Board of Directors Meeting
December 15 2010; Washington, D.C.

MINUTES

Revision April 15: Conf. Committee – Sharon Reeves

Attending: 5+1
Suzie Allard
Julia Blixrud
Bruce Cochrane
Ed Fox
Austin McLean
(Scott Eldredge re finances)

Skyping: 11
Tony Cargnelutti (starting 2pm)
Vinod Chachra
John Hagen
Iryna Kuchma
Gail McMillan
Elsabe Olivier (9-11 only)
Ana Pavani
Max Read
Peter Schirmbacher
Shalini Urs (starting 9am)
Eric Van de Velde

Not attending: 5
Birte Christensen-Dalsgaard
William Clark
Joan Lippincott
Sharon Reeves
Nan Seamans

NOTE: All documents can be downloaded from one or other of these web pages:
http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

Feedback added from: Iryna, John,

1. Welcome
Guests: Martin Halbert and Katherine Skinner from MetaArchive Cooperative.

2. New Business
Distributed Digital Preservation: MetaArchive Cooperative
Guests Martin Halbert, Katherine Skinner

Two principle objectives:
Consider how to continue to build on MetaArchive/NDLTD affiliation in the coming year to benefit both of our communities, and

Review draft document "Managing the Life Cycle of ETDs", which is a starting point for a conversation about what type of grant funded project we might consider on ETD use cases for lifecycle management and preservation.

**Background:** MetaArchive has ingested content from members that have ETD programs: mostly in the US, one in Brazil, one in Spain (Barcelona).

**Structural change in MetaArchive:** originally three membership categories.

**Sustaining member:** pay most, host part of metastructure; intended for large libraries who want to be pioneers in the field.

**Preservation member:** lower in price, institution still hosts part of metastructure; intended for smaller institutions.

**Contributing member:** nominal fee in order to preserve material with MetaArchive; intended for small institutions without IT infrastructure so they can get the benefits of preservation although they can’t host.

What happened: large institutions joined as contributing members (best value for money) and small institutions weren’t participating. The Contributing member category has been discontinued, as the point of MetaArchive is for it to be a cooperative effort. In October a new category was approved; two new institutions have already joined.

**Collaborative member:** if institution has collections from multiple members, it can join in this category. Same cost as Preservation member and can bring in all institutions from whom they have collections. This allows institutions who are already working together to join MetaArchive cost-effectively.

**Membership plans:** have streamlined processes for new institutions to join and run part of infrastructure. Now focussing on membership; want to go from 20 institutions to 40 next year, may double again the following year.

**DOCUMENT: Managing the Life Cycle of ETDs**

http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

**ETD Preservation:** Conducted survey: what do institutions know about ETD preservation. What do they need to know that they don’t know? Found preservation procedures weren’t in place in most institutions.

They’re thinking about how to preserve different genres in MetaArchive, and want to enhance ways of preserving ETDs in institutions. Sent a document to Gail re. their newspaper preservation as a sample. Would like to build on previous work with NDLTD to enhance ETD preservation.

Katherine: every institution they’re working with structures its preservation differently e.g. different file types—only PDF is common to all. This has preservation implications. Many institutions are changing platforms, and in so doing are restructuring workflow, aggregating content, etc. There isn’t yet a best practices way of structuring collections for preservation.

**Discussion:**

MetaArchive is considering setting up something just for ETDs. Intuitions could join for lesser fee if they just wanted ETDs preserved. Would not have access to other features.
Gail will chair working group. Other members: Julia, Suzie, Ana, Vinod, Elsabe, Shalini. Iryna and Max said this isn’t their area of expertise but but they are willing to liaise and promote MetaArchive in their countries. Ed and Gail will work on grant proposals.

**Charge for working group:**

- act as advisory board for grant proposals
- update the survey done a few years ago
- solicit and/or provide letters of support for grants
- work on joint membership activities
- plan something for ETD 2011 – Martin will be able to go (or Matt, Katherine’s Assistant Director)

Matt will also update the MetaArchive workshop

Ed thanked Martin and Katherine on behalf of the Board.

3. **Approval of Agenda**

   **DOCUMENT:** Draft Agenda for 12/15/2010 meeting
   http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

   **MOTION:** to approve the agenda: Julia Blixrud
   Seconded: Bruce Cochrane
   Carried

4. **Approval of Minutes of Board Meeting June 2010**

   **DOCUMENT:** Minutes for June 15, 2010
   http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

   **MOTION:** to approve the minutes: Julia Blixrud
   Seconded: John Hagen
   Carried

5. **Global Report: India - Shalini Urs**

   National repository has 15,000 ETDs and 250,000 metadata records. They have policy framework – all universities must have own repositories or use national one. ETDs are growing but not as quickly as they’d like. Some universities have been doing own repositories which has slowed progress.

   **Discussion:** Re: increasing the number of records from India in the Union Catalogue. Should the Union Catalogue accept metadata records only? If so, they should not be in the same collection as full-text records, as this will lead users to dead ends.
Getting metadata in the Union Catalogue would be a good starting point for organizations who aren't ready to provide full text. Some organizations digitize non-ETDs only when they receive a request from someone who has located the work through a metadata record.

Vinod Chachra confirmed that this would be easy to do.

Austin McLean commented that ProQuest/UMI has found there is high usage when people know they can get full text, and less when they can't immediately get full text.

**MOTION:** That the Union Catalogue provide a new service in addition to its current collection of works that lead to full text or electronic image of document. The new service will be a collection of bibliographic records only that point to a different location of the thesis if possible.

Moved: Suzie Allard

Seconded: John Hagen

Carried


Elsabe has offered to assist with organizing ETD 2011 in Cape Town and will be going to the next meeting of the Conference Committee.

During the meeting Elsabe emailed Hussein Suleman who provided the following:

**Update on the ETD 2011 Conference:**

Planned conference schedule:

- Sunday 11 September: potential NDLTD Board workshop
- Monday 12 September: NDLTD Board meeting
- Tuesday 13 September: Tutorials (rookie sessions) a.m., main conference opening p.m.
- Wednesday 14 September: Main conference
- Thursday 15 September: Main conference until about lunchtime
- Friday 16 September/ Saturday 17 September: Post conference workshops (planned topics: data curation; preservation; IR installation; some vendors are considering workshops).
- The main venue has been booked and deposit paid.
- The call for papers will go out this month (December) as planned.
- The website is at [http://dl.cs.uct.ac.za/conferences/etd2011](http://dl.cs.uct.ac.za/conferences/etd2011)

**Things to follow up with the ETD 2011 Conference Committee:**

**Sponsorship opportunities:** Austin would like these as ProQuest is setting its budget for next year. Last year's sponsors will also be planning budgets for next year.

**Conference planning:** Sharon Reeves created a handbook for conference planners, which has been enhanced by John Hagen. It includes a planning schedule e.g. 10 months before conference, do x. Ensure that the ETD 2011 Committee is using this schedule.
Call for papers and paper submission deadline: Noted that the earlier papers are approved and the program is known, the sooner people can plan to go and can start soliciting funds from home organizations.

Elsabe will ask Sharon Reeves to contact Daisy Selematsela, Conference Chair, and introduce her (Elsabe) as the NDLTD Board contact for the conference.

Elsabe noted that this is leave time in South Africa – public holiday, long weekends – and not much is likely to happen until the new academic calendar year starts in January.

Africa news other than Conference:

There have been no new NDLTD memberships from South African institutions. Elsabe will be travelling to universities in 2011 and will promote both NDLTD and ETD 2011.

Iryna Kuchma and Elsabe were in Botswana for workshop, and presented re. ETD activities.

Iryna and Elsabe presented at UNESCO workshop and discussed NDLTD initiatives; there were representatives from Botswana, Lesotho, Mozambique, South Africa, Swaziland and Uganda there.

Cost may be preventing some South African institutions from joining NDLTD, but Elsabe doesn’t think $300 US is excessive. Will find out why universities aren’t joining; many may not see the advantage as they don’t think they need NDLTD or the Union catalogue and don’t plan to participate in conferences. Conferences are a problem for people in South Africa because they’re usually very far away. Even if scheduled to present at a conference, the travel may not be approved.

7. Membership – Eric Van de Velde (file name of report)

DOCUMENTS: Membership Background – from email to Fox
http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

Membership Committee Report

Proposal for NDLTD Quality Seal

Proposal for NDLTD Social Network
http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

Now that new members can pay by credit card payment we should do more publicity, think of ways to attract more new members. Should do major recruiting in South Africa this year, tied in with ETD 2011. Eric suggested that offering a discount or free membership for institutions who send representatives to ETD 2011 in South Africa would encourage people from further away e.g. Europe, North America, to attend.

MOTION: All new-joining institutions who send a member to NDLTD 2011 will get free membership for a year.

Moved: Eric Van de Velde
Seconded: John Hagen
Carried

Eric and Hussein Suleman will set this up with ETD 2011 organizers, and it will also be promoted on the NDLTD website.
**123 Sign Up:**

All of our data is now in one place and eight paying members have joined using the 123 Sign Up system.

The biggest challenge is entering existing members – labour intensive. Current plan: ask existing members to register themselves (as if new) in next membership cycle. General agreement.

In this system, membership expiration is a year from date of joining (instead of on same day for everyone). Should this be changed? Since different institutions internationally have different fiscal years, decided to leave renewal date as anniversary of membership date.

Consider having awards, badges for continuous membership? Once data is in system we can track this more easily.

Need to get conferences to use 123 Sign Up so we can track members getting discounts on conference fees. If memberships are entered in time, Eric will follow up with the Conference Committee to arrange this.

**Google Ad Words:**

Was free with $100 worth for one week from Google. We got a couple of individual memberships and one institutional membership that may or may not have been from campaign.

John will sign up so trial can continue; will re-assess at next meeting.

**Membership Drive:**

Will start early – in January instead of February – and explain to members what they need to do. Eric will let the Board know if he needs an assistant to follow up and assist with membership entry.

**Quality Seal for Members:**

See proposal ADD URL

Value of having Quality Seal: it starts discussion among members about what is important and gives institutions something to work towards.

Suggested having a page on the website "ETD Participation". It will list members and non-members involved with ETDs. Each entry will have check marks to show what quality elements they do well. This will be a membership benefit.

Quality of metadata should be a major area of focus for the Quality Seal. – some search tools don't work well because of poor quality metadata (see Union Catalogue report).

**ACTION:** Vinod offered to help with developing standards for metadata.

Some countries' ETDs are harvested from a central consortium (e.g. Brazil, Canada) and quality of metadata will vary among institution in the consortium. Records can be sorted by institution; suggested we have quality measures for consortia as a whole and for individual institutions. Could also include ranking by usage. Working group will decide details.

**Working group on Quality Seal:** Eric Van de Velde, Vinod Chachra, Elsabe Olivier, Ana Pavani.

Ed Fox will invite Peter Schirmbacher to join as well.

**ACTION:** Ed will invite Peter to join Working Group on Quality Seal.
Social Networking:
Social networking will enable us to work with student on ETDs – also provides a way to encourage students' institutions to become involved/get repositories. Suggested use ETD Guide as starting point, and transform it from purely a reference work to an interactive social network.

ProQuest has a social network. Union Catalogue has added social networking, but it hasn't been used yet. Need web page that discusses social networking support and points to the ProQuest and the Union Catalogue's social networks. ProQuest's is for people working on ETDs, the Union Catalogue is for people who have submitted ETDs.

ACTION: Austin McLean will help launch social network with Vinod Chachra, and will get web page up.

ACTION: Ed Fox will ask Joe Moxley to get involved with the social network.

8. Budget – Scott Eldredge

DOCUMENTS: Proposed budget for 2011

Status of budget on 12/13/2010


Scott’s comments:
Legal fees increased – some confusion about corporate registration. Scott will sort.
Will send call for bids from accountants – current ones are expensive. Should be around $500 - $1,000, not $3,100. General agreement.
New items: $1,000 returned to us by deceased Award recipient, approx. $100 spent on framed certificates for retiring Board members.

Didn't need to have executive assistant this year – hold funds for next year.

I23 Signup: they deduct money from membership fees submitted – Scott will adjust report so it’s clearer how funds are getting distributed. Total expenses less than we budgeted, but $5,000 more than we brought in. Running at a deficit; if we’d had assistant and ETD db development expenses, would’ve been greater deficit. Can’t do this long term.

Proposed budget: Conference hasn’t returned funds last two years – should remove from budget.

No Adobe sponsorship for Awards. Merger between Macromedia and Adobe resulted in lost interest in NDLTD – they operate on a larger scale for their sponsorships. Since we're funding all awards, we should consider dropping award amounts especially since winners generally don’t come to conferences. General agreement. John will discuss more in Awards committee report.

MOTION: That the Budget be approved with the accounting expenses changed from $3,100 to $1,000.

Moved: Julia Blixrud
Seconded: Gail McMillan
Carried
9. **Union Catalogue – Vinod Chachra**

Union Catalogue now has social networking capability.

Concern about the quality of metadata; three fields compromise the effectiveness of a search:

1. Language
2. Publication year (some dates are not being entered correctly e.g. 18th century dates)
3. Format designation – need to specify e.g. PDF

We should have a quality control group to monitor such things. For now, should fix records at least for the largest submitters, and suggest changes to submitters’ processes. This would be a good project for a summer intern.

Country representatives will be asked to follow up with institutions in own country; follow up, train institutions.

**ACTION:** Vinod will send email instructions for finding own institution’s records, and will also send lists of records for Brazil, Peru, South Africa, Canada.

10. **Committee Reports - Nominating – Vinod Chachra**

Board membership has been reduced from 27 to 21, which is a better level. Need to plan ahead for transitions as some members who’ve been involved for a long time may be leaving. Need to look for new people now who will commit and provide continuity.

**Quorum:** in recent years we have sometimes had problems getting quorum – should consider reducing number of Board members required. Can have fewer Board members if working groups are active and have many members.

Considerations in recruiting Board members:

- Skills: managers of resources or systems; educators; library staff; faculty; graduate administrators etc.
- Geographic location
- Willingness and ability to be a working Board member

General agreement: Should continue diversity on Board, but very important to find members who will be active.

Suggestions re: recruiting Board members:

- Representative from Library and Archives Canada.
- People in strategic regional areas e.g. China – Tony is only rep. in East Asia.
- People involved in local movements and organizations outside NDLTD e.g. Angie McCutcheon, USETDA; Charles Greenberg from Yale.
- Representation from ultimate content providers – the students
- More representation from academic side who are committed to ETDs but recognize the constraints under which students work. Bruce Cochrane (Dean of graduate school) will discuss this with the Midwest Association of Graduate Schools.
- Representative from Canadian Association of Graduate Schools (CAGS)
• Collaborators in ETDs e.g. MetaArchive

It is harder to recruit Board members internationally because they must speak English.

**ACTION:** Max Read will contact Sharon Reeves, Library and Archives Canada, and the Canadian Association of Graduate Schools (CAGS) to ask about possible Board members.

**ACTION:** Bruce Cochrane will contact Midwest Association of Graduate Schools to ask about possible Board members.

11. **ETD-db / ETD-MS Updating – Gail McMillan, Ed Fox, email from Hussein Suleman**

**DOCUMENTS:** ETD-MS discussion by Hussein


ETD-db 2.0 Features List

http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

A student is working 20 hours a week improving functionality.

**Microsoft Academic Search**

Ed will continue discussion for Microsoft Academic Search to provide access to our ETDs.

12. **AHA Presentation January 2011 – Ed Fox**

Ed Fox will be speaking at a meeting of the American Historical Association (AHA) in Boston in early January. The topic will be "When Universities Put Dissertations on the Internet: New Practice; New Problem?" This arose because a university put a student's thesis online without the student's knowledge, and he now claims he can't publish it.

13. **AWARDS – John Hagen**

**DOCUMENTS:** NDLTD ETD Awards Budget Projection 2011


http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

**NDLTD Creative Writing Open Access ETD Award**

http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

**Budget:** same request as last year for $6,000. Consider $500 award plus $500 travel scholarship if award winner attends conference.

Elsabe Olivier knows a very poor student from South Africa who received an Award this year. The prize money made a big difference to him and helped him start own business. Since it’s extremely unlikely students from South Africa could afford to travel to e.g. Europe, US even with $500 towards travel expenses, it’s a shame that they won’t get the full amount of money.

**Proposal for Creative Writing Open Access ETD Award:** If we offer this award, need $2,000 more in budget.
Discussion points:

Current culture in Creative Writing: most don’t want theses Open Access ever. Reasons given:

- Endangers writer’s ability to publish commercially
- Thesis is unrefined and writers don’t want to share preliminary work

Purpose of Awards is to give extra visibility to NDLTD. Some concerns expressed that Creative Writers might not be interested, resulting in very few nominations. Consider: is offering an Award the best way to encourage a culture change in the Creative Writing community?

Alternate suggestion (Ed): conduct survey of Creative Writing programs, ask for students whose theses were made Open Access to give us some data, e.g.:

- what was the access level?
- did they subsequently publish?
- what was the experience like?
- did they run into any problems?
- are they willing to share their experience (if positive)?

If we find many successes, we can ask if they’ll be listed on web page of success stories on our website, and consider offering the Award next year.

**ACTION:** Iryna will send name of Open Access humanities publisher in Cape Town that she knows who might be interested in being involved.

**ACTION:** John and Iryna will draft letter to Cape Town publisher to check interest, and will develop survey for Creative Arts. Bruce and Max will help.

This research will focus on Creative Writing specifically, to avoid interfering with the survey to be conducted by Nan Seamans’s working group on Tracking Publishers’ Policies re. ETDs.

**MOTION:** Remove Creative Writing Award from Budget. Other Awards will be for $500 each with $500 offered to cover expenses if the award winner attends the Conference. Total Awards budget: $6,000.

Moved: Bruce Cochrane  
Seconded: Suzie Allard  
Carried

14. **Committee Reports: Communications – Julia Blixrud**

Website updating is almost finished; now our responsibility to keep it up to date. Hussein Suleman maintains the site technically (not content) – can we add an RSS feed?

Susan Copeland has agreed to be a member of the Communications Committee, but not co-chair. Julia Blixrud will develop a Charge for the committee.

**Suggestion (Iryna):** Quarterly Newsletter, collecting major stories and updates about ETDs e.g. conference reports, reports on Board Meetings, general interest etc. This would be a tangible benefit of membership, and keep members feeling more in touch with NDLTD.

**ACTION:** Julia Blixrud will follow up with the idea of a Newsletter.
We need a newsletter editor – need not be a Board Member.
Max: will help with editing/prooﬁng newsletter.
Gail: will do html markup for newsletter.

15. Committee Reports: Conference – Sharon Reeves

ETD 2012:
The group from Peru held a workshop late September; 200 people attended to hear about ETDs, and they announced the Conference. Very enthusiastic. Expecting 12 institutions as member of national consortium by September as all want to participate. Have been looking for sponsors, have a logo, and are in touch with John, Sharon, copy Ana.
Plan to have website ready by May; recommended that they hold off going live with a website so that people don’t confuse ETD 2012 with South Africa’s ETD 2011.
They are considering using two oﬃcial languages – Spanish and English – and having interpreters. They have a contact in Argentina who will recruit participants there.

ETD 2013:
Some possibilities: Hong Kong, Singapore, Taiwan, India or other Asian area country.
Taiwan recently joined NDLTD and has expressed interest in hosting a conference.
Sharon Reeves has a contact in Hong Kong—new librarian coming to major university there—will discuss with him.
Julia Blixrud is going to Malaysia—will inquire there.


DOCUMENTS: ETD Guide Report

ETD Guide – revision 2010

http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

Decided that as each section is completed it can be put up on website – no need to wait until it’s all done. Will say on each page that it’s a draft and ask for comments and feedback.

Iryna Kuchma offered to give feedback to Max about the Guide so far.
John Hagen agreed to put the ﬁrst sections on the website.

ACTION: Iryna will provide feedback on the ETD Guide so far. Max will contact John about putting up the ﬁrst sections of the Guide.


DOCUMENT: U.S. Regional Report

The United States Electronic Thesis and Dissertation Association (USETDA) has launched as of fall 2010. The inaugural USETDA Conference will be held in mid-May in Orlando, Florida. On behalf of USETDA, John Hagen requested that the NDLTD sponsor the USETDA's first conference with a $2,000 contribution.

Discussion:

Previously, NDLTD has not sponsored any conferences including the international ETD conference. If we sponsor a conference in one region we will be approached by other regional organizations. There are long term implications of offering grants to individual country/regional organizations.

Ed Fox proposed a more fiscally responsible alternative: if e.g. we get 10 new institutional members at $300 each because of a regional conference, the regional group would get a kickback of $1,500 (half of the membership fee amount). This is sustainable and can be offered to other regional conferences, for their first conference year. The 50% return on new memberships would apply both to new individual and new institutional members.

**MOTION:** That for new NDLTD members resulting from a regional ETD group holding its first conference, the NDLTD will return 50% of the membership fees to the regional group.

 Moved: Ed Fox
 Seconded: Bruce Cochrane
 Carried, one abstention


   **DOCUMENT:** Prior Publications Working Group Status Report

   [http://scholarlibvtedu/theses/NDLTD/BoD201012/](http://scholarlibvtedu/theses/NDLTD/BoD201012/)

   Peter Suber's statement will be added to Colin Day's on the website.

19. **Global Reports: Canada – Sharon Reeves**

   **DOCUMENT:** Canada Report

   [http://scholarlibvtedu/theses/NDLTD/BoD201012/](http://scholarlibvtedu/theses/NDLTD/BoD201012/)

   Library and Archives Canada will not be holding a spring conference this year.

20. **Committee Reports: Executive – Ed Fox**

    Framed certificates of appreciation were sent to Board members who retired in June.
21. **Working Group Reports: Mentorship – Christine Jewell**

**DOCUMENTS:** Mentoring Network Summary Report

Mentoring Spreadsheet/Mentoring Network People
http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

22. **Working Group Reports: Strategic Planning – Bruce Cochrane, Gail McMillan**

**DOCUMENT: Strategic Planning Draft**

Bruce started this at ETD 2010; Max and John contributed. They used the Mission as framework for developing specific goals. Have not added time frames for achieving goals.

Decided to put the goals on the website (without the "things that we control" part).

**ACTION:** John will put Goals up on website.

**Ed Fox called for round table comments on next steps we should take:**

Bruce Cochrane: Consider the issues raised today about the Creative Writing award and Prior Publication Survey. Through providing guidance and concrete information for institutions, we can influence the "climate" of the Open Access community, and lead the charge to increase support for OA.

Scott Eldredge: Should try to increase the geographic spread of members; we are under-represented in Spanish-speaking world and in Asia. This falls under the first goal.

Tony Cargnelutti: How should we work towards boosting representation in Asia and Latin America? ETD 2012 will help, and trying to get ETD 2013 in Hong Kong will also contribute to this; Tony will promote this with colleagues in Hong Kong, and will stay in touch with Sharon and conference committee. Vinod will assist as he has office and contacts in Hong Kong and goes there 2 – 3 times a year. There are 42,000 ETDs in the Union Catalogue that deal specifically with Hong Kong; he will promote this.

**ACTION:** Tony and Vinod will promote NDLTD in Hong Kong and explore possibility of holding ETD 2013 there.

Scott gave another contact to Tony; we now have three primary contacts for Asia conference. Also the National Central Library of Taiwan recently joined NDLTD and expressed interest in doing a conference sometime.

23. **Global Reports: Australasia – Tony Cargnelutti**

No written report—nothing much has changed since June report. Main points:

A major transition is happening with ADT as the ADT brand/product/entity is being slowly moved to National Library of Australia. (TROVE) ADT will be distinct subset in TROVE – due to happen Jan/Feb 2011.
Australian Research Online (ARO) is clearing house of all Australian inst repositories including ADT but also all IR outputs. It has not yet been decided who should represent ADT in its new incarnation on the NDLTD Board. When ADT has been successfully transitioned to National Library, Tony will formally approach National Library again about getting a member onto the NDLTD either as well as or to replace Tony.

We will send a formal invitation to the National Library of Australia to join NDLTD.

**ACTION:** Tony will send invitation to National Library of Australia on behalf of NDLTD asking them to join and/or suggest a potential Board member.

24. **Global Reports: UK/Europe – Susan Copeland**

**DOCUMENT:** ETD UK/Europe Report

[http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/](http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/)

25. **Next Meetings**

Will have an Executive conference call in spring (northern hemisphere spring) and a phone Board meeting in April or May.

**ACTION:** Max will set up a Doodle poll for whole Board in April or May to find a meeting day, e.g. 10:30 – 2:30 Eastern time.
Appendix A

Action items from Board meeting of December 2010

**ACTION:** Vinod offered to help with developing standards for metadata.

**ACTION:** Ed will invite Peter to join Working Group on Quality Seal.

**ACTION:** Austin McLean will help launch this with Vinod Chachra, and will get web page up.

**ACTION:** Ed Fox will ask Joe Moxley to get involved.

**ACTION:** Vinod will send email instructions for finding own institution's records, and will also send lists of records for Brazil, Peru, South Africa, Canada.

**ACTION:** Max Read contact Sharon Reeves, Library and Archives Canada, and the Canadian Association of Graduate Schools (CAGS).

**ACTION:** Bruce Cochrane contact Midwest Association of Graduate Schools.

**ACTION:** Iryna will send name of Open Access humanities publisher in Cape Town that she knows.

**ACTION:** John and Iryna will draft letter to publisher to check interest, and will develop survey for Creative Arts. Bruce and Max will help.

**ACTION:** John will put Goals up on website.

**ACTION:** Tony and Vinod – promote NDLTD in Hong Kong and explore possibility of holding ETD 2013 there.

**ACTION:** Tony will send invitation to National Library of Australia on behalf of NDLTD

**ACTION:** Max will set up a Doodle poll for whole Board in April or May to find a meeting day, e.g. 10:30 – 2:30 Eastern time.