

TARO Steering Committee call, September 3, 2015

Attendees:

Amanda Focke, Amy Bowman, Ann Hodges, Jessica Meyerson, Rob King, Steve Mielke, Jennifer Hecker, Rebecca Romanchuk

Agenda

- Results of contacting your committee members and having a phone meeting about the grant work - your next steps (all)
 - **Funding / Sustainability (Amy and Ann)**
 - Reviewed timeline
 - looking at what service models TARO might adopt
 - 3 funding models
 - research on potential grants or other sources of funding to complement a subscription model
 - providing templates for staff in member repositories to make a pitch to their repositories to subscribe to TARO
 - looking at what services will continue to be free and what new services would be included for subscribers
 - Wtliff is contributing at TX State but not University Archives, are there any members of subcommittees who are not currently contributing?
 - **Outreach / Education (Amanda and Rob)**
 - touched base with members, good call
 - it was good to meet everyone
 - everyone shared their experience with TARO to get a feel for what they are bringing to the committee - they have a variety of experiences with EAD represented on their committee
 - their primary goal is to articulate training needs for the platform selected and that isn't slated until the spring
 - they'll be adding content to the blog
 - ask where folks are starting from so outreach can map out a path for them
 - members were fans of the buddy system - start in an informal way during the planning grant but use that experience to build in something more formal for the implementation grant
 - discussed the possibility of "proxy encoder" similar to "proxy researcher" role, especially for smaller institution
 - recruit from EAD
 - recruit iSchooler
 - QC step built in to the process that calls on buddy
 - **Standards (Becky)**
 - they surveyed their group about what tools they are currently using to create ead
 - discussed timeline and hiring manager

- reviewed work that standards did early this year
- reviewed best practice guidelines for ead creation
- discussed what their assignments internal to the subcommittee should be - including starting up the guidelines
- possibly looking at the report that
- ACTION ITEM: schedule meeting to review overlap between schema compliance intern and data normalization intern
- ideas for next steps:
 - iSchoolers to review their work
 - Make sure they are addressing formats files that can't fit into ead (spreadsheets and pdfs) - where that stuff might be hosted
 - Would TARO be able to provide hosting for other files?
 - ACTION ITEM: We might want to do a survey that asks about the range of expectations or wish lists
- **Technology / Website (Jessica)**
 - Everyone:
 - complete doodle poll to find next ad-hoc meeting time
 - review documentation in webtex google folder
 - log in to Teamwork for the first time and start thinking about where our upcoming tasks fit in
 - start thinking about the contents for a short member repository survey of 1) who has/is currently/plans to in the near future implement an archival collection management system and in light of that 2) what are they hoping TARO will provide in terms of digital infrastructure
 - add any documentation you might have available from your institution in terms of collection data migration or platform evaluations
 - Jessica:
 - put all documentation relating to our own pilots or evaluations into the webtex folder
 - get mysql dumps of dormant AtoM instance and current AS instance to seed platforms with a data set
 - think more
 - send out follow-up recruitment email to folks that signed up at SSA and individuals that might be a good fit
 - call out to folks for in-depth evaluators
- **Governance (Jennifer)**
 - almost no committee members but she's gotten a few more
 - Daniel Alonzo is a possibility for adding to WebTex

- Q (Minnie): is anyone from a small, member repository cause if not you'll want to have that represented on Governance
 - They have a call on Sept.15
 - advisory council
 - strategic plan
- **Maintenance (Minnie)**
 - Minnie created a separate project in teamwork for schema compliance with tasks and dates
 - She's been running the script against handfults of xmls - now she's doing it for all current xmls
 - She'll have the report tomorrow in terms of the errors showing up - she'll put it in the Google docs
 - which ones are clean
 - which errors are scriptable
 - which errors are not scriptable (what has to be fixed by hand), just because we switched doesn't meant the day we switch everything has to be up to date - but when you edit finding aids, you'll have to fix it then
 - October begins the pilot for checking already schema-compliant finding aids
 - She wants to contact A&M and Baylor because they only do schema-compliant files (?) and mabye they can send some to her to test the stylesheet changes
 - Jen Hecker is going to contact repositories that she doesn't have agency codes for - do they have them but haven't submitted them or have they just not requested a code from LOC (not urgent, but when people are ready to go to schema, they need to submit the code first - that is required for schema compliance)
- Schema compliance project work update / details (Minnie)
- ACTION ITEM: Screenshot documentation for Teamwork
- Update of progress finding a project manager (Amanda and Amy)
 - 2 new candidates
 - Gina Minks has already put in an application - they'll be discussing soon
 - Lee Grinstead with Lyrasis - she's had experience advising on Rocky mountain archives, she does digital project consulting for Lyrasis, she knows about project management, she was fired up about the project; we caught her at a time when she's out of town but that will be the 2nd applicant
- Teamwork:
 - Amy is going to go through and reorganize the milestones and tasks
 - Adding subcommittee members to Teamwork
- ACTION ITEM: Amy and I will combine our notes