Meeting of the JCDL Steering Committee, June 8, 2005
Minutes

Present:

Steering Committee:
  Rick Furuta (Chair)
  Erich Neuhold (TCDL Representative)
  Ed Fox (At-Large Member)
  Gary Marchionini (At-Large Member; Chair JCDL 2006)
  Nabil Adam (At-Large Member) (on speakerphone)
  Ingeborg Sølvberg (At-Large Member)
Guests:
  Mary Marlino (General Chair, JCDL 2005)
  Karon Kelly (Registration Chair, JCDL 2005)
  Tamara Sumner (Program Co-Chair, JCDL 2005)
  Holly Devaul (Local Arrangements Chair, JCDL 2005)
  Geneva Henry (General Chair, JCDL 2003)
  Edie Rasmussen (Recorder)

Absent:
  Chris Borgman (SIGIR Representative)

1. Election of Chair

An election was held for a Steering Committee Chair to replace Rick Furuta whose term ends with this conference. Two candidates were willing to stand, Christine Borgman and Erich Neuhold. Erich was elected for a two year term to begin July, 2005. Because of this election, by the JCDL Charter Erich's steering committee term of office is extended to 2007.

2. Election of At- Large Member

An election is needed to replace the three At-Large Members whose terms are expiring. Nominations should be sent to Rick Furuta who will send candidates' names to the Steering Committee. Winning candidates will be given staggered terms based on their rank in the voting. The top two vote getters will receive three year terms with the remaining candidate receiving a two year term. Nominations will be received through June 18th.

3. Conference financial oversight (past, present, future)

Rick reported that problems had occurred in the past because of a lack of communication between the conference organizing committee and the sponsoring organizations (SIGs and TCDL); need to find ways to improve this communication in the future.

4. Conference checklists

Because the conference is planned by a different group each year, there is a need for some continuity from year to year. Currently the program committee does a successful job of this but the conference committees less so. While they do exchange TMRF's, the practice of alternating ACM and IEEE years means that there are different planning and reporting formats.

There should be a mechanism to share lessons learned, problems and solutions, suggestions. It would be useful to keep an archive of information about numbers, events, tutorials and their attendance, workshops, etc., perhaps through a web site as is now done with the conference sites. An ad hoc committee of the current and previous chairs (Gary Marchionini, Mary Marlino, Geneva Henry) was formed to consider the situation and make recommendations for continuity.

It was noted that it is important to leave space in the program, and rooms for meetings such as those of the steering committee and town hall meeting. It was also noted that it would be helpful to allow time for a handoff meeting at the end of the conference. This should be planned in advance so that those involved could schedule their travel around it.

5. Procedures for information interchange with SIGs and TCDL.

Mary noted the problem of communication between the conference organizers and the SIG chairs who are not directly involved. Rick suggested that an ad hoc committee be set up to find ways to improve oversight and communication. As the representatives of the sponsoring groups, Rick, Erich and Chris will form the committee.

6. Wrap-up for previous conferences

For the 2003 conference, Geneva reported that the conference went smoothly. The books have been closed with ACM but not with IEEE because of their audit/accounting requirements. The conference made a profit pre-tax of around $11,000.

No information was available for 2004.

7. Current Conference

Mary reported on the current conference. She hired a professional meeting planner on a fee per person basis, the Geological Society of America (GSA). The organizers felt that this has been very helpful and they did a great job; could have been even more effective if the contract had been approved earlier in the process.   Attendance was estimated at around 300 for the full conference and 350 including separate tutorial and workshop registrations.

8. 2006 Conference

The 2006 conference will be held in Chapel Hill, North Carolina with Gary Marchionini as General Chair. Gary reported that the conference was on task and all committee chair positions had been filled. The conference will be on the UNC campus. Given the meeting rooms available, the conference will have only two tracks. The Carolina Inn on campus will serve as the main hotel for attendees; it has about 150 rooms. People may also stay in other hotels in town, which will be less expensive and the distance is walkable or there is a free bus service.

Some discussion about whether Gary should work directly with hotel; he was advised that if a contract is required, then IEEE/ACM should be involved.

There was some discussion about number of attendees to expect. It was suggested that Gary plan to break even at 290 or so while having space for 400.

9. 2007 Conference

Edie gave an overview of the proposal to hold JCDL 2007 in Vancouver, BC. Ed moved, and Gary seconded, that the conference be held in Vancouver in 2007. The motion passed with all present in favour, one absent.

The advantages and disadvantages of the UBC campus and downtown sites were discussed. Edie will do a further comparison before a decision is made.

10. 2008 Conference

No proposals have been received for the 2008 conference; the steering committee was asked to look for suggestions.

11. JCDL Communities

Ed raised the issue of whether JCDL was losing some of its core constituencies, librarians and the original ADL community. He noted that other conferences had been more successful in this area; for example, the Asian digital library conferences are large, get more representation from practice, and include a focus on projects and offer free tutorials to attendees.

12. Other Business

The agenda for tomorrow's open meeting was reviewed briefly.

Thanks to outgoing chair Rick for his service.

Attachments: Meeting agendas

Agenda for the Steering Committee meeting:

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1. Positions up for replacement
      Chair
      SIGWEB representative
      3 at large members (Nabil, Ed, and Gary's positions)
2. Conference financial oversight (past, present, future)
3. Conference "checklists"
4. Procedures for information interchange with SIGs and TCDL
5. JCDL 2003 and 2004 (wrap-ups)
6. JCDL 2005 (update)
7. JCDL 2006 (update)
8. JCDL 2007 (need site selection soon)
9. Sites for JCDL 2008 and beyond
10. JCDL and the original DL/ADL communities
11. Agenda for the public meeting
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Agenda for the open meeting:

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JCDL open forum meeting agenda

0. Announcement: Erich Neuhold is the incoming JCDL chair
1. Announcement: call for nominations for JCDL Steering
committee positions (send to furuta@cs.tamu.edu)
2. Announcement: call for proposals for hosting JCDL 2008 or
beyond
3. Status report and discussion: JCDL 2006 (Gary)
4. Status report and discussion: JCDL 2007.
5. Discussion: Feedback on JCDL 2005 and earlier conferences
6. Other issues
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