Scholarly Commons Steering Committee Meeting
November 17, 2015

Participants: Jeroen, Stephanie, Bianca, Ian, Dan, Chris, Robin, Cassie
Regrets: Maryann

AGENDA

1. **Establish Locations**
   a. **When?** – February 2016 would be more practical than January
      i. Third or fourth weekend of February or the first week of March?
         1. Keep Feb. 24-28 as an option – everyone on the call can make it ([RDA meeting](#) is Feb. 29 - Mar. 3 in Tokyo and [IDCC](#) is Feb. 22-25 in Amsterdam)
            a. Could we have our workshop be adjacent with IDCC?
               i. If we connect with the organizers, we could possibly share their hotel rates
         2. **Action:** Send Jeroen's [doodle poll link](#) to the people that need to attend the workshop:
            a. Scholarly Commons Steering Committee, Board of Directors and Advisory Board, those who have signed up for this group via the FORCE11 website, and a list of must have attendees nominated by the group
               i. We want thought leaders, representatives from different parts of the world, and "hidden gems" (community members that are not as well known, could draw from travel fellowship list from F2015) to attend the workshop
   b. **Where?** See [spreadsheet](#)
      i. We have allocated $1,200 for domestic travel (where the meeting is located/in country travel) and $2,000 for international travel
      ii. Spreadsheet includes a cursory pricing estimate of three locations: Miami, Athens, San Diego
         1. Hotel accommodations are not negotiated yet – we can expect a mininum of 10% off the price
         2. Buenos Aires and Johannesburg travel is skewing averages
      iii. Exec summary of location:
         1. If the budget permits, we want to invite people from around the world – Miami facilitates this, especially for Latin American invitees
            a. Athens would not offer the same appeal to Latin America as Miami
               i. Lisbon or Madrid could provide the same function as Miami

      iv. We will fill in doodle poll, see what dates are available, and determine the location from this (either **Miami, Athens, or Madrid**)

          1. If poll only allows for a time adjacent to another conference, then we will place it there)

          2. Decide location by next Tuesday

          3. **Action:** Stephanie, Dan, and Maryann to discuss this before next meeting

c. **Who?** Invite list

    i. Demographics: we want to make sure we have a diverse group

      1. Traits list might be a useful tool to ensure participant diversity

    ii. Participant categories:

      1. First group: known thought leaders

        a. Include geographically diverse people

      2. Second group: hidden gems, those that don't necessarily have a platform or aren't well-known

        a. Bianca and Robin have been discussing this, they will create a list by next Tuesday and will circulate the list for input

      3. **Action:** Robin and Bianca will manage invitee list and make recommendations for thought leaders (extract from current list and share list with group for input) and hidden gems (communicate strategy for those people, invitations for this group is not as time sensitive as the thought leaders)

    iii. Decisions about invitations by next week – mid next week we should be sending out invitations

    iv. Who will draft invitations?

      1. **Action:** Stephanie will send to Dan and Jeroen a copy of bioCADDIE invite to use as a sample

2. **Workshop 1 Establish a SC for this event**
https://docs.google.com/document/d/1AViXjEDwMcfLV9qA395brfBogZCgkKYCT1TIzc9I-qo

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