Scholarly Commons Steering Committee Meeting
June 7, 2016

Participants: Maryann, Stephanie, Mariana, Jeroen, Dan, Bianca
Regrets: Ian, Robin

MINUTES

1. Educational Materials
   a. Organization of Materials - update from Bianca, Fiona and Robin: keep item on the agenda for next week since Robin was on vacation last week.
   b. SCWG Landing Page Design - update from Stephanie, Jeroen and Chris: keep item on the agenda for next week. Stephanie to schedule a meeting.

2. Satellite Workshops
   a. The India workshop proposed to be less of a scholarly commons related effort, more of a FORCE11 conference.
      i. Action: Bianca to contact them after scaffolding is done

3. Second Workshop (September 18-21 at UCSD’s Village on 15th)
   a. Invite List - The invitations should be sent out by early to mid June – Action: request organizing committee to insert names of people that could be a fit for the workshop on the list – on next call
      i. Workshop Themes discussion
   b. Workshop Planning Committee
      i. Volunteers update: Action: Maryann to send email confirmation to Fiona, Bruce and Marcus, invite them to our regular calls, and share Scaffolding Document. Action: Maryann to send email to Emma and Carmen to confirm their participation on the committee. Action: Bianca to send a note to Lorraine and Bastian inviting them to participate on the committee.
      Action: Stephanie to include volunteers to Steering Committee’s Mailing List for the next 2 months
      ii. Scaffolding Discussion
          1. Review Scaffolding Document – Action: Jeroen to synthesize volunteers’ comments on a separate document
          2. Matrix/Index of principles
          3. Principles that could be implemented
          4. Action: Fiona to update principles
5. Mapping Principles: updated from Jeroen and Bianca – Skeleton is ready but needs more work – ongoing
6. Hotel Room Block – Stephanie will secure rooms and conference room this week
7. Meeting website page – drafted by Stephanie but not published yet.
   iii. Decide on schedule: Monday 9/19 all day and Tuesday 9/20 until 4pm
   iv. Finalize contract with hotel – Stephanie

4. Next Steps
   a. Map of the commons
      i. Call for teams to map the commons - Dan & Chris
         1. Action: Dan to clarify what people (larger group) think in terms of the starting document then report back to the group next week.

5. SSHRC Partnership (Development) Grant

ACTION ITEMS:

- Action: Bianca - contact Satellite workshop people regarding materials after scaffolding is done
- Action: Maryann - request organizing committee to insert names of people that could be a fit for the workshop on the list – on next call
- Action: Maryann - send email confirmation to Fiona, Bruce and Marcus, invite them to our regular calls, and share Scaffolding Document.
- Action: Maryann - send email to Emma and Carmen to confirm their participation on the committee.
- Action: Bianca - send a note to Lorraine and Bastian inviting them to participate on the committee.
- Action: Stephanie - include volunteers to Steering Committee’s Mailing List for the next 2 months
- Action: Jeroen - synthetize volunteers’ comments on a separate document
- Action: Stephanie - secure rooms and conference room this week
- Action: Dan - clarify what people (larger group) think in terms of the starting document then report back to the group next week.
- Action: Jeroen send short list of key people to be invited in advance for the Workshop

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