DDI Alliance Executive Board Meeting
27 April 2018

Present: Maggie Levenstein, Jared Lyle, Dana Mueller, Barry Radler, Joachim Wackerow

Agenda for Meeting of Members & Scientific Board meeting

The Board discussed how to structure the agenda of the annual meeting of members and the Scientific Board meeting. The Board members agreed that the annual meetings should limit presentations and spend the majority of time discussing topics. Maggie suggested that we should use the meetings to discuss and react to very specific topics, including what's the thing your organization needs from DDI (e.g., development, services, tools) and what would your organization be willing to put resources to. She also suggested we send the membership a message prior to the meeting saying "Here are the things we will discuss, and we will solicit feedback from you." Dana suggested that we use a roundtable format for discussion. The Board discussed allocating 2.5 hours during the meeting of members for discussing the strategic plan.

For the Scientific Board meeting, Achim suggested the following topics:

- DDI 4 - Tasks after prototype release on four levels – discussion and/or plan for
    - Evaluation of response, evaluation criteria
    - Strategic direction, where to go with DDI 4, relationship to strategic plan
    - Conceptual discussion on different requirements (model consistency, requirements for bindings, user perspective, approachability of specification)
    - Resolution of issues upcoming in review
- Engagement with Global Digital Research Infrastructure
    - Dagstuhl Workshop on interdisciplinary metadata specifications (including major parts of DDI 4) Background: use of DDI 4 for other domains, together with other specifications
    - Other opportunities, RDA?
- DDI-based infrastructure, tasks for DDI Alliance (possible start of working groups)
    - Improvement of DDI 4 including formal documentation, test/use cases, best practices based on specific perspective of user groups (related to topic above)
    - Realization plan for identification, query, and resolution of DDI objects
        - Infrastructure for DDI URN resolution (to DDI services, to URLs)
        - Query (and exchange?) protocol for DDI services, REST-based
        - Best practices for using these technologies
    - Formal high level description of concepts for metadata registry and metadata portals.

Maggie noted there's been a disconnect between the needs of users and where our investments are going. If we are to discuss Achim's recommended items, she said, we need to articulate the problem and how the proposed activity addresses the problem. Achim noted that the Scientific Board should be looking into the future, with not all development necessarily driven by the membership or immediate user needs. Achim cited DDI3 as an example of development driven by a smaller group looking forward to what could make sense to the broader field. He said that DDI has to be open to other standards and users, otherwise DDI will vanish in the next 5-10 years since other specifications will be there with more software and resources. Dana suggested we might be able to combine the two needs. In the morning, we can try to understand the needs of the users, and then in the afternoon we can align those needs with Achim's suggested topics. Barry said that we should identify problems community members are facing, including what the DDI community can do to solve them. Achim said he would work on a problem statement.

Strategic Plan

The draft plan is not yet ready for review and approval. We still need to make a connection between goals and allocation of resources. We need to figure out what the demand is for what DDI is doing and have that drive what we are doing in the strategic plan. The majority of the discussion at the annual meeting of members will be devoted to the strategic plan.

Budget

Jared reviewed the draft budget for fiscal year 2019 (July 2018-June 2019), which was compiled with input from the Alliance committees and working groups, and mindful of obligations to funding consultants and activities. The draft budget shows requested expenses exceeding revenue by $67K. The Board will need to prioritize expenditures. Barry requested that the Board vote to approve the budget once it is ready to be finalized.