

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?

- a. 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/1AViXiEDwMcfLV9gA395brfBoqZCgkKYCT1Tlzc9l-go>)

- 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_v1sjDVRoEaqkI5xWg012ZlICQBwtA_boetP_mCCv9U

5. Review Action Items from previous meetings:

https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pq/edit?usp=sharing