AGENDA

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

Not attending: 3
Joan Lippincott (possibly Skype)
Sharon Reeves
Nan Seamans

Skyping: 12
Tony Cargnelutti (starting 2pm)
Vinod Chachra
William Clark (probably)
John Hagen
Iryna Kuchma
Gail McMillan
Elsabe Olivier (9-11 only)
Ana Pavani
Max Read
Peter Schirimbacher
Shalini Urs (starting 9am)
Eric Van de Velde

Haven’t heard from: 1
Birte Christensen-Dalsgaard

1. Welcome – 9am

2. Approval of Agenda
   See http://scholar.lib.vt.edu/theses/NDLTD/BoD201012/

3. Approval of Minutes of Board Meeting June 2010 (scholar file)

4. Business Arising from June Meeting - See Appendix A below
ETD-DB / ETD-MS Updating – Gail McMillan, Ed Fox, email from Hussein

5. New Business
Distributed Digital Preservation: MetaArchive  Guests Martin Halbert, Katherine Skinner
Microsoft Academic Search
AHA Presentation January 2011: NDLTD Handout – Ed
6. Committee Reports

Awards – John Hagen
- ETD Awards
- Creative Writing ETD Award

Communications – Julia Blixrud

Communications Sub-committee on Web Content Revision

Conferences – Sharon Reeves; [http://dl.cs.uct.ac.za/conferences/etd2011](http://dl.cs.uct.ac.za/conferences/etd2011) on Monday

ETD 2012, logo – Ana Pavani

Executive – Ed Fox – Certificate plaques sent

Finance (Budget Status, 2011 Budget Proposal) – Austin McLean, Scott Eldredge

Membership (Quality Seal, Social Network, Support) – Eric Van de Velde

Nominating – Joan Lippincott or designee

7. Working Group Reports

Strategic Planning (draft with John’s edits) – Gail McMillan, Bruce Cochrane

Revising the ETD Guide (2010 revision, report) – Max Read, Christine Jewell

Mentorship (summary report, spreadsheet) – Christine Jewell

Prior Publications (report) – Gail McMillan

Tracking Publishers’ Policies – Nan Seamans

8. Global Reports

Australasia – Tony Cargnelutti

Canada (report) – Sharon Reeves

India – Shalini Urs

South America – Ana Pavani

United Kingdom and DART Europe – Susan Copeland

U.S. – John Hagen

9. Adjournment – 5pm

Appendix A
Action items from Board meeting of June 2010

ACTION: Update Mission Statement
Responsible: Bruce Cochrane
Status:

ACTION: Form Working Group on Mentorship
Responsible: Christine Jewell
Status:

ACTION: Develop short description of what is expected of a Board Member
Responsible: Joan Lippincott/Nominating Committee
Status:

ACTION: Set up archives and feedback system for website
Responsible: Website subset of Communications Committee
Status:

ACTION: Plan for production of online tutorials for website
Responsible: Vinod Chachra, Ed Fox, John Hagen, and Gail McMillan
Status:

ACTION: Develop survey of publishers
Responsible: Nan Seamans and committee
Status: Ongoing

ACTION: Investigate software for membership and tracking, decide what committees can use its features
Responsible: Eric Van de Velde
Status:

ACTION: Enter current membership in database, and add all conference attendees as non-members
Responsible: Scott Eldredge
Status:

ACTION: Investigate adding people to Meta-Archive and Union Catalogue when they join NDLTD
Responsible: Thomas Hickey
Status:

**ACTION:** Develop new metadata set using revised standard – draft on website  
**Responsible:** Thomas Hickey, Ana Pavani, Hussein Suleman  
**Status:**

**ACTION:** Put note in dues reminder email asking members to notify us of changes in contact person  
**Responsible:** Scott Eldredge  
**Status:**

**ACTION:** Consider what NDLTD offers to students, faculty members, IT members, libraries and graduate schools. Make list of most important/pressing questions facing NDLTD.  
**Responsible:** Communications Committee  
**Status:**

**ACTION:** Put paragraph in membership renewal email about what we've done and benefits of membership  
**Responsible:** Scott Eldredge  
**Status:**

**ACTION:** Put link to GradShare on our website  
**Responsible:** Website Working Group  
**Status:**

**ACTION:** Enhance wording of benefits on website - expand  
**Responsible:** Website Working Group  
**Status:**

**ACTION:** Ask Vinod Chachra to chair the Nominating Committee  
**Responsible:** Ed Fox  
**Status:** Awaiting reply

**ACTION:** Ask Susan Copeland to co-chair Communications Committee with Julia Blixrud  
**Responsible:** Julia Blixrud  
**Status:**