

Minutes of the Dryad Board of Directors Meeting, May 2014

Hosted by MIT Libraries, Cambridge MA

May 25-27, 2014

Approved September 18, 2014

1. Meeting called to order by Chair Bill Michener at 1:00pm

Directors in attendance: Theodora Bloom, Martin Fenner, Liz Ferguson, Charles Fox, Simon Hodson (missed agenda items 1-4), Marcel Holyoak, Brian Lavoie, Bill Michener, Susanna-Assunta Sansone, Eefke Smit, Carol Tenopir (via webex), Todd Vision, Allen Rodrigo (*ex officio*)

Staff in attendance: Laura Wendell, Jamie Lamkin, Christine Mayo

2. Approval of minutes from February 2014 teleconference

Motion to approve by Fox; seconded by Ferguson. Approved by all present, 0 opposed, 0 abstentions.

3. Recording of motions adopted via email since last teleconference. See Appendix 1.
4. Review of Director attendance
Attendance of Directors for 2013-2014 was noted.
5. Conflicts of interest
Conflict of Interest statements were collected for all members present
6. Agenda
Michener presented the agenda for discussion.
7. Executive Director financial reports
Wendell presented (a) the Financial Report through Q3 2014, (b) the Comparison of Actual to Budget, and (c) a report on the revenue model performance and projections.
8. Membership and Outreach Task Force Report

Ferguson presented ideas for defining the different membership categories in light of the third category previously adopted by the Directors, and suggested corresponding changes to membership documents. The 3 levels are now:

Sustainer: This category is designed for publishers or other organizations with an annual gross income of \$10 million or more. All journals published by the member are eligible to receive a discount on pricing plans for Data Publishing Charges. Dues are \$5,000 annually.

Supporter: This category is designed for smaller publishers, scholarly societies and other organizations with an annual gross income of less than \$10 million. All journals published by the member are eligible to receive a discount on pricing plans for Data Publishing Charges. Dues are \$1,000 annually.

Affiliate: This category is designed for libraries, nonprofits or other organizations that wish to support open data at Dryad, but do not need a discount on Data Publishing Charges. Societies that are eligible for a discount through the membership of a sustainer or supporter may also chose this category if they would like to vote in the Dryad elections. Dues are \$500 annually regardless of gross income.

Ferguson discussed the proposals received from four different marketing firms. The committee recommended to adopt the proposal from Maverick.

9. Preservation Task Force
Deferred until September meeting.
10. Technical/Curation Progress Report
Vision presented reports on (a) curation workflow milestones and challenges, (b) Overall technical milestones and challenges and (c) the draft Development Roadmap.
11. Finance Committee breakout and report
In attendance: Wendell, Ferguson, Hodson, Smit
Items discussed:
 - Updating persons with check signing authority
 - Assumption of Interim Executive Director duties by FASEB
 - Budgeting for transition of staff, facilities, etc from grant to nonprofit
 - Review of the draft 2014-2015 budget
 - Discussion of strategies for meeting/exceeding projected revenues
 - Discussion of candidates for Treasurer to replace Lavoie
 - Recommendations (a) that the finance committee initiate an annual review of the data submission pricing, (b) that in-house development

be prioritized over contracting, and (c) that effort be put into convincing Duke to release a subaward for hiring a developer, and (d) that the ED be a full-time employee of the nonprofit

12. Governance Committee breakout and report

In attendance: Michener, Fenner, Sansone, Tenopir, Bloom, Fox, Vision, Rodrigo

Items discussed:

- The job description and recruitment plan for the Executive Director
- Current and future organizational structure and reporting lines
- Transition of the administration at Duke from NESCent to Duke Libraries
- Discussion of the Memorandum of Understanding with Duke Libraries.
- Upcoming elections for board officers
- Development of a personnel policy
- Volunteers for ED search committee include Todd, Bill, Theo, Smith
- Recommendation: that the Principal Investigator on the NSF funds for FASEB (through Duke) be Dryad's Treasurer

13. Strategic Plan

Much of the meeting was given over to a SWOT analysis and to drafting a strategic plan, facilitated by Charlotte Pollard, Deputy Director, New Mexico First.

Staff feedback on the draft strategic plan will be collected and the revised plan reviewed by the board at the September meeting.

The revised Vision and Mission statements from Dryad are as follows:

Vision: Dryad is a scholarly, communication system in which learned societies, publishers, institutions of research and education, funding bodies, and other stakeholders collaboratively sustain and promote the preservation and reuse of data underlying the scholarly literature.

Mission: The scientific, educational, and charitable mission of Dryad is to promote the availability of data underlying findings in the scientific literature for research and educational reuse.

14. Curation capacity and upscaling

Discussion software development and staffing needs for upscaling curation capacity, as deposit rate increases. Discussion of a draft Request for Proposal template to be filled out by institutions that could serve as hosts for Dryad curation activities.

Motion: That that finance committee take on board a minimum six month contract, with possibility of renewal, for Elizabeth Hull, for a sub-committee to work on a job description and the term and the dependencies, benefits for opening the position. So moved by Vision, seconded by Fox, all in favor, 0 objections and 0 abstentions.

15. Grant opportunities

Vision and Sansone discussed the opportunity of submitting a proposal to a joint NSF-BBSRC funding call with a target of improving the information submitters have on standards and tools to support data reusability.

Motion: to charge Vision and Sansone to submit a proposal to the NSF-BBSRC call, with the main award or subaward to Dryad. Moved by Fox, Seconded by Smit. Passes with 0 opposed and two abstentions.

Discussion of AE Sloan Foundation grant proposal, that was invited in 2013, and has been largely written, focusing on coordination and support for improved data policies across a wide diversity of journals. Sense of board to move forward on the proposal only after an ED is on board.

Motion: to submit the drafted proposal to the Sloan Foundation with the Director of the Board serving as the Principal Investigator. Moved by Fox, seconded by Ferguson. Passed with 0 opposed, 1 abstention.

16. Future meetings

Michener will send a Doodle poll to schedule the July teleconference.

The next face to face meeting is scheduled for Sept 18-19 in Amsterdam, to coincide with the Research Data Alliance Plenary. Smit discussed potential hosts, and the decision was made to accept an invitation from Elsevier.

17. Memorandum of Understanding with Duke Libraries

Motion: to approve the MOU with Duke Libraries. Moved by Vision, seconded by Fox. Passed with 0 opposed, 1 abstention.

18. Project management

To coordinate activities across grant and nonprofit in the absence of a permanent ED, the board decided to introduce weekly meetings of senior grant and nonprofit staff (Ryan Scherle, Jamie Lamkin, Erin Clary, Elizabeth Hull) interim executive director at FASEB (Jennifer Pesannelli), Michener, Vision, optionally Board Treasurer and Vice-Chair.

To review the development roadmap and align software development with strategic goals, a two-day Developer's Retreat is to be scheduled prior to the September Board meeting in Durham. All Dryad development staff to attend, as well as Michener, Vision, other board members as interested. Vision offered that NSF grant funds may be used.

19. Meeting Evaluation

Input collected from Directors and staff.

20. Commendation of outgoing Executive Director

Motion to express thanks to Laura Wendell for her service. Moved by Rodrigo, seconded by Bloom, passed unanimously with 0 opposed and 0 abstentions.

21. Motion to Adjourn

Motion to adjourn. Move by Ferguson, seconded by Fox, passed with 0 opposed, 0 abstentions.

Meeting adjourned at 5:00pm

Appendix A: Resolutions adopted since last Director's meeting

1. Motion from Brian Lavoie: that the Board approve the use of up to \$8,000 of the \$35,000 budgeted for "curation/business processes" to contract an information professional to assist with the transition to a new senior curator from mid-February to mid-April.
2. Motions from Brian Lavoie: At the November Board meeting, Dryad staff were asked to develop a proposal for curation/business practices consulting, and the Marketing and Membership Task Force was asked to solicit and vet proposals for marketing consultants. It was agreed that the proposals would be submitted to the Board for approval before any disbursement of funds. In conjunction with these proposals, the following funds need to be released, as per the budget re-cast approved at the November Board meeting. Up to \$8,000 to extend Elizabeth Hull's contract for two additional months (May and June, 2014). Elizabeth has been serving as the Dryad interim curator 15-20 hours/week since March; her contract ends April 30. The new curator is scheduled to start on 14 April. Elizabeth will be training her, as well as completing the training of our permanent, back-up curator, Jamie Lamkin, during the last two weeks of April. The request is for an additional \$8,000 to leverage Elizabeth's expertise with the submission system and to document the features, training materials and other inputs required to double our

curation capacity. If this request is approved, the total curation funds released for FY13-14 would be \$16,000 of the \$34,000 budgeted (the FY ends June 30, 2014). According to our current disbursement policies, these funds require a Board vote. Up to \$7,500 to implement Phases Ia, II and III of the marketing proposal selected by the Membership and Outreach TF. After reviewing competitive bids from 4 marketing companies, the Task Force decided to recommend the proposal by Maverick Publishing Specialists (please see attached document). \$3,000 was released to the TF in November for immediate use without further approval so this request just pertains to approval of the remaining \$4,500. With the release of the additional funds, the total marketing funds released for FY13-14 would be \$7,500 of the \$37,000 budgeted (the FY ends June 30, 2014). According to our current disbursement policies, these funds can be approved at the discretion of the Treasurer because they are less than \$5,000. However, I believe the Board should have the opportunity to review and approve the proposal in conjunction with releasing the funds, so I am going to defer to the Board in regard to this decision.

3. Motion from Brian Lavoie: Contract a Business Manager. Engage FASEB to provide business management services as per the attached proposal. Explanation: These duties are currently performed by the Dryad ED; FASEB proposes to provide them on an interim basis for 6 months. The contract could be extended if needed. The net cost to the nonprofit for the 6 month contract would be \$9,500 (gross cost of \$13,500 minus \$4,000 that the nonprofit would have paid the ED). Dryad currently contracts with FASEB to manage Dryad's membership and payment plan contracts. The business management services in the new proposal are an extension of the existing arrangement, and FASEB is already familiar with Dryad's books and our business model. The existing contract is funded by our NSF grant. The additional business management service would be covered by a separate contract funded directly by the nonprofit.
4. Motion: Expand Jamie Lamkin's duties to include more customer engagement, oversight and reporting. Due to her increased responsibilities (equivalent to about 0.25 FTE), I propose that the nonprofit pay her a salary supplement of \$12,000 annually. Explanation: Her current salary ... was determined by the university's classification for her position and is well below an appropriate salary for someone with her qualifications and performance. I recommend that the supplement be considered permanent (contingent on continued satisfactory performance). Jamie ... currently manages the journal integration process at Dryad and also routes incoming help tickets, which makes her the ideal staff person to handle inquiries about membership and payment plans (FASEB handles billing and renewals). She will also monitor

and troubleshoot individual payments, create monthly submissions reports and manage the membership and payment plan activities at FASEB.