

# DDI Executive Board Meeting

## April 16, 2014

### Minutes

#### 1. Action Items

All are complete.

#### 2. Current Business

##### A. Face-to-face Members and Scientific Board Meetings on June 2 in Toronto.

Board members reviewed the draft agenda for the Meeting of Members and the Scientific Board to be held in Toronto before IASSIST on Monday, June 2. There are still some items for which documentation is needed, including the Forward Work Plan. The EB will review this document in mid-May, after which the agenda can be sent out.

The EB spent some time discussing how to establish a separate identity and agenda for the Scientific Board, which has a key role in the Alliance as envisioned in the new Bylaws. Having the Chair and Vice Chair in place at the June 2 meeting is important, so it was decided to issue a call for nominations soon with the goal of holding an electronic vote in advance of the meeting. The election process needs to be timely, transparent, and open.

##### B. Face-to-face Executive Board Meeting.

This meeting will most likely be held on Wednesday, June 4, over dinner in Toronto with the goal of reviewing the Meeting of Members and action items coming out of that meeting. We may end up meeting on Tuesday night after the IASSIST reception instead if that is more convenient for people.

##### C. DDI External Review.

The EB focused on three areas of the review report:

- Marketing -- Since the Alliance does not have the resources to support the creation of a formal, professional marketing plan, it was decided that we should form a small internal task force to define what marketing means in the DDI context and what the targets should be. This group would have a limited term and ideally be composed of people representing different constituencies who are not currently on other DDI committees. We can issue a call for volunteers during the June 2 meeting. There is already a group working on refreshing the DDI Web site. Marketing will be added to the Forward Work Program as well.
- Audit -- In terms of an audit of finances, it was agreed that the University of Michigan provides some oversight for budgets and expenditures, so there is not a pressing need for an audit. It was suggested that a document detailing UM procedures be provided to members.
- Succession plan for Director -- This item prompted a discussion of the host institution, the DDI Secretariat, and the Executive Director. It was agreed that it is best that these entities not be separated because that would probably be inefficient. While in the future it is possible that the host institution could move away from the University of Michigan, ICPSR and the UM do provide

in-kind support beyond the financial contributions of the Alliance (the Alliance contributions consist of 10% of the time of the Director, 4% of the time of an administrative professional, and 4% of the time of a Web developer). It is the Executive Board's responsibility to consider the host institution and its suitability and performance. ICPSR is discussing plans for transitioning to a new Director when the current Director retires but has no firm plans yet. It would be helpful to have others' perspectives on the attributes of an Executive Director. This item will be added to Future Business in subsequent agendas so that the EB can monitor developments.

**D. Report on Sprint #3 in Vancouver.**

The EB reviewed the UNECE site where the outputs of the Sprint are presented. It was pointed out that the group at the sprint reconceptualized the approach to DDI4 through the introduction of a new architecture based on a library of objects and "functional views" that are subsets of the full model. These views are oriented at describing common user tasks (e.g., discovery, simple codebook, etc.) and should provide a flexible way to interact with the model in that users can take only the pieces they need.

**3. Approvals**

The EB reviewed the funding requests for Sprint #4 in Toronto. It was decided to cap the accommodations cost at \$162 per night (price of the IASSIST conference hotel) for up to six nights but not pay for food. It might be helpful to sprint participants if future sprints could lap over to Saturday to help participants pay weekend costs.

The funding request to cover breaks and lunches for the DDI Developers Group meeting in Toronto was approved.

Appointing a new DDI representative to the HLG Modernization Committee on Standards was discussed. Joachim Wackerow had asked to step down from the committee and had recommended Arofan Gregory as the Alliance representative. The EB approved this recommendation with the request that Arofan report back to the DDI Director after meetings.

A request from Joachim Wackerow for Alliance funding for a new DDI trainer at Dagstuhl in the fall of 2014 was approved.