DDI Alliance Executive Board Meeting
December 17, 2014

Minutes

Present: Gillian Nicoll (Chair), George Alter, Mari Kleemola, Ron Nakao, Anita Rocha, Leanne Trimble, Mary Vardigan

Action Items from Previous Meeting

Process for sprint funding

The Director was asked to discuss with the DDI 4 Advisory Group (AG) the issues involved in allocating sprint funding with the goal of crafting a more efficient and reliable process. This was communicated and the AG is starting to work on the May 2015 sprint now.

The Director will go back to the AG for assistance in creating a more specific process that builds in enough time for the Executive Board (EB) to review requests for funding in one pass without requests trickling in. The process should ensure that the EB has all the necessary knowledge of priorities and skillsets required for the sprints in order to make good decisions. The process should also help to identify gaps in coverage for specific sprints so we can target people with the right skills and, when necessary and feasible, provide additional funding.

Action Item: The Director will work with the AG to provide a specific process for sprint funding requests.

Updates

Training report

Jon Johnson from the Institute on Education at the University of London was chosen to participate in the train the trainer activity at Dagstuhl in October. He supplied a report describing his experience and recommendations for ways to improve the training.

There is a small group interested in training more generally: Amber Leahey (University of Toronto), Dan Smith (Colectica), and Jane Frye (Carleton University). Jon has agreed to join the group, which will be convened in January 2015. This group will discuss and potentially act on the recommendations in the report.

It was noted that there were discussions about training at EDDI earlier in the month with some EDDI participants asking about whether the Alliance itself could provide training. The EB noted that it was unlikely that the DDI Alliance would have sufficient resources to undertake much training.

Questionnaire documentation profile and call to action
Jon Johnson and Louise Corti (UKDA) developed a DDI profile that can be submitted to survey firms when commissioning surveys to show the desired DDI output documenting the questionnaire. This is now available on the DDI website along with a Call to Action to endorse the principles of good questionnaire documentation. The EB identified other data producers who have not yet endorsed the principles.

Action Item: EB members will contact the data producers identified and request their endorsement of the principles.

DDI 4 progress
A sprint was held at the Institute on Education, University of London, the week of November 24 with 12 people in attendance. Therese Lalor from the ABS served as sprintmaster, and the focus of the sprint was technical. Participants worked on putting together the first DDI release package, which is scheduled to be released in first quarter 2015.

The next sprint is scheduled for the week of May 25, 2015, in Minneapolis, the week before the IASSIST conference. The focus of the work will be the second DDI 4 release package and both content and technical modelers will be invited.

Open source license for Atlassian products
During the fall, the DDI Alliance tested the suite of collaboration software products marketed by Atlassian and then applied under the Atlassian open source license program for free access to the products. We heard in December that we had received this license, and the DDI Alliance now has access to three related products: Confluence, Jira, and Bitbucket.

For Board Action/Discussion

DDI 4 project management
The EB discussed a draft "job description" for a DDI 4 Project Manager (PM) developed by Scientific Board Chair Adam Brown and the Director after a meeting of the AG. The idea was to narrow down the requirements of the role and then advertise widely for a volunteer. The PM would work in partnership with the AG to manage the project.

The EB thought the responsibilities in the description were still too broad to make sense for a volunteer position and suggested a scaled down version with a focus on communications. In this new approach, the AG would take on a greater management role. It was also suggested that the description include some notion of the time required and the end date.

Action Item: The Director and the AG Chair will rewrite the job description along the lines suggested by the EB and will discuss with the AG an expansion of their duties around project management.

Revised revenues documents
The Revenues Team revised the documents related to the tiered membership structure and a fee increase with the plan to have the Board approve them and then send them to the membership in early 2015.

It was pointed out in the October meeting 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 group discussed the fact that we need to present a budget and supporting documentation to first make the case for why we need a fee increase to support the DDI 4 work. We also need a list of achievements to date with respect to DDI 4 and the benefits linked to that work. It was agreed that the documents about the tiered membership structure and the fee increase should go out after the first DDI 4 release, when we have a concrete outcome for people to review.

The budget provided should show the number of sprints planned and the dollar amounts required. We should also include funding for training. It was agreed to have the vote at the Minneapolis meeting in June 2015 with implementation occurring the following year. It was suggested that we begin to line up support for this proposal soon.

Action Item: The Director will prepare a justification and budget related to increasing fees.
Action Item: The AG Chair will provide a list of DDI 4 achievements and benefits.

Upcoming election for three new Executive Board members
At the October 28 meeting, the EB discussed having the outgoing EB members (Anita Rocha, Ron Nakao, and Mari Kleemola) form an informal nominating committee to come up with possible candidates and work with the Director on the slate. There was some discussion of this at EDDI, so the community is starting to think about it. The nominating committee will get together and report back at the February 2015 meeting.

Action Item: Outgoing EB members will develop a list of potential EB members, taking into account that the EB membership should be broadly representative of the Alliance membership across dimensions including type of organization, geography, skillset, etc.