklist of what the authors need to prepare prior to submission
  - ix. Suggestion: consider hiring a consultant to look at where we could improve the workflow
7. Sloan grant proposal- the foundation requests more details about the costs and capacity required (staffing). T Vision, S Hodson, S Sansone to follow up
  8. SWOT Analysis - W Michener facilitated
  9. Feature roadmap: [Trello Board](#). - T Vision presented
    - a. Features explained
    - b. Access to Trello explained
    - c. Feature development has been slow
    - d. We have an opportunity for investment in the roadmap to speed things up and keep us on track
    - e. Straw poll: Board is in favor of adding Data Seal of Approval to the roadmap
    - f. Discussion of priorities and new items to add to the Trello Board
    - g. Discussion of how to get more data citations
  10. Budget recast (plenary for finance committee breakout) - L Wendell facilitated
    - a. What are the buckets that we can invest in:
      - i. Business processes/curation operations (merged)
        1. Priority on scaling curation
        2. Assess and fix technical problems
        3. Analyze how to reduce time spent on the most burdensome packages
        4. T Vision estimates 41% growth will require \$26.6K to cover curation costs
      - ii. New technical features
        1. Increase software development capacity to get through trello cards faster
        2. Use contractors to scale development up or down
      - iii. Marketing outreach
        1. L Ferguson recommends allocating 25% of membership dues for recruiting of new members
        2. Primary need is staff/executive director (rather than supplies, advertising costs, etc.)
        3. Participating in conferences/outreach needed

11. Discussion of features and revenue streams - L Wendell facilitated
  - a. Data widget and data analytics considered as an example
  - b. Discussion of strategy
  - c. Conclusion: features should drive/incentivize existing revenue streams: submissions, sponsorships, and member benefits
12. Governance Committee Breakout Report - W Michener presented
  - a. W Michener, T Vision, C Fox, and B Lavoie will determine how best to review the Executive Director and the process will coincide with the Duke review process.
  - b. Nomination and election procedure: S Sansone to draft a motion to be presented on Saturday.
  - c. Resolved to establish new outreach and membership committee with a wider focus. L Ferguson and S Sansone will draft a motion.
  - d. **MOTION** Authorize William Michener to sign the Memorandum of Understanding between Duke University and Dryad with changes specified.
    - i. Strike things after Nov 2014
    - ii. Examine contractor liability and strike if needed
    - iii. Add equipment
  - e. Moved and seconded APPROVED unanimously
1. Finance Committee Breakout Report - S Hodson presented
  - a. The Finance Committee requests Monthly updates on the rate of submissions and the performance of the payment plans
  - b. Decision to implement a Red flag procedure that will trigger the Treasurer to call a meeting of the finance committee or the full Board if performance goals are not met
  - c. We should state on our website that we will review our pricing quarterly and announce if no change will be made
  - d. We should not drop the price of data publishing charges until we have a sufficient reserve (one year's operating expenses suggested as a target)
  - e. Budget recast: The finance committee recommends accepting the recast budget as shown on [page 3 of the budget report](#) (column 3) and allocating up to the following amounts for the following areas. Prior to spending the funds, a proposal shall be submitted to the Board for each category. The proposals will be prepared by the parties indicated in parenthesis:
    - i. 35,000 Curation/Business processes (L Wendell/T Vision/Staff)
    - ii. 35,000 Marketing (Membership and Outreach Committee)
    - iii. 35,000 Features (L Wendell/T Vision/Staff)
    - iv. 15,000 Contingency/Reserve (L Wendell)
  - f. **MOTION** approve the budget recast.
  - g. Moved and seconded APPROVED unanimously

- h. ACTION ITEM: Determine Dryad's liabilities (what we would need to refund to customers should we go out of business) in order to help determine appropriate reserves
- i. Finance committee approved the procedures outlined in the document [financial decision making](#) with the exception that "rebudget" needs to be changes to "budget re-cast."
- j. Finance committee recommends recasting the budget quarterly if needed. This should be a regular part of assessing the quarterly financial reports.

### ***Saturday, November, 23***

1. Review and revision of risk register - W Michener facilitated
  - a. [Updated Risk Register with mitigation strategies](#)
2. Membership TF report - L Ferguson Presented
  - a. **MOTION** to introduce \$500 membership tier that conveys all benefits of memberships except discount on DPCs. Propose to review impact in 2 yrs time. Only criterion for eligibility is that the applicant be an organization, not an individual. (proposed by LF, seconded by MH)
  - b. Moved and seconded APPROVED with one abstention
  - c. Propose to target 15 new members and suggest Directors begin by using their own connections to reach out to organizations
  - d. Ask FASEB to propose ways they can assist us with Broader outreach
  - e. **MOTION:** We move to dissolve the existing membership task force and replace it with an **outreach and membership task force**. This will consolidate the responsibilities of the existing task force to take into account other stakeholders including, but not limited to, funders, developers, research institutions, and individual researchers. It will be comprised of members of the existing task force - C Fox, M Fenner, L Ferguson (chair), S Hodson - and up to three more individuals. The task force will be able to bring in expertise from outside the board. Tasks are to write the task force mission for approval by the Board, develop an overarching strategy for outreach and membership, propose and prioritise budgets, and identify persons to act on proposed actions and priorities. Finally, the task force will monitor progress against agreed goals.
  - f. Moved and seconded APPROVED unanimously
  - g. S Sansone volunteered to join and was accepted
  - h. Discussion of authorization for spending between now and February
  - i. L Ferguson proposes that task force be free to spend \$3K, which is the amount currently allocated for "fundraising" in the FY13-14 budget. No objections raised.
  - j. S Hodson proposes that the TF proposal and full budget (over and above the \$3000) be circulated and agreed upon by email

- k. consensus: the task force will return to board with overall strategy in Feb, authorized to spend \$3K in the interim
3. Policies
- a. [Preservation policy draft](#): discussion T Vision presented
    - i. Task force commissioned a year ago
    - ii. Chaired by senior curator and Jane Greenberg - full list is on the document
    - iii. There are policies issues that need to be addressed by the Board regarding the scope of versioning and preferred file formats
    - iv. **MOTION** by S Hodson to make a TF to finalize the preservation policy and address policy issues discussed
    - v. Moved and seconded APPROVED unanimously
    - vi. W Michener, S Hodson, S Sansonne, C Fox will be on the TF - S Hodson will be the chair.
  - b. Pre-print policy: discussion and decisions - T Vision presented
    - i. **MOTION** to allow integration of F1000 research and consider how to flag pre-peer-review status
    - ii. Moved and seconded APPROVED 9 in favor 1 opposed one abstention
  - c. Open Badges: discussion and decisions - M Fenner presented
    - i. <https://openscienceframework.org/project/VMRGu/wiki/home>
    - ii. <http://bit.ly/17aJRrf>
    - iii. Incentives for researchers to share their data
    - iv. Dryad has been asked to endorse the badges - there is no commitment
    - v. Dryad would not issue the badges
    - vi. **MOTION** Dryad will endorse Open Badges:
    - vii. Moved and seconded APPROVED unanimously
4. Terms of Service (ToS) - L Wendell presented
- a. Our legal counsel encourages us to have ALL users agree to ToS.
    - i. Submitters must currently indicate acceptance of the ToS via a checkbox. Data users are not required to click a check box before viewing or downloading data in Dryad, but they are notified that downloading data indicates acceptance of the ToS.
    - ii. Consensus of Board is not to change the current practice as described above
  - b. Issue of revising ToS - L Wendell presented
    - i. How often and under what circumstances will we revise ToS at request of customers?
    - ii. Will we allow ToS to differ among customers?
    - iii. **MOTION** accept changes to ToS requested by Nature Publishing Group according to our counsel's recommendation and create

- payment agreements separate from the general Terms of Service. Customized changes requested by subsequent customers will only be entertained if the customer is willing to cover the legal fees incurred by Dryad.
- iv. Moved and seconded. APPROVED: 10 in favor, 1 against
  - v. **MOTION** Any substantial changes to ToS (but not purchasing agreements) will be presented to the membership at the annual meeting for approval
  - vi. Moved and seconded APPROVED unanimously
5. Sloan staffing capacity discussion- T Vision presented
- a. **MOTION** Go forward to Sloan with Dryad as the lead organization for the grant and approval for the Executive Director to be the PI.
  - b. Moved and seconded APPROVED with one abstention
6. NERC
- a. Mark Thorley at NERC says that their fundees have been asking about depositing in Dryad or Figshare - two possible routes:
    - i. NERC becomes a sponsor for data in Dryad from research that they already fund
    - ii. More customization where Dryad ingests and NERC curates the data
  - b. Board consensus: move ahead with i above while exploring ii and being careful to avoid mission creep
7. Governance - nominations committee Motion
- a. **MOTION** to modify composition of nominating committee and process for electing new members to the BoDs. The nominating committee will be composed of 3 members from the BoDs and 3 from the Dryad members. For the former, nominations will be solicited among and approved by the same BoDs. The newly nominated members will select the other 3, from existing Dryad members. The nominating committee will open a call for nomination from the existing Dryad members. Having identified members nominated multiple times, the committee will create a slate that matches the number of openings. Following nominees' notification and acceptance to stand for election, the slate will be made public. In addition and prior to approval of the new nominating committee members, the committee will allow nominations from the members at the annual meeting.
  - b. Moved and seconded APPROVED unanimously
  - c. Aim for expertise with regards to:
    - i. legal and financial issues
    - ii. hard core data archiving
    - iii. funding agencies, and marketing
    - iv. young scientist perspectives
8. Revisit SWOT activities to prioritize (see [SWOT report](#))

9. Closed session - Notes kept separately.
10. Executive director review
  - a. Process to be developed including self-evaluation
  - b. Current evaluation
    - i. Two areas: Operational leadership and growth and development of Dryad
    - ii. From W Michener to L Wendell: "In a nutshell, everyone thinks you've been doing a phenomenal job"
    - iii. Round of applause!
11. May Meeting location and dates
  - a. May 25-26 or 26-27 with membership meeting on the 28th or 29th in Boston
  - b. L Wendell to work on venue with L Ferguson
  - c. Membership TF with T Vision will propose a session by Dec 6 for SSP
  - d. Explore having a booth at SSP
  - e. Strategic planning process W Michener, L Wendell, S Hodson will vet facilitators and develop process
  - f. Membership meeting
    - i. Bylaws
    - ii. Elections
    - iii. Curator report
    - iv. Terms of service
    - v. Emerging issues session
    - vi. Business report for everyone
    - vii. Social event (Mixer)
  - g. Fall 2014 Board meeting Sept 18-19 (Thu/Fri) in Amsterdam to be in conjunction with RDA on Sept 22-24
12. Discussion of mission and identity
  - a. Mission statement (read by T Vision from top of [Bylaws](#))
  - b. Collection policy (read by T Vision from the [Preservation policy draft](#))
  - c. Agreed that the scope of our mission should be addressed during the strategic planning process
13. Wrap-up
  - a. Board would like a Director's report for board meetings - in the future, it will consist of reporting against the strategic plan
  - b. Meeting report to include action items and responsibilities
  - c. Include decisions to be made on future agendas: "Request that the board CONSIDERS, DISCUSSES, DECIDES"
  - d. Review status of mitigation strategies for high-impact and/or high-probability risks