DDI Executive Board Meeting
October 28, 2015

Minutes

Present: George Alter, Bill Block, Louise Corti, Jared Lyle, Steve McEachern, David Schiller, Mary Vardigan, Joachim Wackerow

Vice Chair for the Executive Board

At the first meeting of the new EB in August, Steve McEachern agreed to serve as Chair. He noted that we now need a nomination from the Board for someone to take on the role of Vice Chair.

Action: As there were no nominations at the meeting, Steve tabled this for now and will discuss this with each member separately.

Scientific Board Leadership

Since Steve is now Chair of the EB, it may make sense for him to step down as Vice Chair of the Scientific Board (SB). Adam Brown, Statistics New Zealand, is the current SB Chair. There is a general sense that we should be working to raise the profile of the SB, but at the same time we have a limited number of people in our community and our efforts are now focusing on developing the new specification; we don't want to detract from that.

The point was raised that having the Chair of the SB join the Executive Board meetings would be a good idea. This would likely be in an ex officio capacity.

Action: Steve will talk with Adam about how to proceed.

Update on Budget

The group reviewed the DDI budget statement through September. About two-thirds of the membership revenue had been collected so far. Also, it was noted that there would likely to be

two payments to the modeling consultant during the fiscal year as last year's payment hit the account in the current year.

Update on WAPOR/AAPOR 2016 Plans

It was reported that the Marketing and Partnerships Group had decided to target WAPOR/AAPOR 2016 as a good venue in which to roll out a marketing approach for conferences. Originally a panel presentation for AAPOR was planned but it wasn't possible to make the deadline for submissions.

The EB discussed an alternative plan -- to hold a side meeting with CATI-CAPI firms to encourage the use of DDI; this would be similar to the London meeting that Louise and Jon held last year. In addition, we can submit some papers related to a theme. Ideas for papers included the ICPSR Metadata Portal project, related work on the GSBPM at NORC, and DASISH plans to move the ESS more fully to DDI. Another idea suggested was to have a DDI booth adjacent to booths for the Roper Center and Colectica. This would ensure an integrated DDI presence. Another part of the strategy is to encourage AAPOR to use DDI as the foundation for its conference evaluation. Wearing DDI-themed t-shirts was also suggested.

Actions: Securing a time for the side meeting was viewed as the most important action to undertake right now. We also need to talk with people about writing papers. The deadline for submissions is November 13.

Update on Dagstuhl Review

A workshop was held October 19-23 at Schloss Dagstuhl on the topic of "Facilitating Interoperability and Collaboration with Other Metadata Standards." This workshop combined a DDI4 sprint with a review by seven outside experts of the DDI4 approach and progress.

The group discussed the fact that bringing in experts from outside the DDI community was very successful and we should do more of this. Many assumptions were challenged, which is a healthy thing for a standards body like DDI. A report on the meeting would be made available soon.

Brainstorm on Strategic Plan

It was agreed at the August meeting to spend some time during this meeting on strategic planning for the future, looking five years out.

Action: Since time was short, Steve postponed this discussion until the next meeting. Members should be thinking about content for the new plan, and are asked to distribute their initial thoughts on the existing plan and future directions via email prior to the next meeting.

Approval for Expenses

WAPOR/AAPOR

There will likely be expenses related to the WAPOR/AAPOR meeting. Some DDI representatives are likely to need funding to attend. Also, there is a $1500 fee for a display table. The EB decided that since this is a key effort, we should make sure it is well supported even if it means not attending as many conferences during the year.

Action: The Alliance should proceed to implement the Marketing Group's strategies for the meeting.

CSDI

The Second International Conference on Survey Methods in Multinational, Multiregional and Multicultural Contexts (3MC 2016) will be held in Chicago. DDI was part of the program for the first such conference and has also presented at meetings of the Comparative Survey Design and Implementation group, which sponsors 3MC. They have asked the Alliance to be a sponsor for the 2016 event, and there are several sponsorship options.

Action: The Alliance will support the conference at the Silver ($1000) level.

UNECE Meeting on the VTL

A meeting where the Validation and Transformation Language (VTL) would be discussed was scheduled for early December, in conflict with the EDDI meeting in Copenhagen (December 2-3, 2015). Achim asked whether it might be possible for others to attend.

Action: Achim will circulate information about the meeting to others who may be interested. The Board will then need to nominate a representative to attend on the Alliance's behalf.

Next Meeting

The next meeting will be held in mid-December and will largely focus on brainstorming around the new Strategic Plan.

Action: Mary will put out a Doodle poll to gauge members' availability for a meeting in mid-December.