DDI Alliance Executive Board Meeting
July 7, 2016

Present: Steve McEachern, Bill Block, Achim Wackerow, Leanne Trimble, Jared Lyle, Maggie Levenstein

Alliance leadership

a. Election to fill open Executive Board seat vacated by David Schiller -- Jared will send out an open call for nominations on 11 July, with a two week nomination period. The election will be held in August.

Budget update

a) Reviewed the overall budget
   i)   Membership (as of July 1st, 33 full members; will increase to 35 in FY17)
      1) Two full members dropped in FY16 (UN Food and Agriculture Organization & University of Toronto - Libraries)
      2) One full member added in FY16 (Statistics Denmark)
      3) Two organizations have indicated they will join as full members in FY17 (CESSDA & Statistics Netherlands/Blaise)
   ii) FY16 expenses are projected to break even with revenue.
      1) We had projected a deficit of $40,000 to support DDI4 development, but we underspent in the following categories:
         (a) Communications role: underspent by $15,000 (budgeted $15,000)
         (b) Training: underspent by ~$13,000 (budgeted $15,000)
         (c) Marketing: underspent by ~$12,000 (budgeted $15,000)
   iii) Ending fund balance: ~$160,000
      1) $40,000 of this is allocated for travel funding
   iv) FY17 budget projects a deficit of $17,584

b) FY 17 special requests – At the May Norway sprint, two special requests were proposed related to DDI 4 development. The first request pertains to software development and not having enough personnel to complete development work. For tasks that none of the existing contributing developers can do (either due to limitations in skills or limitations in available working time), can we outsource them to external developers? The second request is for a project manager for DDI4 work.

There was overall agreement that these are appropriate expenditures. The Board discussed the current budget outlook, especially the potential impact of implementing these special requests. The Executive Board has been in discussion with possible candidates for each request.

As a next step, Steve and Jared will put together different scenarios (financial impact and timeframe) and bring them to the next meeting for a final decision (e.g., financial allocations per year per activity, duration of activities, task-based vs. time-based work).

Also discussed was the need for an open and transparent process for posting/hiring for this work. Since most DDI work is in-kind contributions, we need to be explicit about why we're doing these activities and the process by which we will select staff to complete the activities. Jared will coordinate preparation of job/task descriptions for an open call/bid process.

Strategic Plan

a) Discussed how to create the new strategic plan for 2017-20, especially with input and involvement from the DDI community. Based on Steve's Annual Meeting of Members presentation, proposed the following timeline:
   - Environmental scan - member survey (October 2016)
   - Executive Board to draft review of Alliance vision and mission (December 2016)
   - Feedback from members and community (February 2017)
   - Executive Board to draft and circulate key strategic goals and action plan (April 2017)
   - Present, review, and approve plan at Annual Meeting of Members (IASSIST 2017)

Transparency Initiative

a. When exhibiting at the May American Association for Public Opinion Research (AAPOR) annual conference, the Marketing Group learned about AAPOR's Transparency Initiative, which is an effort to encourage transparency in the reporting of survey methodology. There are opportunities for DDI to support this initiative, in particular encouraging AAPOR to use DDI as the basis for how organizations report. Steve will talk later this month with a past leader of the Transparency Initiative about possible collaboration opportunities. Steve will report back at the next Executive Board meeting.

Technical and Scientific Issues

a) The DDI Alliance received an invitation to present on "DDI and Its Role on Modernising Official Statistics in the Post-2015 Development Period" at the Organisation of Islamic Cooperation Statistical Commission meeting in Turkey on 5-6 November. The Board feels it is good for the Alliance to participate in these types of meetings and build connections. Achim will review the invitation, identify an Alliance member to attend and present, and work with Jared to respond to the invitation.

Other

b) The Board would like to meet monthly through September. Jared will send out Doodle polls to schedule times.

Future Agenda items

a) Review the Annual Meeting, especially highlights and action items
b) Review the Moving Forward project

Placeholders

a) Workshop on Implementing Standards for Statistical Modernisation, on 21-23 September 2016 in Geneva, Switzerland (see the invitation letter and information notice for participants). Arofan Gregory will represent DDI.