

Dryad Board of Directors Meeting - Minutes

Oxford UK

May 21, 2013

Present: Eefke Smit, Marcel Holyoak, Liz Ferguson, Bill Michener, Simon Hodson, Theo Bloom, Susanna Sansone, Todd Vision, & Brian Lavoie (remotely).

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/outsourcing
 - 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 retention policy (see below)
- 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

- 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 a 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.

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