Scholarly Commons Steering Committee Meeting
January 5, 2016

Participants: Dan, Stephanie, Jeroen, Bianca, Maryann, Sarah, Chris, Robin, Cassie

AGENDA

1. Finalize Invitation List
   a. People marked with the color purple are invitees that we need to follow up with regarding their attendance
      i. **Action:** Send reminders for people to respond by Friday, Jan. 8 or we’ll have to select someone else to fill their slot
   b. Demographic info – ensure diverse attendance
      i. Citizen science attendees
         1. **Action:** create a list of citizen science representatives to invite
         ii. We should invite more people from the arts and humanities
         iii. We can target funders as well
      iv. Geographic locations (50% western and Northern European)
         1. Seek attendees from other areas as well
         2. **Action:** Fill out your personal demographics on the spreadsheet
   c. Visa letters
      i. Many visas are denied – we’re gambling the price of cancelled plane tickets vs. the cost of last minute tickets
      ii. Is it possible to refund a ticket if visa is denied?
         1. The OpenCon organization has a lot of experience doing this for their meetings
            a. They complete all travel bookings for attendees
            b. We could reach out to them to see what they’ve done in order to be so successful; ask for advice
            c. Bianca is in touch with a member of OpenCon
      iii. **Action:** send a note to everyone asking if they need visa letters and to contact us ASAP if they do
   d. Should we invite Helmsley?
      i. They said they did not expect to be invited but Stephanie and Maryann are talking to Sarah Solis tomorrow and will ask
      ii. They would represent funders

2. Review Workshop Program and Logistics:
   a. **Program draft**
      [https://docs.google.com/document/d/1eRBbeQwFv9X7OHw_FaZ5xvyuVSYrUNx0RV4VoaCGYk4/edit#heading=h.n5375dc6rcwc](https://docs.google.com/document/d/1eRBbeQwFv9X7OHw_FaZ5xvyuVSYrUNx0RV4VoaCGYk4/edit#heading=h.n5375dc6rcwc)
   b. **Registration form** (please fill out!)
c. Options for facilitation and (real time) visualization during workshop - Jeroen/Bianca (see this sheet with options to fulfill our facilitation/visualization needs)

i. Do we need a facilitator and should we contact these people for more information?
   1. Visualizer vs. facilitator
      a. Would it be better to have a visualizer at the 2nd workshop?
         i. Initial idea was to have a visualization as an outcome of the first workshop to use at the 2nd workshop
      b. The group from FORCE2015 is very flexible
         i. They’re visual note takers – we also need someone to help build something
         ii. What they do is more of an illustration of workshop events
      c. Marcin Ignac – Jeroen contacted him and he was very responsive and available for workshop dates
         i. Jeroen will follow up with him further to discuss what he could do for us
         ii. Anyone is welcome to join the call
      d. How do we communicate the outcomes of sessions to visualizers?
         i. This is something we need to think about
         ii. Dan attended the Triangle SCI workshop during which members of the organizing committee acted as facilitators to each table. This approach did not seem aggressive enough.
         iii. The facilitator should take discussions and continually turn them into the vision of the commons. This will not emerge on the first day.
         iv. Make sure to constantly synthesize ideas
            1. Do we possess the expertise to do this?
               a. If Marcin has the artistic skills, then our group could do this

ii. What aspects of the workshop do we expect to need external support for (e.g. from facilitators)?

3. Working Group Webpage Update
   a. Scholarly Commons logo - Chris Chapman (branding thoughts)
      i. Before Chris posts logo ideas, we should make sure we are on the same page about what exactly a commons is
         1. Action: read Chris’s thought and comment, especially on the Design Rationale
         2. These thoughts will also be useful in shaping the workshop
b. Explanation of website features
   i. The group menu is located on the left hand side (items can be private or public depending on the group’s needs; the only private item for this group is Workshop 1 and the Steering Committee email)
      1. Google forum – only discussion to main group email appears here
         Action: Stephanie will double check that she puts the source code here
      2. The group calendar shows all group events (unless marked private)
      3. Workshop 1 page
         a. To edit, login to the website and click on the “Edit” tab to enter text and include links
         b. After everyone reviews the page, we should make it public
         c. Action: Add Workshop 1 to the FORCE11 main calendar – we do not want it to seem like a closed group
            i. Visit the community calendar to select “Add Event”
            ii. Workshop needs to be advertised broadly even if people can’t participate broadly
               1. Action: Bianca will describe this on the workshop page
               2. Action: create a blog post on the FORCE11 website to explain the event (content type “Blog Post”)
      4. Cassie or Stephanie can assist with updating/creating pages or menu items, if needed

< Meeting adjourned >

4. Establish Planning Committee for Workshop 1
   https://docs.google.com/document/d/1AViXjEDwMcfLV9qA395bfrfBogZCgkKYCT1TlzC9I-go

5. Review Action Items from previous meetings:
   https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing