Scholarly Commons Steering Committee Meeting
December 1, 2015

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

AGENDA

1. Final decision on workshop location and date
   a. February 25-27 (see Doodle poll) in Madrid, Spain
   b. Hotels - Pricing Comparison
      i. Current listed prices per night are “rack rates.” We haven’t negotiated the prices yet or asked for group rate
      ii. The hotels were recommended by Mark Wilkinson (active in the FAIR principles) who lives in Madrid and is a FORCE11 member
      iii. Important to have natural light and high ceilings in the meeting rooms
      iv. Another option is to hold the workshop in setting similar to the Dagstuhl workshop (a facility dedicated to these types of meetings)
         1. Stephanie’s vision: hotel with a bar and restaurant. There will be so many workshop attendees that it will feel like we own it
            a. Madrid may be cold so the workshop and rooms held in the same place would reduce walking between buildings
         2. Jereon has a few examples of places like Dagstuhl, although they are about 20 miles out of city centers.
            a. This location is a bit more difficult if people stay at a different hotel as far as transportation
               i. If we have a big enough group, we could charter a bus from the hotel to the meeting location
            b. Action: Jereon will add his location suggestions to the spreadsheet and Cassie will research them
      v. Hotel Opera seems to have everything we need
         1. Action: Stephanie will create a one page request for proposals (RFP) and send out today
            a. We need to make sure they can support our needs in terms of AV and WiFi
            b. We should ask them to include pictures of the facility
            c. Meeting rooms are more important than the bedrooms
            d. After we send out the RFP, we know what is available
            e. Hopefully they respond soon so we can decide on a location and prices
      vi. Budget?
         1. How would the budget of the 2nd workshop compare to the 1st?
We have $160,000 budgeted for both workshops ($80,000 each) but we’ll know better the budget of the second workshop after the costs of the first are final.

2. For 60 people to attend the first workshop - $1,200 each for travel and hotel is budgeted.
3. For 20 people to attend the first workshop - $2,000 each for travel and hotel.
4. We have $6,000 allocated for the meeting room rental and AV support.

2. Invitation list
   a. Who? - Bianca and Robin’s list
   b. Draft invitation letter
      i. Current draft is too long! Should at least fit on one page
      ii. Reserve questions until they agree to participate and then send the questions to them before the workshop
      iii. The letter will need edited for the low profile invitees
      iv. Action: Instead of the registration form, set up an email specifically for RSVPs and ask invitees to reply all)
         1. Deadline for RSVP? Dec. 18
         2. Action: send new draft to the committee for review

< Meeting Adjourned >

3. Establish Steering Committee for Workshop 1
   https://docs.google.com/document/d/1AViXjEDwMcfLV9qA395brfBogZCgkKYCT1Tlz9I-gq
   a. What qualities/skills are we looking for?
   b. Approach people or invite people to ‘apply’ at SCWG site?

4. Program planning
   a. Facilitator: external?
   b. Ideas for workshop content (please add!)
      https://docs.google.com/document/d/1_v1sjDVRoEaqkl5xWg012ZIICQBwtAboetP_mCCv9U

5. Review Action Items from previous meetings:
   https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing