Dryad Board of Directors Meeting - Minutes
Oxford UK
May 21, 2013

Staff: Ryan Scherle, Laura Wendell, Peggy Schaeffer, Elena Feinstein (arrived late).
Absent: Allen Moore, Mike Whitlock.
Quorum: YES

Chairman Bill Michener called the meeting to order and took attendance. Additions to the agenda were solicited.

Approval of minutes from February 2012 teleconference.
- [Minutes of Feb Telecon]
  The minutes were approved unanimously.

2012 Annual Report to Members - presented by Todd Vision
- Todd reviewed highlights of the report, answered questions, and solicited feedback from Board members
- The 2012 report was approved for distribution
- Suggestions for future reports:
  - include numbers of new members as well as total members
  - include stats on data citations and reuse
  - consider including reference to other repositories’ comparable stats -- how are we doing vs other repositories? The Oak Ridge National Laboratory Distributed Active Archive (ORNL DAAC) has good stats that could be used as a comparator.

Review of repository development priorities - presented by Ryan Scherle:
- Recent features:
  - Widget tool for journals and publishers to display a “Data in Dryad” link in articles
  - NCBI LinkOut from PubMed and other databases to relevant data in Dryad
  - Ready for indexing by CLOCKSS, and nearly ready for Data Citation Index
  - Very close to rolling out integration with DataONE
- Ryan review features in current development queue:
  - Cost recovery system and payment plan
  - Large files (>2G) accepted through interface
  - ORCID integration
  - Submission integration via API
  - Enhance curation system
  - Widget to allow Dryad data to appear within a journal’s website
  - Improve reporting tools for partner journals and journal landing pages

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• Improve handling for rejected manuscripts
• Improvements to the versioning system
* The Trello system is used to help manage development priorities; Board members can sign up for Trello accounts in order to get notifications, etc.
  • All cards and boards are public and open for viewing
  • Directors encouraged to sign up for a Trello account to view and follow cards
  • Directors may also send comments, questions, suggestions to director@datadryad.org
  • Or use the Ideas Forum to suggest or comment on desired new features

* Board feature suggestions:
  • Users might benefit from seeing exemplary data packages; this may reduce some curation issues
  • Highlight completed new features on the public website and Dryad Blog; features “drop off” the Trello board when done so there needs to be a way to highlight things that have been completed
  • Incorporate (or link to) more detailed key statistics on or from the web page
  • Enable high-level technical notes for those who might be interested

Curation and RFP - presented by Laura Wendell

* Curation Report
  • Curation time was nearly 2 hrs per approved data package in 2012
  • Jan-April 2013, time dropped by 25%
  • Goal is 30 minutes

* Milestones/improvements
  • Staff capacity has grown to 1 FT and 3 PT staff
  • Set record of 64 data packages made public in a week
  • Accepted first data associated with a thesis and a book
  • Growth to 32 integrated journals and 220 total journals
  • More sensitive time-tracking implemented in past month
  • Expansion of biomedical data
  • New and interesting uses of social media by depositors promote data downloads
  • Emails to authors have been improved

* Board suggestions for reducing curation time:
  • Socio-cultural and educational approaches could help reduce curation time; i.e. providing information on best practices, how to prepare a data set for Dryad, tips on optimal file format for long-term preservation
  • Some of the obstacles to efficiency are independent of submitters: DSpace issues, workflow issues, technical bottlenecks; these need to be resolved concurrently with developing best practices

* RFP Process and models for Dryad partnerships/outourcing
  • Request for proposals (RFP) defined and explained
  • Board discussed options for scaling up curation and improving current efficiency
  • Board requested more information: detailed curation flowchart, time spent on

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problem areas, models and alternatives

Dryad administration and reporting - presented by Laura Wendell

- Legal counsel
  - New counsel has been found and advised on 1023 submission; not on retainer, but on a project by project basis
- Association management proposal from Federation of American Societies for Experimental Biology (FASEB)
  - Proposal summary reviewed and discussed by Board
  - Board supports obtaining and reviewing a contract based on the proposal
  - Additional information needed:
    - Actual contract
    - Dryad budget approval (see finance committee report)
    - Time frame of commitment
    - Clarification of eligibility of these expenses to be covered by Dryad’s NSF funding

Reports from Committees, Working Groups and Task Forces

- Governance Committee - presented by Susanna Sansone
  - The committee’s charge was to recruit 6 nominees for 4 seats on the Board
  - Open seats: Allen Moore (rotating off), Mike Whitlock (rotating off) and Lee Dirks (deceased during service on the Board), Susanna Sansone (up for re-election)
  - The following nominees were recruited
    - Susanna Sansone
    - Carol Tenopir
    - Martin Fenner
    - Hans Pfeiffenberger
    - Susan Skomal
    - Chuck Fox
  - Successful candidates will serve 3 year terms
  - Online voting began on 20 May at Noon and closes on 24 May at 17:00 GMT
  - Discussion of whether we should continue to nominate more candidates than there are openings
  - Report on Board member attendance

- Finance Committee Report - presented by Laura Wendell and Brian Lavoie
  - Financial reports - Laura presented an overview of the financials
  - Financial projection shows estimated equity at end of June 2013 as $6499.
  - Laura presented the budget for July 2013- June 2014, which shows a 4% net surplus
  - Brian recommended considering an endowment as we start to scale up, to handle any unanticipated expenses
  - Due to the uncertainties in the draft budget, the Board requested that Laura

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Wendell prepare a minimum and maximum budget by quarter and present that to the Board for a vote prior to June 30th. The Board will then review cash flow and approve expenses accordingly

- Update on Members and membership dues - presented by Laura Wendell
  - 13 current voting members (1 brand new member, 12 charter members).
  - The new member has signed up for 4 years and one charter member has opted to forgo the Dues waiver and start paying dues in 2013
  - Candidates and prospects have been identified.
  - Suggest we form a membership committee to lead recruitment and develop strategic plan for membership
  - **VOTE** Todd: motion that we discontinue the charter member benefit if a charter member does not return the member agreement by June 30. Seconded by Marcel. Motion carries unanimously.
  - Proposed that charter members continue to be listed on the Dryad website or wiki in acknowledgement of their key role in forming the organization
  - **VOTE** Marcel: propose that we end membership rights of members who have not paid by 90 days after the March 30 deadline for membership payment. Seconded. Motion carries unanimously.

- Discussion of Draft Annual Budget - (Executive session, Staff leave the room)
  *Notes private*

- **Preservation Working Group** - presented by Elena Feinstein
  - Summarized the group’s work
  - A draft preservation policy will be presented to the Board in October 2013

- Marketing and Membership Task Force - presented by Theo Bloom
  - Summarized the marketing and membership task force’s duties, which were to draft materials that were used in the redesign of the website and other promotional materials
  - The current task force has completed its charge.
  - **VOTE** Marcel made a motion to dissolve the current Marketing and Membership Task Force and form a new task force that is charged with membership recruitment and review. Seconded. Motion passed unanimously.
  - Bill suggests that the Board constitute the task force after the Friday membership meeting, when the new Directors are known

**Review risks and mitigation strategy - presented by Bill Michener**

- Using the Risk Mitigation Report from November, Bill assigned risks to each Board member who determined if they are still at the same level of impact & probability
- Board members also added risk mitigation strategies and/or noted when strategies had been implemented

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- Will review this every 6 months.

**Board Policy Manual - presented by Bill Michener**
- Board manual is now a [Board materials wiki page](#)
- Distribute to new board members, perhaps in paper, and ask for feedback
- Need org chart
- Diversity policy to be drafted by Governance Committee
- Document policy to be drafted by Governance Committee
- Privacy policy (see below)
- Personnel policy to be drafted by governance committee
- Content policy has been combined with Terms of Service on website
- Board Manual needs to be continuously reviewed and updated
- Documents that are not public (such as informal discussion notes) have a lock icon next to them

**ORCID membership**
- Membership for 3 yrs is $8K (this represents a 20% savings off the regular annual rate and 1 year free) and will provide access to premium services needed by Dryad
- It is not clear that NSF funding through Duke can be used to cover this cost. If not, we may need to postpone membership
- Todd Vision serves on the ORCID Board
- No concerns regarding conflict of interest voiced

**Sloan Foundation**
- Todd Vision requested authority to seek funding from Sloan
- The grant would come directly to Dryad
- Have already met with them and have good rapport
- What are Dryad’s funding priorities?
- Board granted approval to move forward (no vote taken)
- Todd asked to meet with Susanna and Simon to work on outline

**Repository certifications**
- Lowest level of self-certification is a good way of starting
- Trust and transparency can be created by the self-assessment process.
- It could be strategically advantageous to seek certification since it is a growing service
- Preservation task force currently considers certification worthwhile but not essential
- Eefke Smit to present on Friday at membership meeting, summarizing certification initiatives; use this to get a sense of the stakeholder community, seek member input
- Board agreed to revisit this in Fall BOD mtg

**Board business:**
- Document retention policy – presented by Laura Wendell
  - State law determines what documents a nonprofit must retain

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Dryad needs policy that describes the organization’s compliance with the law
Laura will investigate whether or not electronic storage methods comply with the law since digital storage is much less expensive than paper storage

- **Privacy policy** - presented by Peggy Schaeffer
  - Draft policy linked above, with outstanding technical questions
  - Goal to make it interpretable to Dryad users, not legal jargon
  - Focus on user contact info and what we will/won’t do with it. Want to be open about usage (stats are valuable) but not about individual users.
  - Board members asked to comment

- **Board evaluation instrument reviewed by BoD** -
  - Bill proposed a draft survey; Bd members reviewed the proposed 10 question survey instrument
  - Board members suggested additional questions to incorporate into this survey, to be compiled by Peggy Schaeffer
  - Final version of instrument to be distributed within 2-4 weeks

- **Preprint policy** - presented by Todd Vision
  - Todd presented the suggestion to allow deposit of data associated with a select set of preprint servers.
  - Dryad would require author to pay submission fees upon deposit
  - Policy targeted for researchers who post a preprint and would like to also deposit their data; there are new biological sciences preprint services.
  - After discussion, Straw poll votes were taken to determine the next steps:
    - Should we investigate this issue further & come back to the Board with more details about the issues surrounding open data for preprint --- Yes: 8 with one abstention
    - Should we investigate the implementation of a private review token for non-integrated journals --- Yes: 2 No: 5 Abstentions: 2

- **Budget outlines**
  - Theo Bloom is being asked to provide some estimates or models on how the costs of Dryad might compare to self archiving costs
  - Perhaps we should we provide a spreadsheet or calculator tool to help others compare these costs
  - Should we provide relative costs of several Dryad payment plans for various types of journals?
  - Laura Wendell, Theo Bloom and Liz Ferguson will meet to discuss

**VOTE** Liz made a motion that the board thanks departing BOD members Allen Moore and Mike Whitlock for their exceptional service to the Dryad Board. Motion passes unanimously.

5:40 pm - Board meeting concluded.