

Minutes of the Committee meeting at the University of Maryland, June 21, 2009.

The Chair opened the meeting at 9.45.

1. Attendance and agenda

Apologies for absence were received from Alejandro Bia, Marilyn Deegan, Liliane Gallet-Blanchard, Simon Horobin, Laszlo Hunyadi, Espen Ore and Edward Vanhoutte. Melissa Terras is attending the ACH meeting but will come if needed.

Jan Rybicki was present as an invited member, since he is on the Programme Committee for 2010.

The meeting wished to record their good wishes to Laszlo and Liliane for a speedy recovery.

The Chair noted that Neil Fraistat and Matt Kirschenbaum will come at 11.00 to present the current conference. The 2011 conference will be in Stanford and they will come to present it at 12.30. Trish Thomas from OUP will come in to present the publisher's report at 11.30.

Jan-Christoph Meister asked for a discussion on the formation of regional chapters. This was added on to the agenda as item 9.3.

2. Minutes and matters arising

David Robey pointed out that the December meetings need to be more focused, as we have had sometimes in the past. This needs recording in the minutes of the Alicante meeting.

3. Chair's Report

The Chair noted that the written report had been up on the Committee website. We have made considerable progress on the ADHO front. In general we are at a time of great opportunity, since many funding bodies are now beginning to recognize the field.

4. Secretary's Report

The Secretary noted that most things she was reporting on would be handled under other items on the agenda, in particular workshops. She also noted that there were severe spam mail problems with the ALLC membership and executive lists. The Chair noted that these had been discussed in the ADHO meeting the previous day and measures will be taken to try and deal with them.

The Secretary then noted that she was stepping down as Secretary after the AGM and thanked

the Committee for their support over the years. The Committee then wished to record their thanks and appreciation to the Secretary for her 12 years of service.

5. Membership Services

a. Report

There were 298 members as of two days ago. There are at least 3-4 factors affecting this. First, the work in general that Melissa Terras has put into membership services and then the work with OUP on the online system. A meeting had been held with OUP and Melissa Terras, Harold Short, Paul Spence and Marilyn Deegan. Many of the problems are on their way to be resolved. A second factor affecting membership figures is the insistence that the conference fees are sufficiently wide that people save money by subscribing and now the membership is checked when registering. There were 315 registrations as of last week. A third factor is marketing; Melissa is proposing that there should be a publicity officer to handle those matters separately. The really crucial thing is that OUP are happy to send promotional materials to conferences, but we need to propose the conferences. The ADHO Steering Committee discussed this and it would probably be sensible to have an ADHO publicity person. John Nerbonne pointed out that we come from different scientific fields and we need to try and ensure that many fields are covered. A discussion ensued on the various aspects of publicity that a publicity officer might need to cover. The feeling was that we should have a publicity Officer on the ADHO level.

b. Proposal on Membership Co-ordinator roles

Melissa has indicated that she wants to step down as Membership Coordinator and the Committee needs to find someone to replace her. The proposal for the roles of Membership Services Coordinator is on the website.

c. Proposal for Publicity Co-ordinator role

As noted earlier, Melissa Terras has proposed that the publicity be handled separately from membership. The proposal is on the website.

We need to look more closely at the roles people may take on the Committee.

The Committee wishes to record its gratitude and appreciation to all the work that Melissa Terras has put in to this and the very great impact it has had on us as an association.

6. Finances

a. Treasurer's Report

Paul Spence has now had a few months to step into this new role. The handover is now complete and Jean Anderson helped him enormously since last year. The Treasurer had not quite understood how much work it was and how complex it was to work with the accountants, but he is very pleased with the outcome and that all his concerns were met by Alexander Sloan. The Treasurer's Report is on the website.

The accounts look a little different now, because the nature of ADHO and the associations has changed a great deal over the past few years and the Treasurer wanted the cross-association funding to be reflected more clearly.

b. OUP statement of accounts

The Treasurer showed the OUP accounts.

c. Alexander Sloan: Report and financial statements

Paul Spence, the Treasurer, went through the formal accounts as presented by Alexander Sloan. Some of the categories are new, to help reflect the actual flow of money, but there were several things that just couldn't be separated. He will be talking to Alexander Sloan about possibly reworking some of the categories over the next few years.

Harold Short presented the ADHO budget and revenue spreadsheet. The beginning of this is derived from the figures sent to him by OUP. He recommended that we divide 'the rest of the world' institutional subscriptions equally among the associations rather than distributing them proportionally among the associations.

The additional income from OUP is for our editorial expenses.

The final figure on that part of the spreadsheet is the estimated share of gross income. The new part of the spreadsheet is on page three, which reflects the areas in which the associations are involved, these also reflect the committees, so that it is easier to see what is being spent on each of the different areas that we are involved in.

Harold Short also recommends that we should take a more strategic view of budgeting and try to ensure that each individual association has resources to pursue their own interests. We need to control the level of topslice and ensure that it does not go above the 60% that it is at now.

Looking at the the ADHO budget for 2009, new costs are for the ADHO web

infrastructure; these are the content management and hosting costs. The publications committee needs support for ADHO website restructuring.

Harold Short proposed that in recognition of the fact that we did not pay attention this last year to the revenue sharing effects and SDH-SEMI ended up with about 1000 GBP, we give SDH-SEMI a one-off payment of 2000 GBP.

A brief discussion on strategic expenditure ensued; the issue will need to be discussed further and could for the focus of the December meeting.

d. Report of Trustees

Harold Short noted that the report of the Trustees was on the website.

e. Re-appointment of Bankers and Independent Examiners

The following motions were carried.

1) Lisa Lena Opas-Hänninen proposed that we accept the proposed budget for 2009. Jan-Christoph Meister seconded and the motion was carried unanimously.

2) Jan-Christoph Meister proposed that the Alexander Sloan report be accepted as the report to the Charities Commission. Elizabeth Burr seconded and the motion was carried unanimously.

3) Øyvind Eide proposed that we reappoint Alexander Sloan as our independent examiners. Arianna Ciula seconded and the motion was carried unanimously.

4) Elizabeth Burr proposed that we reappoint the Bank of Scotland as our bankers. John Nerbonne seconded and the motion was carried unanimously.

5) Alexander Sloan had spent more time on the accounts than they had expected and was asking for an extra contribution from the ALLC. Paul Spence asked that we make this payment. Elizabeth Burr proposed that we make the payment, John Nerbonne seconded and the motion was carried unanimously.

At this point the Chair moved to item 10b, Communications of the Association, OUP.

10. b. Communications of the Association, OUP

The Chair welcomed Trish Thomas, who presented the publisher's report from OUP.

There seems to be a decline in institutional subscriptions, but on the other hand also an increase in consortia agreements. OUP is working hard to increase the consortia agreements, especially in China, India and the US.

In terms of production, the editorial office are very good with giving the copy in. There have not been any production problems. Arianna Ciula asked whether OUP could do an investigation of whether there is an increase in multiple authorship.

The usage statistics of abstracts reflect also the interest of the public in looking at these. The full text downloads are perhaps more interesting, because you need to be a member to access these. There is also an increasing interest in advance access.

Marketing does quite a bit electronically, it aims to get people to the website, to get them into the habit of looking at the website. There is an increase of 12% from last year. An online sample copy is another means of getting people engaged in the journal. Online access for three months is another method of getting people interested in the journal. Copies are sent to conferences and OUP is keen to continue to send the journal to the conferences. Some of these are more tightly related and some less so.

John Nerbonne asked about the process of getting ISI indexing. This was a follow-up to our questions the previous year, when OUP reported that they were in the process of applying for it. He also asked about the possibility of getting online access only for individual members. Trish Thomas said that ISI indexing is under way and she would look into the online access only alternative.

David Robey asked about the issue of open access. Trish Thomas said that OUP would prefer that authors could post the url that OUP provide them. The author can post it either on their own website or on their institutional website.

The Chair then moved to item 11d, Conferences 2011.

11. d. Conferences 2011

The Chair welcomed Glen Worthey from Stanford University. He came to present the winning bid for the conference in 2011. Glen Worthey will be local organizer jointly with Matt Jockers. The Conference will be held at Stanford June 15-18th, with the Committee meetings held June 13-14th.

Glen Worthey noted that Stanford has many links to Mexican institutions and perhaps this would be a chance to make an effort to include them in our community. There are also several institutions within Stanford that could be approached and encouraged to participate.

The Chair thanked Glen Worthey for his presentation and said we are all looking forward to it already.

7. Election of Officers

a. Secretary

There were two nominations for the post of Secretary, Melissa Terras and Espen Ore. A lengthy discussion ensued and it was felt that both were extremely good candidates, so the choice was a very difficult one. The Committee having discussed various alternatives and possible roles, the Chair asked for a motion and Arianna Ciula proposed that Melissa be elected, John Nerbonne seconded and the motion was carried unanimously.

The Chair then moved to item 11.b. Conferences, 2009.

11. b. Conferences, 2009

The Chair welcomed Neil Fraistat and Matt Kirschenbaum. They gave an update on the present conference. At this point there were 315 people registered for the conference. They expected another 5-10 people to register on-site, based on the number of enquiries that they have had. Google has asked to make a presentation about the copyright settlement and this will take place on Thursday. There is also a twitter site for the conference. There will be students from UMD who will be interviewing people during the conference and videoing the interviews.

The Chair thanked Neil and Matt for all the arrangements and the work they have done to make the conference a success.

8. Election of Committee Members

a. 2009-2012

There were three nominations for the three posts and they were thus elected. They were Melissa Terras, John Nerbonne and Dino Buzzetti.

9. Constitution

a. Report on Elections 2009

The Chair noted that since Melissa Terras had now been elected Secretary, there is an opening on the Committee for a member for the period 2009-2012. The Constitution notes that we should hold an election to replace that vacancy, but does not specify when. Lisa Lena Opas-Hänninen proposed that we hold an immediate election and

Elizabeth Burr seconded. The motion was carried unanimously.

b. Review of any other matters

The Committee confirmed the Trustees as being David Robey, Harold Short, Melissa Terras, Paul Spence and Marilyn Deegan.

c. ALLC Chapters

Jan-Christoph Meister reported that in October last year the German funding agency DFG approached some people about setting up a funding line for digital humanities and they invited an application to be submitted to them. It was spearheaded by Fotis Jannidis and Gerhard Lauer. They organized a round table discussion, which was attended by 150 people, consisting, among others, of computing historians (including Manfred Thaller), computational linguists and digital humanists. The three areas have very little to do with each other and this issue needs to be addressed. They submitted an application to the DFG, which was rejected on the basis that it wasn't contextualized. The DFG basically wanted to see where on the map of digital humanities this German initiative would be placed. This was a problem, because there isn't an organizational layer in Germany. Computing historians and computational linguists have this structure in part, but the digital humanists do not. They would now like the support of ALLC in setting up some kind of structure.

A lengthy discussion ensued on regional branches and chapters. The Committee supports Jan-Christoph Meister in his proposal to investigate setting up a German branch of the ALLC and asked him to return with more information on this later on. The Committee also indicated its willingness to support him in furthering this cause. Jan-Christoph will return with a proposal.

10. Communications of the Association

a. LLC

Marilyn Deegan's report is on the website. The editors are happy with the new system that OUP have been introducing over the last few years. They are also happy with the submissions and the production.

Edward Vanhoutte now has nearly a complete set of the ALLC Bulletin and they are now ready to start digitizing it.

b. OUP

Trish Thomas had already presented this.

c. Website

The Committee accepted some time ago the idea that the web site should be moved to a server that is institution independent. We now have two server systems for the ADHO publications. Dot Porter has taken the lead in reviewing the structure of the ADHO website. Paul Spence noted that we have two crucial needs, one is a public facing website and the other is for internal documentation. It would make sense for us to use a wiki for internal documentation and to use the same content management system as ADHO for the public side. Paul was asked to coordinate the testing of these for us.

d. ALLC Archives

Paul Spence and Harold Short now have the Treasurer's archives from Jean Anderson. They will deal with these and other archiving matters.

11. Conferences

a. 2008

Lisa Lena Opas-Hänninen reported that the final figure of participants at the 2008 conference was 206. She also noted that she had written a report for ADHO, pointing out that, as expected, there were many Finnish participants, some of whom are at this conference also. There was also participation from some other countries, such as Korea, Latvia and Luxembourg, from which we haven't seen delegates before to any extent. Perhaps they indicate regions we should be looking at with respect to membership issues. She also noted that the papers from the 2008 conference were now out.

b. 2009

This had already been reported on.

c. 2010

Harold Short noted that there is now a conference website for the 2010 conference at King's College London. The conference dates are July 7-11. The ADHO meeting will be on Monday the 5th and the ALLC and ACH Executive meetings will be on Tuesday the 6th. Since Jean Anderson could not come to Maryland, the Officers extended her invitation to come all expenses paid to London.

d. 2011

Stanford had already been presented.

12. ADHO

a. Finances

These had already been dealt with during the Treasurer's Report.

b. Number of members of ADHO Steering Committee

The consequences of the ADHO finances are that the Steering Committee comprises 4 ALLC members, 2 ACH members and 1 SDH-SEMI member.

c. ADHO Protocols (proposed)

i. Awards Committee

These protocols have been circulated.

ii. Bursaries

The bursaries were discussed in the ADHO meeting and the revisions to the protocols take us back to the flat fee model. The timetable for decisions on bursaries still needs tweaking.

iii. Fortier Prize

The Awards Committee has done a very good job in taking forward the proposals for this.

iv. Publications Committee

This had already been discussed under communications of the association.

v. Other protocol matters

There were no other protocol matters.

d. Conference Co-ordinating Committee

i. Draft guidelines and documents

The Conference Coordinating Committee has not managed to complete all its tasks, but is endeavouring to do so soon.

e. Multilingualism and Multiculturalism Committee

The multilingualism and multiculturalism committee will meet during the conference. They have worked on the multilingual call for papers. They asked members of the associations to help with the translations and that led to some new people being involved in their work. They also helped in looking at the wording of conftool, so as to make it as transparent as possible for an international audience. Elizabeth Burr has also started the work on investigating the linguistic and cultural nature of the members of ADHO.

Dino Buzzetti suggested that one way of promoting multilingualism and multiculturalism is to look into a multilingual publication. Jan-Christoph Meister had spoken to Julia Flanders about publication in DHQ. They are trying to offer people who are non-native speakers some editorial help once their paper has been submitted. That is going in a different direction from what Dino was suggesting, but is a good way forward.

f. Publications Committee

i. LLC

This had already been dealt with.

ii. DHQ

This had already been dealt with.

iii. Digital Studies/Le champ numérique

SDH-SEMI have given up *Text Technology* and started *Digital Studies/ Le champ numérique*. They can be different because they can specialize in a simultaneous English and French publication. They will also undertake trying to incorporate *Computers in the Humanities Working Papers* into their publication.

iv. Humanist

Humanist is strong, as ever, following its 21st celebration in Oulu last year.

v. Interdisciplinary Science Reviews

Willard McCarty has taken over as editor of this journal and brought it to the ADHO fold. He has publications until 2012.

vi. Computers in the Humanities Working Papers

This will be dealt with by SDH-SEMI.

vii. Topics in the Digital Humanities

This is a publication series from Illinois and they have announced their first volume.

viii. Digital Research in the Arts and Humanities

This is published by Ashgate and it has three volumes out already and publication dates for the next ones until volume eight.

John Nerbonne noted the new journal *IJHAC, International Journal of Humanities and Arts Computing*.

g. Other activities and initiatives

There were no other activities and initiatives.

13. Appointments

a. Co-option of Committee members (current 2008-09: Meister, Ore, Tabata)

Elizabeth Burr proposed that we co-opt Jan-Christoph Meister and Tomoji Tabata. Lisa Lena Opas-Hänninen seconded and the motion was carried unanimously.

b. ADHO SC members 2009-2012 (Current: Ore 2008-09, Burr 2006-09, Short 2007-10, Gallet-Blanchard 2008-11)

David Robey proposed that we re-elect Elizabeth Burr and elect Melissa Terras for three years. John Nerbonne seconded and the motion was carried unanimously.

c. ADHO Conference Coordinating Committee 2009-2010 (Current: Opas-Hänninen)

John Nerbonne proposed Lisa Lena Opas-Hänninen and Elizabeth Burr seconded. The motion was carried unanimously.

d. ADHO Publications Committee 2009-2010 (Current: Vanhoutte)

e. ADHO Multilingualism Committee 2009-2010 (Current Ore plus Burr, Chair)

Harold Short proposed Espen Ore and Elizabeth Burr seconded. The motion was carried

unanimously.

f. ADHO Awards Committee 2009-2010 (Current: Anderson)

Arianna Ciula proposed Øyvind Eide and Tomoji Tabata seconded. The motion was carried unanimously.

g. Programme Committee 2010: review ALLC Appointments (Burr, Meister, Rybicki, Nerbonne – Chair)

Our representatives on the 2010 Programme Committee are Elizabeth Burr, Jan-Christoph Meister and Jan Rybicki.

h. Programme Committee 2011: three appointments

Lisa Lena Opas-Hänninen proposed and Paul Spence seconded that we elect John Nerbonne, Arianna Ciula and Jan Rybicki as our representatives on the 2011 Programme Committee. The motion was carried unanimously.

i. Honorary membership

Harold Short proposed that we make Jean Anderson Honorary Member in recognition of her many years of service to the Association. Lisa Lena Opas-Hänninen seconded and the motion was carried unanimously.

The Chair moved to item 15.d since no one had anything specific to report on the intervening items and time was running short.

14. Memorials

- a. Zampolli
- b. Fortier

15. Association Initiatives

- a. Awards/prizes
 - i. Busa
 - ii. Zampolli
 - iii. Fortier
 - iv. Bursaries
- b. TEI
- c. Seminars
- d. Training

Elizabeth Burr reported that she is organizing the European Summer School in Leipzig in 2009. It is sponsored by the Volkswagen Stiftung. She received 87 000 euros to be spent on travel, accommodation and provision of meals. It is composed of workshops of 30 hours each. The aim of the Summer School is to bring together humanities scholars, engineers and computer scientists. She also noted that the support from the ALLC helped to her acquire the support from the Volkswagen Stiftung.

e. Workshops

Tomoji Tabata and Lisa Lena Opas-Hänninen reported on the workshop held in March in Tokyo, Japan. It was well attended, with 37 participants and we are happy to see that some of them are also here in Maryland giving presentations or just participating.

f. Project support

i. TEI by example: report

ii. TEI internationalization project: report

iii. Retro-digitisation of the ALLC Bulletin and the ALLC Journal

g. Humanities Education

h. Digital Library Developments

i. Cultural Heritage: institutions and projects

j. Accreditation and affiliation

16. Any other business

There were three things that were discussed during the course of the day and that could form the focus of the mid-year meeting: 1) discussing strategy with respect to our spending, 2) roles of committee members, 3) regional associations.

The mid-year meeting will be held at the University of Hamburg, hosted by Jan-Christoph Meister.

Paul Spence proposed that we agree on having a meeting and Arianna Ciula seconded. The motion was carried unanimously. The Secretary needs to send an email, asking the committee members about timetables in order to find a suitable weekend, liaising also with Jan-Christoph Meister.

The Chair closed the meeting at 5.30.