TEI-C Board Meeting 2019-12-12

Meeting Modalities

- Last meetings minutes:
- https://docs.google.com/document/d/1Vl5NDELthv4NSiIpXGT2LJ9w70Iifu9Nm9mDd VJMiqs/edit
- Meeting time: Victoria 8 AM/Providence and Durham 11 AM/Buenos Aires 12 noon/London 4 PM/Vienna and Graz 5 PM
- Join Zoom Meeting: https://zoom.us/j/896553180
- One tap mobile
  - +16468769923,,896553180# US (New York)
  - +16699006833,,896553180# US (San Jose)
- Dial by your location
  - +1 646 876 9923 US (New York)
  - +1 669 900 6833 US (San Jose)
- Meeting ID: 896 553 180
- Find your local number: https://zoom.us/u/acR3QINwmo

Agenda (please add your notes into the section *internal minutes* below. Thanks.)

- Meeting Procedures and Other Announcements
  - Approval of minutes from October meeting
- Updates
  - Conference documentation (GV)
  - Membership Campaign and Institutional Membership (HC)
  - Ticketing System for Board actions (LM)
  - Roles in the Council (MS)
  - Changing election terms for Board and Council Members
  - Website: structure and content (HC)
  - Internationalization strategy (GRR)
  - Strategic budget allocations
  - SIGs
  - TEI Journal (KT)
  - TAPAS Support / TEI Repository
  - FORCE 11 partnership
  - Announcement of the Rahtz Price
- New Business
  - MediaWiki TEI extension (GRR)
  - Contributor Membership for the Akademie der Wissenschaften in Hamburg (GRR)

- Any Other Business
    - Louis has expressed an interest in stepping down as webmaster, so we need to begin thinking about finding a replacement
    - Farewell to Georg

Attending

- Kathryn Tomasek (KT)
- Georg Vogeler (GV)
- Pip Willcox (PW)
- Martina Scholger
- Christiane Fritze
- Hugh Cayless (HC)
- Gimena del Rio Riande (GRR)
- James Cummings (JC)

Absent

- Luis Meneses (LM)

Action items

- ❏ GV contact Luis to set up new conference documentation on webpage
- ❏ HC needs to look through membership database to get info for KT in advance of January membership campaign before January 9
- ❏ LM to grant access to HumaNum server as well as webpage for Infrastructure Group
- ❏ KT to consult with Virtual on plans to change by-laws
- ❏ KT to send around proposal for extending Board terms to three years by Monday 16 December

Internal Minutes

- Meeting Procedures and Other Announcements
    - Approval of minutes from October Meeting
        - Approved: KT GRR PW
    - There was no November meeting, as we did not have a quorum
- Updates
    - Conference documentation (GV)
        - I would delete the deprecated older versions as mentioned in the new documentation before end of the year, and create one public document at https://tei-c.org/meetings/documentation (@Luis, can you set this page up and link it into menu under Activities/Annual Meeting?)--**GV** action item to contact Luis

- - ■ Reminder to next Board: "**-9,5M**: Board: Nominate [PC chair](#), nominate [LOC liaison](#)
      -9M: PC-Chair: set up [PC](#)"=> Action Item **Secretary**: Put this on Agenda
  - ○ Membership Campaign and Institutional Membership (HC)
    - ■ **HC** needs to look through membership database to get info for KT in advance of January membership campaign before January 9
    - ■ also relaunch of individual membership drive in January--requires login access to server--MS has reminded Luis => Action Item **LM**: Grant Admin Server to Infrastructure Group
    - ■ This more general access to HumaNum server is crucial to Infrastructure Group
  - ○ Ticketing System for Board actions (LM)--table
  - ○ Roles in the Council (MS)
    - ■ election terms
  - ○ Changing election terms for Board and Council Members
    - ■ [https://docs.google.com/document/d/1-srVYg4qvsjOpjMPiHxcT-LAvg MbrTK0ZuGJibMlzKU/edit](https://docs.google.com/document/d/1-srVYg4qvsjOpjMPiHxcT-LAvgMbrTK0ZuGJibMlzKU/edit)
    - ■ Changing board terms: KT will liaise with Virtual again, before our next meeting.
    - ■ Include Point 3-5 in the Mail to members for justification
    - ■ Send around informative Mail to members in January
    - ■ Action item board: Decide in mode of transition (point 7), maybe ask somebody to stay a year longer in council
    - ■ **KT** to send around a proposal for extending board terms to three years as well by this weekend
  - ○ Website: structure and content (HC)
    - ■ is a big deal
    - ■ MS and HC, plan: going to set up a **copy** of the TEI website in just a standard wordpress install, move all the data over there, use that as a basis for figuring out how it may work. This has not happened yet. Right now we cannot change the website structure because of a broken wordpress plugin. it was needed for a visual parody from the old to the new website.
    - ■ A working group is needed for that.
    - ■ KT: suggest to combine the website improvement with finding a new webmaster?
    - ■ MS to handle login for CF. THANKS!
    - ■ MS suggest to install a plugin to export the data and use the installation of Peter Stadler. MS would ask him first.
    - ■ Timeline? Maybe done before January 2020 Meeting
  - ○ Internationalization strategy (GRR)
    - ■ Internationalization Working Group (GRR, HC, MS, Kiyonori Nagasaki, et al.) met at Scholarly Communication Institute at Research Triangle, NC, in October 2019

- - - Discussion included work on different language landing sites for the Guidelines, glossary, repository of examples tool development, microgrant program for training materials in different languages or pay translators
    - Andrew W. Mellon Foundation has invited a proposal in advance of possible invitation to apply for funding in spring 2020, up to 250.000 USD
    - This speaks to the urgent need for revision of website so as to be able to support this kind of openness beyond the English.
  - Strategic budget allocations
    - tabled as priority topic in January 2020 meeting
  - SIGs
    - Methods of dealing with lacking leadership. As for the ontology SIG problem is solved by adding an additional convener (Christopher Pollin)
  - TEI Journal (KT)
    - John Walsh has stepped down as General Editor as of end of 2019
    - We will change masthead to list Joel Kalvesmaki, Tanja Wissik, Pietro Liuzzo, Tiago Sousa Garcia as Editors because they do more than managing editors--overseeing the entire review process
    - We need to think about budget for copy editors--Will be using Joel Kalvesmaki's network for this--They charge USD 35-40 per hour, estimated 12 hours per article = ca 500 USD per article;
      - Copy-editing would include diligence on citations
      - Discussion: This seems like a lot of hours; need to go back to the editors; trial for an issue (e.g. Tokyo issue currently in process)
    - KT to email HC with cc to Joel Kalvesmaki about how to add copy editors as employees of the TEI
  - TAPAS Support / TEI Repository
    - tabled
  - FORCE 11 partnership
    - tabled
  - Announcement of the Rahtz Price
    - tabled

- New Business
  - [MediaWiki TEI](#) extension (GRR)
    - tabled
  - Contributor Membership for the Akademie der Wissenschaften in Hamburg (GRR)
    - Action by board necessary? => **KT** and **HC** to handle
- Any Other Business
  - Louis has expressed an interest in stepping down as webmaster, so we need to begin thinking about finding a replacement
  - Farewell to Georg

Date of next Meeting

9 January 2020