

# Scholarly Commons Steering Committee Meeting

June 14, 2016

Participants: Jeroen, Stephanie, Mariana, Dan, Robin, Bruce, Bianca, Emma, Chris, Fiona and Marcus

Regrets: Bastian and Maryann

## MINUTES

1. Volunteers update: New members confirmed and added to calls/Google group: Bruce, Marcus, Fiona, Emma and Bastian
  - a. Introductions
  - b. Action: Robin to set up Slack for the team
  
2. Second Workshop (September 19-20 at UCSD's [Village on 15th](#))
  - a. [Invite List](#) - The invitations should be sent out by early to mid June. Remind new Organizing Committee Members to suggest potential invitees. Focus on diversity.

Action: Each participant on the Organizing Committee to add two additional people to the invite list filling out as many columns as possible. Team will go over the list on the next meeting to sort them out – All – By June 20

Action: Each participant on the Organizing Committee to choose 2 names from the entire list (except the pre-invitees) that we would like to invite for next week. – All – By June 20

Action: Resort the invite list – Stephanie
  
  - b. Workshop Planning Committee
    - i. Scaffolding Discussion
      1. Review [Scaffolding Document](#) especially the discussion points in red.
        - a. Team discussed Goals and Prerequisites sections
        - b. Action: Team to review the document and come up with suggestions on tasks for next week
        - c. Action: Bianca and Jeroen to finish Goals and Prerequisites this week.
          - i. Volunteers to help them should email them directly
      2. Workshop Themes discussion
      3. Next step: formulate tasks / task groups?
      4. Matrix/Index of principles
      5. Principles that could be implemented
  
3. [Mapping Principles](#): update from Jeroen and Bianca
  - i. Agenda discussion
  - ii. Finalize contract with hotel: update from Stephanie

4. Educational Materials
  - a. Organization of Materials: updated from Bianca, Fiona and Robin
  - b. Landing Page Design: updated from Stephanie, Jeroen and Chris
5. Next Steps
  - a. [Map of the commons](#)
    - i. [Call for teams to map the commons](#) - Dan & Chris
    - ii. Duplicity revealed! A tale of two maps:
      1. [Defining the Commons Platform](#)
      2. [Infrastructure Map Proposal](#)
6. [SSHRC Partnership \(Development\) Grant](#)

**ACTION ITEMS:**

- Action: Robin – Set up Slack for the team
- Action: All - Each participant of this Committee to add two additional people to the workshop's invite list filling out as many columns as possible. Team will go over the list on the on the next meeting to sort them out - by June 20.
- Action: All - Each participant of this Committee to choose two names from the entire list (except the pre-invitees) that we would like to invite for next week - by June 20.
- Action: Stephanie – Reorganize the invite list
- Action: All - Review the Scaffolding Document and come up with suggestions on tasks for next week
- Action: Bianca and Jeroen to finish Goals and Prerequisites sections of the Scaffolding Document this week. If you wish to volunteer to help them, please email them directly.

Review action items from previous meetings:

[https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK\\_apM\\_YLE9Pg/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1DpER9RHHsxFos84vvNyUD9efS1XRHVWK_apM_YLE9Pg/edit?usp=sharing)