

Minutes of the Dryad Board of Directors Meeting, September 2014

Hosted by Reed Elsevier, Amsterdam, the Netherlands
September 18-19, 2014
Approved December 9, 2014

1. Meeting called to order by Chair Bill Michener at 9:15am

Directors in attendance: Theodora Bloom, Martin Fenner, Charles Fox, Simon Hodson (missed agenda items 1-6), Liz Ferguson, (missed agenda items 1-6), Bill Michener, Susanna-Assunta Sansone (missed agenda items 1-3), Eefke Smit, Carol Tenopir, Lynn Baird, Todd Vision, Kevin Smith (*ex officio*), Emilio Bruna (via teleconference)

Staff in attendance: Elizabeth Hull

Others in attendance: Ellen Verbakel, providing note-taking assistance

2. Treasurer's Report

Fox presented Quarterly and 2014 reports, suggested revising revenue projections based on a lowered estimate for average revenue per deposit from \$86 to \$71.

3. Operations Report

Vision reported on (1) the Developer Retreat held in July 2014, (2) July-August data package submissions and anticipated future growth in submissions due to upcoming journal integrations, (3) administrative adjustments to the NSF grant underway following Jane Greenberg's move from the University of North Carolina to Drexel University, (4) a recently submitted joint grant proposal to NSF and BBSRC submitted by Vision and Sansone, respectively, that would fund collaborative work between Dryad and Biosharing.org, the (5) submission of a proposal for a successor to the ODIN project to the European Commission Horizon 2020 call, on which Dryad is an international partner with funded travel/participation.

4. Executive Director Search Report

Michener reported on the search process for hiring a new Executive Director. The Board approved the Committee's recommended candidate, Meredith Morovati.

5. Benefits policy

Michener presented proposals for a Personnel Policy and a benefits package for employees of the nonprofit.

Motion to approve retirement benefit matching at a rate of 5% with immediate vesting for nonprofit staff. Passed with 0 opposed, 0 abstentions.

6. Strategic Plan

The Board reviewed staff feedback on the Strategic Plan, edited the document in response to feedback, and agreed to a start date for the Plan of January 1, 2015.

Motion to approve Strategic Plan subject to final edits by Theo Bloom. Passed with 0 opposed, 0 abstentions.

7. Staffing plan for transition to nonprofit

Held in Executive Session.

8. Governance Committee

In breakout: Michener, Vision, Baird, Tenopir, Smith, Fenner, Sansone

The four directors whose terms expire in 2015 are Hodson, Michener, Smit and Vision. All expressed willingness to be nominated for re-election.

The committee discussed and drafted a performance review policy for the Executive Director. Baird, Smith, Michener agree to do the three month performance review of the Executive Director. Formal review will be annual.

In plenary:

Motion to approve the benefits package proposed in (5) with minor modifications to be made by the Chair. Passed with 0 opposed, 0 abstentions.

Motion to approve the Personnel Policy proposed in (5). Passed with 0 opposed, 0 abstentions.

Motion to approve the Executive Director Performance and Review policy. Passed with 0 opposed, 0 abstentions.

9. Finance Committee breakouts and report

In breakout: Fox, Bloom, Smit, Hodson, Ferguson, Hull

The committee discussed the growth in deposits that will be required to meet future expenses, and areas where financial assumptions require further study.

In plenary:

Motion: The following list of individuals are to have signing authority for on Dryad's account with Bank of America: the Secretary and Treasurer of the Board (Todd Vision and Charles Fox, respectively), the Executive Director (Meredith Morovati), and FASEB's designated authorities (Deborah Diddle and Paige Santos). Passed with 0 opposed, 0 abstentions.

Motion to add \$5,000 to the 2014-2015 budget for the Executive Director search and \$3,000 for office equipment. Passed with 0 opposed, 0 abstentions.

10. Membership & Outreach Committee

Ferguson reported on the messaging and marketing plan prepared by Maverick.

11. Preservation Task Force breakout and report

In attendance: Baird, Fenner, Hodson, Smith, Vision

The committee reviewed the Preservation Policy that had been prepared by Senior Curator Erin Clary.

Motion to approve the Preservation Policy subject to minor changes, with the updated version to be vetted by Hodson and Vision. Passed with 0 opposed, 0 abstentions.

Motion that henceforth, minor changes to the Preservation Policy should be implemented by Dryad staff, and that the Board will review the policy annually. Passed with 0 opposed, 0 abstentions.

12. Linkages with global south

Bruna presented ideas for Dryad to more actively engage with the global south. As a first step, Board members agreed to pursue opportunities for a research data workshop and possibly Board meeting in Brazil in summer 2015.

13. Upcoming board meetings and Community Meeting

The next board teleconferences were scheduled for Dec. 9, 12-2pm EST and Feb. 24, 12-2pm EST.

The theme, location and dates for the 2015 Membership and Community Meeting were discussed. The first choice is to hold the meeting in the Washington, DC area on May 26th or 27th. The theme will be "data review" and "assuring data quality."

The program committee will consist of Martin Fenner, Liz Ferguson, Chuck Fox, William Michener, Eefke Smit, and Todd Vision.

14. Usability plan

Tenopir presented a draft usability plan for the Dryad website. Evaluation will begin immediately in collaboration with DataONE, with a longer-term usability plan to be developed.

15. Proposals/funders to target

The board discussed upcoming funding opportunities. Vision will discuss with NSF program officers the possibility of applying to the Advances in Bioinformatics Sustainability Track.

17. Approval of minutes from May 2014 and July 2014 board meetings

Motion to approve May 2014 and July 2014 minutes by Bruna, seconded by Fox. Passed with 0 opposed, 1 abstention.

18. Meeting Evaluation

Evaluations were collected from the Directors via an online survey.

Motion to adjourn. Moved by Ferguson, seconded by Smit, passed with 0 opposed, 0 abstentions.

Meeting adjourned at 5:00pm

MINUTES APPROVED 10 December 2014

Todd Vision, Secretary