

Digital
Commonwealth
Membership & Programming

Digital Commonwealth May Meeting Minutes
May 19, 2020
10:00am-12:00pm

10:05 meeting called to order

Present: Danielle Sangalang, Kate Boylan, Hans Bergmann, Tegan Kehoe, Eben English, Evan Knight, Jodi Goodman, Anton Smith, Justin Snow

Glynda walked through the conference after action report summary
724 registrants, had to turn people away
536 unique attendees
Compared to 158 registrants last year
Reach 4x more people than last year
Sponsors/exhibitors: 5 agreed to remain on virtual event
How do we give them larger presence next year if we do it virtually again?
Made \$1820 from donated registrations
\$1450 from sponsors
\$3270 total
Profit last year was \$6000
Didn't lose that much this year
Speaker presentations are on the website, this is the first year we got them all
Recordings are available, Justin working with Eben getting them in DC repository
Will link to them from Wild Apricot page
3 people interested in committees
New person on Membership
Waiting on hearing back from 2 potential new members on O&E
127 responses to survey (24%) lower than usual in-person return rate, still significant number
Overall, the keynote was well received, 77% rated it excellent
Panel A was missing from the ratings section, would have scored highly based on comments
Panel B was most highest rated, panel A likely would have been at the top as well
3 afternoon were sessions rated lower
These were intended as breakout sessions in-person, people wouldn't have attended all 3 sessions, they would have picked the one most interesting to them. This likely would have given each session a higher rating.
The conference as a whole was rated 67% excellent + 28% good = 95% good or better, compared to 97% last year

50% heard about the conference after it went virtual

75% never attended DC before

52% attended because it was free

Many attended because virtual

83% likely to attend next year if it's free and virtual

Comments were generally positive: well run, impressed it happened so quickly, message from Society of Georgia Archivists asking about how we did it, word got out that we did it and did a good job

Q: Did we have the same ratio of survey respondents as previous years?

A: The survey from last year had a 48% survey return rate (72 out of 158). The percentage was higher last year, the numbers were higher this year.

Chat about next year's possibilities and how many people might come, COVID, budgets, virtual exhibit/demo room, shorter events, how to engage sponsors, mini conferences, etc. Maybe alternate in-person and virtual conference each year

We picked up one new institutional member and one new friend

Approaching a national conference for 2021 would be a different ball game (as opposed to converting a regional conference to one with a national reach at the last minute)

CARES Grant:

NEH got \$35 million

Short application, only 3 pages

Lots of steps before we could even get to apply

Budget under \$30,000

Project director: Kate's colleague Leah Niederstadt

Still working through some issues, need codes, address, etc, waiting to hear back about some stuff

Grant is for a series of 9 events, some local, some national

Alan created list of proposed events

Would include 2021 conference planning and conference manager fee

The narrative is a little strange because it needed to address very specific criteria

Q: When will we hear about it?

A: June 15. The grant goes from June 15 - December 31. Announcement and awarding on the same day.

Share the info with board first, then share with O&E

Leah said she'd be willing to be on O&E regardless if we get the grant

Maybe give her a title like "Advisory Scholar" for O&E

Q: Is Leah at Wheaton, an Art Historian?

A: Yes

Lots of praise of Leah from Jodi, Kate, Glynda

Board Nominations

2 spots available

Good slate of candidates (4)

Need 10 board members, currently have 8

Board members don't need to be employed at DC member institution

Send a letter to the 2 people who don't get nominated and they should be told keep eye open for ways to engage in the future

Q: Should we cc the whole board on the email to the winners?

A: Sure!

Kate left early

Q: What about officers?

We have 2 slots: vice president/president elect and secretary

The nominating committee didn't talk about officers because we thought there was too much in flux but can regroup and check in

We need a secretary and VP for next year unless Tegan isn't doing treasurer (she is)

Q: Do the by-laws say we need all officers?

A: Not explicitly but we definitely need them

Secretary regularly gets vacated, the person holding the position usually leaves the board prematurely

Two people taking notes eases the load a bit

Worth discussing having two people as secretary

Hans will self nominate if Jodi will help out

We can leave VP position open for a few months again and see what happens when we have the new board members

Technically we should vote on treasurer and secretary now

Tegan won treasurer, Hans won secretary

April minutes approved

Financials:

This month is strange on paper

We didn't take a big hit

We weren't charged fees for the conference venue, catering, etc.

Negative revenue is from refunded registration fees but they're not expenses, they come out to zero

Total assets: \$110,730.97

Budget:

The attitude for next year's budget is conservative and cautious, assuming lots of change and downturn (nationally). It also assumes we don't get the CARES grant. There will be more money coming in and going out if we get it.

Changes between this year's budget and next year's:

Only receive 80% of membership dues

The money market accounts interest is based on how it fared in April and brought out over 12 months

Budget assumes expenses for in-person conference but only getting 50% of typical revenue Similarly for events

It assumes we hire Glynda as Conference and Membership manager. It includes her travel expenses for if we have an in-person conference.

The budget assumes an in-person conference because it's more expensive, so more cautious.

Reduced the committee budget in half.

The budget is now realistic with the actual money coming in

No legal fees next year.

I increased the supply budget. We spent \$800 mostly on swag and still have lots of swag left over.

We always budget \$500+ in filing fees. The filing fees in past years have actually been \$35. I don't know why that line item is so high.

Increased some things based on actuals.

It assumes the MBTA ad campaign won't happen next year.

I left \$50 for advertising for experimenting on a smaller scale.

O&E will potentially have a pro bono designer to update the bookmark design. Probably repurpose the bicycle one and maybe get a second new image. I don't know what line item that cost would be assigned to in the budget. It could go under O&E expenses but is \$50 definitely not enough.

Q: Do you have an estimate for printing a new set of bookmarks?

A: No

The supplies line item would be good place to put the cost. We could increase that line by \$100.

DPLA is not raising their fee this year. They're keeping the same fee for single state hubs for a 3-year term.

Q: What year are we in?

A: Unsure.

3 year renewal bundle is \$25,000.

Send comments and questions to Tegan about the budget before next meeting and we'll vote on the budget next meeting.

Membership:

There is a dip in current membership with an increase in overdue fees.

Currently at 209, down from 218 last month but there were 208 in January. Not a big change.

We'll probably have a bigger dip in June/July due to budget cuts.

It will take time to see what the medium- and long-term effects are on membership.

There's over \$5000 not paid but more than 75% is in the Less Than 30 Days category.

The over 90 days folks from last month have since paid.

Completely random guess about reduction in members next year is 20%. We're not sure if this is optimistic or pessimistic. We should be flexible in case the dropoff is higher.

We have money in the bank. We basically can't put ourselves in serious financial trouble because we have so much of a cushion. We can weather the storm even if the storm gets a little stormier.

DPLA:

There has been increased usage because they were mentioned on CNN.

Let's talk about the diversity/inclusion values statement at the next meeting.

BPL:

There's not a lot going on because the office is still closed.

We're not getting new applications. This is the second month in a row with no new applications.

We haven't done any site visits.

We haven't done any scanning.

We're continuing with some ingests that were imaged before we closed. We added 3,600 items in the last month.

The repository framework development is proceeding normally.

BPL e-card registration is way up.

There has been tons of usage in online programming.

Q: Are you still accepting applications? What does that mean?

A: There is an existing queue for scanning. I don't know how long it is but nobody is entering the queue at this point.

Conference:

We're going through the survey comments to identify themes for next year's conference.

Are there ideas for themes from board members?

Should we do it in-person or virtually?

An in-person conference is important for our members and sponsors.

Maybe we can do both: in-person and live stream

Doing both reaches a lot more people.

Maybe we could only live stream certain parts like the keynote and only do some sessions in-person.

Finding the right plan of programs for both in-person and virtual is important.

The biggest factor is cost and logistics to do both.

Do we have power to do that?

We should get a cost estimate to do both (in-person and live stream), then we can talk about it

The difference in cost between a managed live stream via a third party or having some members doing a stream via a webcam or something is something to consider.

If the live stream costs too much, maybe we can record the sessions ourselves and post them online after.

Justin will get some info together for next month.

Membership:

Currently meeting every 4th Tuesday.

Alan is off the committee.

We need to move the swag. Sarah at MLS was contacted. There might be room in the Northampton MLS office for half of the swag.

Eben will check to see if there's room at BPL although BPL still has all of DPLA's swag.

Keeping half of the swag in Northampton and half in Boston makes sense.

We brainstormed virtual events.

We could do a webinars/workshops on building and using digital collections for digital scholarship, Omeka training, dating photos.

There needs to be more communication between committees so we're not having the same conversations.

Maybe the next VP could be more proactive with contacting committee chairs (just an example).

O&E:

We contacted the 2 new volunteers interested in joining.

Education sub-committee:

There was an overview of primary source sets and a discussion of project criteria.

There was a significant increase in likes/followers since February across all platforms.

Q: Do we have a master file of the DC logo?

A: Unsure

Repository:

The committee hasn't met since the last board meeting. We cancelled the April meeting because nobody had the bandwidth. The next meeting is in June.

The integration of IA stuff into DC is a huge priority.

Glynda's contract:

We propose that the membership manager contract stays the same but make it for the fiscal year instead of calendar year. It has always been designed to be a remote position. It mentions that tele-presence is fine, which is always how we've treated the position but the contract now just made it explicit.

The conference committee should weigh in on the conference manager contract. The contract now separates duties for if the conference is in-person or virtual and it outlines top level duties. If the conference is virtual, the manager would do audio transcription. It doesn't cover explicitly what the responsibilities would be if the conference is in-person but live streamed.

Q: Is Glynda making a full year commitment?

A: Yes

Q: Is the contract written for Glynda or can anyone else fill the position?

A: It's designed to be for anyone.

Justin will bring the contract to the conference committee.

Justin: Motion to approve membership manager contract

Hans: second

All approved. Meeting adjourned.