DDI Alliance Executive Board Meeting
20 September 2017

Present: Bill Block, Cathy Fitch, Maggie Levenstein, Jared Lyle, Steve McEachern (Chair), Dana Mueller, Barry Radler, Joachim Wackerow

Alliance leadership

a) Welcomed newly elected/re-elected Executive Board members: Cathy Fitch (new), Steve McEachern (returning), Dana Mueller (returning), and Barry Radler (new).

b) Reviewed the functions of the Board, as outlined in Section 8 of the DDI Alliance [Bylaws](), including that the Board is to set overall policy and budget for the Alliance. Also discussed the functions of the Scientific Board, including that it contributes to the substantive content of DDI standards, and that the Technical Committee, whose purpose is to model, render, maintain, and update the DDI specification, is a standing committee of the Scientific Board.

c) Selected the Executive Board Chair according to the [Bylaws](): "The Chair and Vice Chair of the Executive Board will be elected by the Board soon after the regular biennial At-Large member elections for a term of two years and each may serve no more than three consecutive terms. The Chair and Vice Chair of the Executive Board will also serve as the Chair and Vice Chair of subsequent Annual Meetings of the Membership Representatives." Following common consent, Steve was elected as the Executive Board Chair and Bill as the Vice Chair.

d) Followed up on the Executive Board's May 2017 support to "Release a prototype DDI 4 (including Data Description, Data Capture, and Codebook) by June 2018". Reviewed the history of DDI 4 development, which is summarized on the Alliance web site (http://www.ddialliance.org/about/work-products-of-ddi-alliance). Also reviewed the reasoning behind the Board's endorsement of a June 2018 prototype release, including the desire to quickly release a product for the user community to try out and make planning decisions around rather than waiting for a polished product to be ready.

e) In connection with the prototype DDI 4 release discussion, several members emphasized the need for the Executive Board to make and communicate about strategic decisions. In particular, the Board should consider how DDI 2, 3, and 4 will work together, the benefits of DDI 4, and how to communicate these things to the user community. Also, the Executive Board should consider how to help the large number of community volunteers feel that DDI 4 development is a "win" for the community. To help with communication, the Executive Board should partner with the Marketing and Partnerships Group, especially ahead of the June 2018 prototype DDI 4 release.

f) Reviewed the proposal to move DDI annual meetings (both the meeting of members and the Scientific Board meeting) from IASSIST conferences to the annual DDI user conferences ([EDDI]() and/or [NADDI]()). The motivation behind the proposal was to increase attendance at the user conferences. The benefits discussed included more direct and

regular engagement (EDDI and NADDI are five months apart), which might help drive the Alliance's strategic directions. The downsides discussed focused on travel difficulties, especially for members living outside North America or Europe. As a next step, Board members suggested polling the Alliance membership (both member representatives and Scientific Board representatives) to gauge support.

Moving Forward project and Strategic Plan

a) Discussed the upcoming October Dagstuhl workshop, where several Board members will attend (and those who cannot attend will participate remotely, as available). Reviewed potential topics of the strategic planning portion of the week, including providing strategic direction, improving marketing and communication of the DDI versions, and issues of growth and resourcing activities. An agenda will be distributed soon.

Future Agenda items

1. Membership engagement and retention
   a. Revenue model
   b. Membership benefits
2. Updating the Moving Forward Advisory Group to support the prototype DDI 4 release.
3. Staffing
   a. Drupal programmer (hired)
   b. Semantic Web consultant (in process of hiring)
   c. Project manager for DDI 4 work. The Moving Forward Advisory Group is strongly encouraging the Alliance to hire a project manager for DDI 4 development.
   d. The contract for the "Information Modeling and Implementation Services" consultant expired April 30, 2017.
4. Invitation to the Alliance to attend the 2017 Workshop on the Modernisation of Official Statistics, which will be held in Geneva on 22 - 23 November 2017.
5. Outreach to federal government Big Data initiatives to educate about DDI and its utility for researchers.

Future Calls

We propose the following dates for future calls (see also: time zone converter):
- 13 November 2017 2-3.30pm EST (1pm CST, 8pm CET, 14 Nov at 6am AEDT)
- 16 January 2018 2-3.30pm EST (1pm CST, 8pm CET, 17 Jan at 6am AEDT)
- 12 March 2018 2-3.30pm EST (1pm CST, 8pm CET, 13 March at 6am AEDT)
- 23 April 2018 8-9.30am EDT (7am CDT, 2pm CEST, 10pm AEST)

Standing Items (not discussed)

Marketing and Promotion update

    a. AAPOR [Transparency Initiative](#)
    b. European Social Survey
    c. CESSDA metadata effort review, including unified catalogue and question bank
    d. Total Survey Error group

Training Group update

    a. Training video/Webinar

Technical and Scientific Issues