

# DDI Executive Board Meeting

## October 28, 2014

### Minutes

Present: Ron Nakao (Acting Chair), George Alter, Mari Kleemola, Anita Rocha, Mary Vardigan

#### I. Action Items

The Executive Board (EB) reviewed action items from the last meeting:

- Discussions are taking place with former members to better understand why they left the Alliance.
- A small training group meeting was convened, and others are now interested in joining. [Minutes](#) are available from the first meeting, and another will be held soon.
- The [Annual Report](#) was published with a note explaining that encumbered expenses totaling \$25K were not paid in FY2014 as expected but instead were paid in FY2015.
- Discussions were held with the Moving Forward Advisory Group (AG) about the need for more information on sprints so that the EB can decide whom to fund.
- A proposal about project management has been written and is under review. This agenda item was carried forward to the next meeting (December).

#### II. Revised revenues documents

The small group heading up this initiative (Anita, Leanne, and Mari) revised the relevant documents based on feedback from the June 2014 membership meeting, with the plan to have the Board approve the documents and then send them to the membership in early 2015.

It was pointed out that the EB needs to decide on the timing of fee increases and think carefully about how to introduce any new fee schedule. A suggestion was made that the Alliance might vote on the tiered membership structure and the new fee schedule at the meeting in June of 2015 but hold off on implementing the new fees until July 2016. The revised documents should be circulated early in 2015 so that people have a chance to

discuss them. These issues will be carried forward to the next meeting of the EB because the full group needs to agree on the best approach.

### **III. Governance of Alliance products (tools, training materials)**

This issue arose in the context of a grant application that, if successful, will result in a tool to document data transformations. The EB needs to decide what kind of license is appropriate for the tool and who will be responsible for maintaining it. These questions also apply to training materials. This item was carried forward to the next meeting as the full EB needs to discuss the issues.

### **IV. Revised Release Plan**

The AG created a [revised version of the DDI 4 Release Plan](#), with the first draft release occurring in February 2015 instead of December 2014. The AG thinks this is a more realistic timetable and is confident the deadline can be met.

### **V. Update from SB Chair Adam Brown**

The EB received an update from Scientific Board Chair Adam Brown, indicating that the focus of the Scientific Board continues to be DDI 4 development. He added that the Moving Forward Advisory Group had been meeting frequently over the past few months to work through issues arising from the development process and to ensure that they were working in a sustainable manner to common expectations. Issues recently covered included the coordination of the Dagstuhl and London sprints, the release schedule, and the communications strategy. The Scientific Board also considered and approved the release of DDI 3.3 in beta version before the holiday break, with increased coverage of sampling and frames.

### **VI. Sprint Funding**

The EB discussed the difficulty in awarding funding for participation in sprints without knowing exactly what skills and people are required. Suggestions were made regarding:

- Working with the AG to better understand sprint priorities and skillsets
- Identifying key people who must be at sprints
- Scheduling and scoping sprints early to provide enough time to contact the right people
- Developing some type of rating so the AG can communicate how essential people are

Transparency in determining who gets funded is very important and we need to make decisions in light of the budget available.

Having someone -- preferably, the project manager -- responsible for coordinating the sprints and funding for participants was seen as the best way to manage this going forward. A small group from the EB can meet with relevant people to develop a better system for funding and to make decisions on funding.

The Director will introduce these issues to the AG at the next AG meeting.

## **VII. Upcoming Election for the Executive Board**

As three EB members will be cycling off the Board in 2015, we need to think strategically about new members so that the EB is representative of the Alliance and reflects the needed diversity in terms of organizational type and size, geography, and other dimensions. It was suggested that the outgoing members form an informal nominating committee to come up with possible candidates and work with the Director on the slate.

## **VIII. Succession Plan for Alliance Director**

The Director is transitioning toward retirement, and it was pointed out that the EB needs to be involved in the succession plan to ensure continuity and effective leadership.

## **IX. Collaboration Tools**

The Alliance has adopted the Atlassian OnDemand suite of products for issue tracking, collaboration, and code hosting. An open source license application request has been sent to Atlassian and if successful, the Alliance will be able to use the products at no charge.

## **X. Budget Update -- First Quarter FY2015**

A budget statement showing expenses against the DDI account for the first quarter of FY2015 was reviewed.

## **XI. Next Meeting**

The next meeting will be held in mid-December with the goal of having all EB members participating.

### **Action Item:**

Director to discuss with the AG the issues involved in allocating sprint funding with the goal of crafting a more efficient and reliable process.