



Digital Commonwealth Board Meeting

Minutes

May 18, 2021

Approved at June 15, 2021 meeting

10:03 am: meeting called to order by President Justin Snow.

Present (via Zoom): Danielle Sangalang, Hans Bergmann, Justin Snow, Eben English, Sonia Pacheco, Jodi Goodman, Kate Boylan, Evan Knight, Rachel Jirka, Tiffeni Fontno,

Absent: Anton Smith

Guest Committee Chairs: Helen Charbonneau, Jenn Belcher, Matt Amory

Guests: Jake Sadow, BPL and Glynda Benham, DC Membership and Conference Manager

The April minutes were **approved** as presented.

Conference Committee:

Glynda Benham presented the Conference Committee's Official Report. There were 346 registrants, 20% of whom were from outside Massachusetts. The 2020 on-line conference had 724 registrants, but that conference was of course completely free. There were 7 paid sponsors. \$4550 came from the paid registrants and \$2000 from the sponsors, totaling \$6550. Costs were \$5450 making for a \$1100 "profit." 92 attendees responded to the survey, a 26% response rate. 48% of the responders thought the conference over-all was "excellent."

The conference committee (and the Board) agree that the 2022 conference should also be virtual given the uncertainties of the pandemic. The Board thanked Glynda for her excellent work.

Membership Committee:

Helen Charbonneau and Jenn Belcher reported on the Digital Horizons presentations. May program was on Omeka (the second of two presentations), June one is being planned, July there is none, and August is on lesson plans. There is negotiation with the American Antiquarian Society about a presentation in the Fall.

Outreach and Education Committee:

Matt Amory reported on the Omeka presentation on May 18. Also, the Primary Source Sets are now https://www.digitalcommonwealth.org/for_educators/primary_source_sets. The committee asks the Board to advise about archiving of pdfs of the Newsletter and about historical management of digital assets. Justin Snow suggested the Board Dropbox.

Discussion continues with Judge Agnes about establishing a Sacco and Vanzetti archive. Six years from now will be the 100th anniversary of their execution. This special archive would be a large undertaking and would need funding and staffing. The Board would welcome a proposal for the project.

Repository Committee:

The committee did not meet. Eben English and Jake Sadow shared, however, the important news that **Tom Blake**, Content Discovery Manager of BPL, is leaving BPL. Eben and Jake reassured the Board that the relationship between BPL and DC would be little changed and that BPL was taking concrete steps to cover Tom's responsibilities.

BPL Update:

The migration to the new platform continues. There were virtual site visits, with mixed results. Some BPL hiring is going on which may speed up the process. A particular problem is that the backlog of books to be scanned is "catastrophically large."

At this point the Committee Chairs left the meeting.

Discussion of Membership Manager and Conference Coordinator positions:

Glynda Benham will continue her contract as membership manager until December 2021. The Board discussed whether to have a future hire do both of the jobs Glynda has been doing (Membership Manager and Conference Coordinator) or to separate the positions. The Board discussed the qualifications for the positions. All understood that any future hire should have a broad skill set and be able to act as the "front face" of the organization. Glynda also stressed that the person should be integrated into the Board's activities. Tegan Kehoe noted that it is not necessarily true that contractors are "cheaper" than employees. There was consensus that the Conference Coordinator for 2022 should be a separate position.

Nominations Committee:

The committee presented four candidates for positions on the Board. The Board voted to offer positions to three of the candidates: **Kate Bradley**, **Amanda Fowler**, and **Maureen Mann**. President Snow will notify them.

Meeting was adjourned at 11:58 pm
Next Meeting: June 15, 2021. 10-12 am. (Zoom)

Hans Bergmann, Secretary