PKP Members Committee Agenda and Minutes

Members: Stephanie Savage (SS - Chair),), Rebecca Wojturska (RW), Laura Rinćon (LR), , Emma Molls (EM) , Mohit Garg (MG), (MH), Fahad Almekhlafi (FA), Carolina Tanigushi (CT), Shelby Thaysen (ST), Tim Ribaric (TR), Landis Grenville (LG), Urooj Nizami (UN), Kate Shuttleworth (KS), Emma Uhl (EU)

13 - August, 2025, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Stephanie Savage, Carolina Tanigushi, Fahad Imekhlafi, Jeanette Hatherill, Laura Rinćon, Urooj Nizami, Kate Shuttleworth, Emma Uhl
Regrets: Jeanette Hatherill, Rebecca Wojturska, Emma Molls, Mohit Garg
Notes:

1. Welcome
    a. Kevin Stranack, Director of Operations
2. Approval of Minutes
3. Review of Committee Terms
    a. Transfer of Chairship from Sonya Betz to Stephanie Savage
4. PKP News and Events
    a. Presentation from Kevin Stranack on PKP's new Strategic Plan
5. Discussion: Combining the Education and Documentation Interest Groups (Emma and Kate)
    a. Following from an earlier conversation about PKP governance and the distinction between interest groups and committees
    b. PKP is putting forward the suggestion to merge the EIG and DIG because of the significant synergy between the two groups
        i. Suggestions
            1. Consider shorter, more accessible "bite-sized" support - something like cheatsheets to compliment PKP school
            2. Provide an opportunity for people to express interest in joining this new group, including a call for membership
            3. Consider a diverse/regional representation
        ii. Questions for reflection
            1. Does this sound like an effective way to leverage and build community relationships? Any elements you'd add or change?

2. We don't anticipate this will change the way we interact with the Members Committee - we'll still bring updates, challenges, questions for input. Is there anything you'd like to see changed?
3. Any other ideas about how we could share/promote the learning resources interest group's work, or request community feedback?

09 - April 2025, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Sonya Betz, Carolina Tanigushi, Fahad Almedkhlafi, Laura Rincón, Stephanie Savage, Kate Sheridan, Jeanette Hatherill, Emma Uhl, Rebecca Wojturska
Regrets: Matthew Hunter
Notes:

1. Welcome!
   a. Stephanie Savage (University of British Columbia), stepping in for Bronwen Sprout, who is stepping down
   b. Kate Sheridan (University of Minnesota), proxy for Emma Molls for April and June
   c. Emily Hopkins (University of Saskatchewan), Incoming Chair, PKP Technical Committee

2. Approval of Minutes

3. PKP News and Events
   a. [Oslo Sprint: June 2 and 3](#)
   b. Webinar! [Documenting the Canadian Scholarly Journal Landscape](#)
   c. OJS/OMP/OPS 3.5 release in the coming months

4. Discussion: PKP interest groups and committees (Kate and Emma)
   a. Suggestions:
      i. Standardize definitions, procedures, documents such as terms of reference, guide for pkp staff, project planing templates for project based work
      ii. Tiered contribution model - propose that there be a set of "tier 1" activities that can lead folks into more in-depth membership options like committees and working groups
      iii. Recognition of contribution
      iv. Regional representative program
   b. Questions for reflection:
      i. What perks would you like to receive as an important contributor?
      ii. How should recruiting work for committees and groups?
      iii. What positive / negative experiences have you had with groups?
      iv. What else should we do? Suggestions or ideas?

5. Next meeting: June 11, 2025

11-December 2024, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Sonya Betz , Carolina Tanigushi, Fahad Almekhlafi, Laura Rincón, Matthew Hunter, Bronwen Sprout, Jeanette Hatherill, Mohit Garg, Emma Uhl
Regrets: Kate Shuttleworth , Emma Molls
Notes:

1. Welcome and Housekeeping

2. Approval of Minutes

3. PKP news and events:
    - Canadian Symposium for Scholarly Journals (CP)
    - PKP presented with DOAJ and Redalyc at Global Summit for Diamond Open Access (Capetown)
    - OJS 3.5 Q1 2025 and 3.6 (will include major pieces related to ORE) updates - should have webinar scheduled for January
        - 3.5 Webinar on Dec 16
    - Turin Sprint summaries;
        - [Typesetting](#)
        - [Non-Euclidean Workflows](#)
        - [GDPR](#)
        - [Interlinking](#)
        - [Multilingualism](#)
        - [Plugins and error handling](#)

4. Documentation Interest Group update - Emma Uhl
    a. Two main areas of focus for DIG:
        i. Documentation hub platform - formed a temporary WG to investigate options for an alternative to the current platform
            1. Working group has nominated a new platform: Hugo
            2. Unlikely to make a migration to new platform until Q3 2025 or later
        ii. Documentation itself:
            1. Learning OJS has been growing organically and needs reorganization and editing. Too big, audience is unclear, lack direct instructions, common tasks feel buried, needs a review
            2. Planning to divide OJS into role-based guides
            3. Questions for feedback:
                a. Where does information about access settings go?
                    i.

b. How do you feel about the way journal manager info has been split up?
                        i. Makes sense
                        ii. A little split on what comes first: preparing submissions or preparing site?
                        iii. Maybe need some subtitles a bit closer to the functions
                c. How do you feel about the subtitles? Especially "Preparing to receive submissions" and "preparing your site"
        4. Installing / enabling plugins will go into the plugin inventory which will become a comprehensive plugin guide
                a. Important to ensure plugin info is findable in many places
        5. DOIs will ge their own guides
        6. QuickSubmit info will be consolidated into the existing QS for Back Issues guide
        7. Roll-out planned at end of Q1 2025
        8. Would like to launch a temporary working group to help with 3.5 updates
        9. Suggestion: Consider enabling AI for documentation creation and organization
        10. Suggestion: test new platform with new documentation
        iii. **ACTION**: Emma can provide brief document for feedback - would be good to have some responses by next meeting on Feb 12
        iv. .

5. Members Roundtable
    a. Sonya reported on the work of the Library Publishing community in Canada and an upcoming call about flipping commercial journals to Diamond OA
    b. Upgrading to new versions - difficult to manage upgrades. Advise to upgrade to LTS versions
    c. Scielo starting a server for translations on OPS - will include translations for book chapters and articles
    d. Scielo has a development partner Lepidus working on two plugins - demographics info plugin and dataverse plugin. Looking for more testers for OJS plugin for Dataverse - already in use in OPS but looking for more feedback for OJS testing. Check out the forum topic
    e. 2025 member upgrades planned for OJS and OMP - waiting on theme developments, will look to custom theme development to improve user experience for things that are in high demand for readers, reviewers, etc.
    f. Series of local project support rounds of funding for institutionally supported OJS projects. Five new journals, some using new multimedia formats.

09-October 2024, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Sonya Betz, Jeanette Hatherill, Kate Shuttleworth (PKP), Emma Uhl (PKP), Zoe Wake Hyde (PKP), Laura Rinćon, Carolina Tanigushi, Mohit Garg, Fahad Almekhlafi
Regrets: Bronwen Sprout, Matt Hunter, Rebecca, Emma Molls
Notes:Jeanette Hatherill

1. Welcome and Housekeeping
   a. Welcome to new member: Carolina Tanigushi, Scielo

2. Approval of Minutes - See NEW shared minutes doc:
   a. Will be linked from Members Cttee page, links to internal docs removed. Let Sonya know if there are any concerns about sharing elements.Thank you to Laura for suggesting these be public!

3. Recent and upcoming PKP events and news - 5 minutes
   a. Grant funding announcement: Open Research Europe
   b. PKP Sprints:
      i. Turin (October 8)
      ii. University of Oslo (June 2-3, 2025) - Save the Date coming in December
   c. Peer review in review webinar recording available
   d. PKP joining the Open Book Collective - similar to SCOSS for library support for open book initiatives/infrastructures along with Toth and DOAB

4. Members section of the PKP Website: https://pkp.sfu.ca/community/members/ - Kate Shuttleworth (5 minutes)
   a. New navigation/menu items to highlight initiatives that didn't previously have a home on the PKP site. Example text of raising pkp profile locally was brought to this group previously and now has a place online. Feedback is welcome on the Events and Get Involved sections, a revision is upcoming around the Sprint and Webinar pages. You can email Kate Shuttleworth

5. Open Monographs Community Coordinator - Zoe Wake Hyde
   a. Welcome and plans for OMP: Zoe provided some of her professional background in open education. Is looking at how to scale up OMP and gave a presentation to the group about emerging plans to do so. Zoe requested feedback from the committee about her project plans.
      i. Fahad has extensive use of OMP in his context, including customizations, and has some initial ideas of features that other platforms have that PKP could consider. Willing to participate in interviews and information gathering phases.
      ii. Scielo Books is looking at OMP and Carolina will provide contact information to Zoe.

       iii.   Sonya is on the Board of LPC & PKP is a strategic affiliate, their members who are involved in book publishing may be interested in providing feedback. There is not a lot of OMP uptake in the library community generally so could be a good source of feedback.
       iv.   Any plans on public/townhall type event? Considering public project updates and feedback sessions as the plan moves forward.
       v.   Could also consider how to involve other interest groups and PKP committees at different points of the project.
       vi.   Any plans to consider how PKP could be presented at large international book fairs? Idea of how to have PKP ambassadors at such events.

6. Summer Feedback Jam Sessions - followup on feedback sessions and plans for documentation and PKP School - Emma Uhl and Kate Shuttleworth - SLIDES (20 minutes)
    a. Kate & Emma provided an overview of the responses received from the community around the consultations on improvement for Learning OJS & PKP School and some initial thoughts on how to move forward with their respective review/rewrite projects. Provided an overview of some upcoming priorities for education, webinars, and outreach including development related to ORE & 3.5 release.
        i. How to balance shortening length of documents & videos, which will create many items with the possibility of information overload and the findability. A new platform review will help with searchability, but need to consider how to employ library skills (keywords for ex) for ease of use for end users
        ii. Library Publishing Curriculum is also thinking through some of this and are coming up with similar conclusions on how to organize their content.

14-August 2024, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Kate Shuttlesworth, Emma Molls, Devika Goel, Sonya Betz, Jeanette Hatherill, Laura Rincon, Emma Uhl, Bronwen Sprout, Rebecca Wojturska, Fahad Almekhlafi, Matt Hunter, Mohit Garg,
Regrets:
Notes: Emma, then Sonya & Jeanette

1. Welcome and housekeeping
    a. Devika introduction

2. Approval of minutes from 12 June for posting online
    a. As discussed last meeting, minutes will be shared online. Sonya will make sure that links in minutes are appropriate or removed if needed

b. Approved!

3. Recent and upcoming PKP events and news - 5 minutes
    a. [PKP Sprint Turin, Italy, October 8 and 9, 2024](#) - Registration open
        i. Sprint summaries will be posted afterward, keep an eye out
    b. PKP Summer Feedback Jam Sessions:
        i. [August 16, Revamping Learning OJS (for OJS users)](#)
        ii. [August 20, PKP School Review and Refresh (for Library Publishers)](#)
        iii. [August 27, PKP School Review and Refresh (for Journal Editors)](#)

4. [Documentation Interest Group](#) - 20 minutes (Emma Uhl)
    a. DocsHub Working Group
        i. Erik Hanson joined who has a technical understanding of platforms–including how possible it is to layer on additional features
        ii. Moving slower than first anticipated, but work is continuing–report may be pushed out further (given school year calendar)
    b. Copyediting project (for Learning OJS guide)
        i. Evaluated current documentation, identified redundancies, and opportunities where actions could happen–this will grow during upcoming feedback sessions; 3 exercises are planned for the feedback session, date listed above: [August 16th](#)). Long term project: take time to rebuild content around a new outline. The revised version will be built around roles–current version is all inclusive and not role based.

5. Education Interest Group - 10 minutes (Kate Shuttleworth)
    a. Discussion about PKP School focus groups, happening on 20 August and 27 August.
    b. Kate walked through the structure of the feedback sessions planned on 20 & 27–built on slides Kate presented at the 12 June meeting. Slides included a more granular breakdown of the users across sections of the PKP School and targeted questions for breakout session for participants.
    c. Some feedback on the questions asked for breakout rooms - ideas for prioritizing the questions to make sure important ones are asked first. Suggestion that each breakout room could focus on a topic as well, or mix up the order of questions in each group. Also suggestion to minimize some of the context to give lots of time for discussion. Could possibly provide questions in advance?
    d. Questions about modules that may be retired - is there a plan for making content available if modules are no longer available? PKP not looking to remove unique content about OJS. Are wondering about some of the other kinds of sessions - are people getting this information from other places? Important to have the feedback from the community to determine how to proceed.
    e. Requirement to sign up? Some concern about this - related to the certification process. In order for students to receive a certificate or track their progress they need to have an account and be logged in. PKP is open to having the

conversation and hearing feedback about this to see if this is still the right approach. Will include this question in feedback sessions. Need to find a balance between these different types of users and use cases.

6. User experience and user interface design - 30 minutes (Devika Goel)
    a. Mechanisms for provisioning ongoing feedback to PKP on UI / UX
        i. Spreadsheet with link to prototype and some questions for feedback
        ii. General approval of concept!
        iii. Could provide some timelines in advance to help provide guidance to participants
        iv. Sheet and comments would be open and available to anyone, and everyone would see all comments
        v. Ways to facilitate discussion about feedback for a team? Devika has a process to work through feedback
        vi. Kind of feedback - technical or other? This is a prototype so PKP is looking for feedback on the design and user interface and not about the functionality
        vii. Devika will integrate suggestions, and will share the sheet with Members Committee via email shortly
    b. Updates for upcoming releases to provide feedback on
        i. Updates to submission dashboard
        ii. ROR multiple affiliation
        iii. Multilingual form fields
        iv. Tasks and discussions
    c. Providing feedback - submissions dashboard - try to provide this by end of september. Everything else will be in next release cycle so can take a little more time.
    d. Feedback from Members committee and our stakeholders
    e. Devika will be working on more user testing

12-June 2024, 8:00 - 9:30 (GMT-07:00) Pacific Time

Present: Sonya Betz (SB), Bronwen Sprout (BS), Jeanette Hatherill (JH), Laura Rincón (LR), Emma Molls (EM), Matthew Hunter (MH), Fahad Almekhlafi (FA), Kate Shuttleworth, Kevin Stranack
Regrets: Rebecca Wojturska (RW), Lidia Uziel (LU), Mohit Garg (MG)
Notes: Bronwen Sprout (BS)

1. **Introductions: 5 minutes**

    a. Welcome Fahad Almekhlafi and Kate Shuttleworth

2. **Recent and Upcoming Events and News**: **10 minutes**

a. PKP Sprint and Pre-conference - Minneapolis (13 - 14 May)
   See notes from sprint and pre-conf
b. [PKP's Annual General Meeting](#) (29 May 8am PT)
   See recording from AGM
c. [PKP 2023 Annual Report](#) has been released
d. [PKP's June Development News Webinar](#) (17 June 8am)
e. [Accessibility in OJS Software and Publications](#) (26 June 8am PT)
f. [Next sprint in October in Turin Italy](#)

3. **Interest Groups**:

   a. TABLED FOR AUGUST [Documentation Interest Group](#) (Emma Uhl)
      i. DocsHub Working Group
      ii. Copyediting project

   b. [Education Interest Group](#) (Kate Shuttleworth) **15 minutes**
      i. [PKP School](#)
- The group is undertaking a project to review and update PKP school
- Context for courses - learners must login as courses are designed to be linear and progressive, can pay a fee to receive certificate when complete, 17 total courses avail., developed over 10 years
- Project will look at the courses as a set, examine goals and larger ecosystem of learning materials re publishing
- Project steps - start w environmental scan, review mission statement for school, review user feedback (page visits, survey to community members, analyze results), develop a new curriculum outline, revise and update courses, also will create plan for new courses and ongoing updates, promote the refreshed curriculum
- Discussion re how to seek feedback/input from community? What should be included as part of refreshed vision for school? Other thoughts/questions?
    - Suggestion to contact people who have registered for courses for feedback
    - Ensure survey is v focused on specific questions where more feedback is needed after initial analysis of courses is done
    - Consider advanced users who are more likely to look to the forum for answers (and may be directing new users to the courses but have moved beyond them)
    - Might be useful to maintain old versions of courses for people still using older versions of OJS
    - Courses were designed to be introductory but would be useful to know what are the advanced topics of interest (and consider if they are best served by a course or by documentation)
    - Suggestion to use small focus groups to seek feedback on topics/needs/use
    - Would be good to offer courses in more languages (Arabic)

4. **Enabling community contributions in a local context** (Kate Shuttleworth) **15 minutes**

- Community members have reached out to say they would like to be involved w PKP and in their region in supporting
- New text proposed for membership page ex host local event, connect w other users locally via forum networks. Clarifying that PKP not able to coordinate but interested in learning what connections are made.
- Suggestion to put it somewhere other than membership page to avoid confusion
- Suggestion to strengthen wording re letting PKP know what connections have already been made/local events that have been organized

5. **Strategic planning for PKP** (Kevin Stranack and Kate Shuttleworth) **20 minutes**
   a. Update on PKP Strategic Planning process and role of the Members Committee
      i. [Old plan](#)
- PKP undertaking new round of strat planning, working w facilitator, have formed a strat plan steering cttee of PKP staff
- Reviewed mission, vision, value statements to start and have a revised draft which will be shared w community groups
- Will be sent in the form of a survey, would love feedback from our group (over the summer)
- Next phase of planning will be identifying strategic priorities for PKP over next 5 years, will ask for feedback again after that stage (this fall)
- Planning to have the work complete by end of the year

6. **(If time) What topics would you like to discuss at future meetings? 10 minutes**
- convos w other PKP teams/groups
- suggestion re sharing the notes from our meetings (please review the notes to make sure there's nothing of concern, Sonya will follow up w group to confirm sharing is ok)
- plug-ins and interoperability w other tools
- consider support needs for different needs of OJS publishers (independent journals vs sites w multiple journals on an installation)

7. **Next meeting August 14, 2024 8:00 - 9:30 (GMT-07:00) Pacific Time**

Cancelled; 10-April 2024, 9:00 - 10:30

EVENTS
Upcoming Events
[All Together Now: Toward partnerships for Open Access](#) (23-April 8am PT)
-This event features our very own, Rebecca Wojturska, Open Access Publishing Officer,
[Edinburgh Diamond](#)
[PKP sprint & pre-conference event](#) | Library Publishing Forum 2024 (13-14 May)
-Registration for this event closes on Monday, April 15!

Save the Date:
PKP's Annual General Meeting (29-May 8am PT)
[PKP's June Development News Webinar](#) (17-June 8am)
Accessibility in OJS Software and Publications (26-June 8am PT)
EDUCATION INTEREST GROUP UPDATE
Kate Shuttleworth, who serves as the Digital Scholarship Librarian at SFU, is back from leave and taking the reins of the EIG!

- Over the last quarter, the Education Interest Group has been hard at work crafting a rubric to assess PKP School's existing course offerings. The aim is to refresh resources, integrate any new standards and best practices within the courses, and identify any potential course development ideas identified during the evaluation process. This project comes well timed with the release of the Library Publishing Coalition's refreshed introduction to Getting Started with Library Publishing, to be reflected in the course in the coming quarter.
- Responding to a request from a member of the interest group, the EIG, in collaboration with Coalition Publica and Scientific Director Juan Pablo Alperin, have initiated plans to organize an educational event for the community focusing on journal publishing and artificial intelligence.

PAST DISCUSSIONS
After discussions with the Members Committee as well as internally, PKP is pausing on the launch of a publicly available service provider registry. Instead, we will continue to offer membership rates for service providers and publishers.

Our next meeting will be held on Wednesday, June 12, 2024!

14-February 2024, 9:00 - 10:30 am

Present:Sonya Betz, Jeanette Hatherill, Bronwen Sprout, Laura Rincon, Matt Hunter, Mohit Garg, Rebecca Wojturska
Regrets: Emma Molls, Lidia Uziel
Notes: Rebecca

1. Introductions: Welcome Matthew Hunter!
2. Committee Updates:
   a. Urooj will be taking a leave beginning at the end of April

3. Interest Group Updates
   a. Documentation Interest Group has been working on a proposal to establish a DocsHub working group
      - The group discussed the proposal from this interest group later in the meeting (see below for notes).

b. Education Interest Group chair, Ioana Liuta is moving to a new role and stepping down as Chair of the EIG

4. Update on LPForum and PKP Pre-conference and Sprint - Minneapolis (SB)
    a. [Save the date has been released](#) Please share with your networks. Registration will open soon.
    b. [Library Publishing Forum: May 15-16](#) Registration is now open.

5. Discussion topics:

    a. DocsHub Working Group Proposal
        i. For feedback and ratification
            - MC members could potentially get involved in helping the DocsHub Working Group determine how to improve the DocsHub and whether to move to another platform.
            - Currently based and managed on GitHub. Likely to be managed and hosted by PKP long-term.
        ii. How does the MC want to be involved / consulted throughout this work?calendar
            - MC Group members are happy to receive regular updates from the DocsHub group and provide any additional comments as and when needed.

    b. Sprints are a mix of people with technical development skills and general PKP users who come up with a list of proposed projects then spend the day in groups coming up with solutions to the topics.
        i. What sprint projects might be good to suggest to the planning team for Minneapolis? Ideas could include documentation such as how-to guides, in addition to code contributions.
            1. "Select all" option for all lists (eg crossref plugin)
            2. When an author uploads files system removes embedded metadata from file itself
            3. Easy way to update / modify list of decisions per journal rather than a system setting for all journals that are in a hosted instance
            4. The ability to add existing users to new articles.
            5. Homepage management for one publisher with multiple journals. Also, being able to modify the homepage of each journal without it impacting others - this can be done with different themes, but ensuring some changes can be made per journal instead of per installation.
            6. Ability to download the CSS file so you can directly edit and reupload. At the moment you can just view it in-browser.

7. Dashboard to show summary of all submissions, stage they are in etc. Summary of the active tab (eg 20 submitted, 25 in production, etc)
8. Being able to see the log of emails, including email content and whether it was actually delivered or if it bounced.
9. Deadlines and automated reminders for other stages of the workflow e.g. deadlines for copyeditors, typesetters, etc.
10. View the typeset PDF in browser.

  ii. Bronwen asked about how people can submit ideas for general updates. Sonya said there are multiple options including surveys, GitHub, and general service requests. Rebecca suggested a page that gives people the list of different ways to submit feature requests - some for tech developers such as GitHub, then more simple forms for users without the tech knowhow.

c. Local Liaison Program: Proposal
  i. General feedback and reactions
- Important to set the boundaries and know how much help and support a Local Liaison would get.
- Good to see that it is paid.
- Ensure the key accountabilities and activities are clearly defined so the Local Liaison knows the framework of their role.
- Making sure the role is tangible.
- Proposal needs some work to clearly define the role accountabilities. Seeing some sample accountabilities would be helpful.`
- Ensure concrete contacts for the Local Liaisons have people they can check back in with, and receive consistent support.
- Ensuring the role doesn't become a tech support role.
- What are the exact expectations from the role? Especially as it is paid, the obligation implications may be higher.
- The DIAMAS project has a similar initiative which seems to work well? Local groups are arranged who bring conclusions of their meetings to DIAMAS to help inform DIAMAS project documents. The local groups and spokesperson were formed by universities and are volunteers. Could be that committee members are well placed to do some of this work.
- Think of the payment and how much is needed for people all around the world.
- What would success look like for the Local Liaison role?
- Selection criteria for the role when people apply/renew.
- Applications, invites or both?
- Need to consider the human resource management implications of such a project.

  ii. Questions for the MC to consider:

1. Do we have concerns about this program becoming extractive (eg PKP taking too much without giving back)? Any safeguards we may want to consider?
   - Clearly defined role and responsibilities.
   - Having a designated PKP person as a contact for check-ins so the Liaison doesn't feel isolated.
   - Having opportunities for the Liaisons to connect with each other e.g. Slack group and meetings.
   - Long term, might a permanent role be created to coordinate this?
   - Need to ensure support grows along with the growth of the programme so that people don't become overwhelmed.
2. How could we potentially manage the Liaisons work (establishing projects, providing feedback). Is there an opportunity for the Member's Committee to have some oversight over this program?
   - MC could help with establishing and structuring the programme - providing insight and feedback - but a person or group would need to be responsible for the actual management of the programme.
   - Would be good to see a more fleshed out proposal so we as a committee can give more extensive feedback.

d. Virtual or Local Sprints / Events
  i. In-person sprints can be too expensive for many to attend. What could a successful virtual or regional sprint look like? Ideas:
     1. Pass the baton - from timezone to timezone
     2. Regional satellite event like OpenCon
     3. OA week (PKP week?)
     4. Virtual hackathon / wikipediathon style event
     5. Specific projects for specific timezones
     6. Other ideas
        - Perhaps a series of ones that local people organise themselves.
        - Half days events where everyone involved get together e.g. users and the documentation working group.
        - Use existing networks instead of creating something new, whithout stretching people too thinly.
        - Think about who and how exactly we want people to participate.
        - Have the sprints dedicated to certain topics e.g. updating the OJS 3.3 guide, then invite people and inform them how they can contribute during the sprint.
        - Love for PKP Week!
        - Mix of conferences and working groups to target people.

- Include community in what is happening.
- Support needed, such as PKP managing registration.
    ii. Is there interest in forming a working group to consider planning a virtual or regional sprint event?
        - Committee members will have a think!

13-December 2023

Present: Emma Uhl (Guest), SB, UN, KS, JH, MG, BS, EM, LR
Regrets: LU, RW
Notes: Jeanette

1. Brief introductions and changes to membership (5 minutes)
    a. Chelsey johnson has had to step down as they have accepted a new position within their institution but Matthew Hunter will be joining us for the next meeting
    b. Request for opportunity to provide feedback on meeting documents in advance, Urooj and Sonya will discuss in advance of next meeting
2. Presentation / Discussion with the Documentation Interest Group PKP Liaison (Emma Uhl / 40 mins)
    a. Member cttee mandate is to help inform and coordinate the work of various interest groups. Emma presents the work of the Documentation Interest Group, its history, group makeup and workflow, updates and highlights and challenges from the last year. Group has a new Chair in Amanda French from ROR and with Emma has suggested that the group focus on two things :
        i. recruitment of people with very strong english language skills within the North American timezones to make the most of the 'in person (virtual)' meeting times and cultural tendency to allow librarians to participate in organizations outside of their home institution. Hope to work on a large scale edit of learning OJS 3 rather than the creation of new documents and learning new platforms.
        ii. Github is difficult for members to use and lacks key features like search. Big job for one person to evaluate whether to move to new platform or to invest more resources in current platform. Looking for help with a temporary working group to create a brief written report with recommendations for a new platform or to stay with the current.
    b. Discussion:
        i. Targeted recruitment tends to work better for these types of asks so better to "dip into networks". Maybe the call for participation should focus on criteria rather than geographic location - expectations of when the meetings happen and what language skills are required. Restricting to N.A could counter the global nature of PKP work. Could include a request for a writing sample or point to existing documentation. Include the time of the regular meeting time in the call for participants. Explicit expectations - how many hours are people expected to devote to this.

People are more keen to know details in advance and this could have a benefit of retention of selected members. More people globally are willing to participate in initiatives since the move to more work online. The call for participation could be shorter, more direct, bullet points. The MC is willing to review a draft call. With the S-DIG this makes it easier to recruit specific language groups. Where to post and specific suggestions are welcome. Ideal start date? Anytime, but spring 2024 is realistic.

    ii. Short, specific timeframes, clarity of expectations, small terms of reference written, resources available, clear that the expectation is not to participate beyond the work of that group. MC is willing to review a draft terms of reference.

3. Update on Membership Model (UN / 2 mins)
   a. Urooj thanks the MC for their input. The Advisory Committee has approved it. It is now available and Current members will be contacted
4. Discussion
   a. Library Publishing Forum Sprint and Pre-conference (JH / 15 mins)
      i. Day before LPF in Minneapolis in May. Pre-conference will be a half-day.
      ii. Focus on 1) multilingualism and 2) PKP and the global eco-system of schol comms infrastructure
      iii. SB and EM are co-chairs. JH chairing.
      iv. Action item for Members Committee: Jeanette is seeking some guidance on potential speakers
      v. There will also be a sprint the day before the pre-conference
      vi. Question about participation with different kinds of organizations (eg profit vs non-profit). PKP considers organizational values

   b. Service Provider Registry Membership Benefit (UN / 30 mins)
      i. UN introduces the SPR - a presence on the PKP website that contains a list of service providers (commercial or non profit) or libraries that use and support PKP software. Want to recognize the contributions to the community. Three goals: 1. Highlight those that are working in good faith, but not those who are unaligned. 2. Looking to help journals that cannot be serviced by PKP services directly, either due to language or lack of local support. 3. A way for commercial companies that make use of PKP to contribute financially to its support and operations. Presents the draft document and discussion questions.
      ii. Discussion: concerns around creating expectation for these orgs to provide services, DSpace service providers - more focussed on commercial services rather than libraries that host, concerns around a way to make this meaningful and sustainable. Is it helpful for these SPs to declare their audience? Or is it better to declare that the purpose is to solicit more clients. Length of a SP - they must be members. They must

have made a financial contribution or in kind contribution. This could help limit the size of the list. Perhaps too many competing reasons for the list. PKP wants to highlight good community behaviour. More clarification around the purpose, transparency around the criteria for inclusion, what the list is for and how it differs from an advertising opportunity. Who are we talking about here - perhaps some examples for what you mean by service providers. Temperature check - some operational details need to be sorted. UN and KS are looking for feedback on the document. Does PKP need to build in approval or can a SP be rejected outright? Document will be brought back to the MC in the future based on the feedback received.

11-October 2023

Present: Kevin Stranack (KS), Sonya Betz (SB), Bronwen Sprout (BS), Jeanette Hatherill (JH), Rebecca Wojturska (RW), Laura Rincón (LR)
Regrets: Chelsea Johnston (CJ), Lidia Uziel (LU), Emma Molls (EM), Mohit

1. Welcome! (SB)
   a. Name, Location, Pets?
2. [Terms of Reference](#) (SB)
   a. Review [Code of Conduct](#) and Inclusive Meeting Practices Guide
   b. Agendas, communications and documentation
      i. Is there a possibility to extend this meeting by 30 minutes?
      ii. UN to amend the invitation
      iii. For meeting notes, please sign up to be a note taker by expressing interest in the chat or MM.
   c. Example projects
      i. Contributing to prepared statements
      ii. Relationship to Interest Groups
3. PKP Background
   a. Organizational Structure / Governance (KS)
   b. Membership Model (UN)
4. Discussion
   a. Changes to PKP's Membership Structure (UN)
      i. Tactically, approach folks that are advocates for open at any given institution (UK); Have an operational contact as well as a managerial contact
      ii. Membership announcement
      iii. **ACTION**: Please review ahead of our upcoming meeting
         1. Questions for the group:
            a. What's the message that will resonate most effectively?

          i.   What will this money go towards? Create one list for all the tiers.

         ii.   Create a kick starter program where institutions pledge toward a particular project.

    b. How to make sure the appeal is appropriate and that the transition to a specific amount is not onerous and is well communicated?

b. Service Provider Registry (KS)