

## ALLC Committee Meeting

### Digital Humanities 2010, King's College London

5<sup>th</sup> July 2010

#### 1. Attendance

Chair: Harold Short (HS)  
Secretary: Melissa Terras (MT)  
Treasurer: Paul Spence (PS)  
Committee: Laszlo Hunyadi (LH)  
David Robey (DR)  
John Nerbonne (JN)  
David Beavan (DB)  
Tomoji Tabata (TT)  
Edward Vanhoutte (EV)  
Øyvind Eide (OE)  
Arianna Ciula (AC)  
Elisabeth Burr (EB)  
Jan-Christoph Meister (JCM)  
Jan Rybicki (JR)  
Marilyn Deegan (MD) (arrived 11am)  
Lisa Lena Opas-Hänninen (LLOH) (arrived 11.20am)  
Hugh Price (OUP, arrived 11.30am)

Apologies: Alex Bia  
Dino Buzetti  
Liliane Gallet-Blanchard

9.50am, the Chair welcomes everyone to the meeting. The crucial points to be covered at this meeting are strategic discussions and spending of strategic reserve.

#### 2. Minutes and Matters arising

Accuracy – typos, project Bamboo, Laszlo's name. Correction of minute 11.4 regarding strategic decisions. Minutes proposed as a true record by JN, seconded by LH.

Action item: MT to circulate corrected minutes.

Matters Arising from Action Items:

HS 1. Archival issues. HS to work on ALLC archives. JN proposed, EB seconded.

HS 2. Conference Organising Committee. It was agreed that the conference steering committee should talk about the conference protocol documents and a conference call will be organised by JN to talk about potential changes to the protocol documents.

HS 3. Dave Beavan accepted membership secretary duties, and will take on the role of the publicity officer from here on.

HS4. HS is willing to work on committee roles document further.

HS9. DB feels someone elected to the committee should take on the role of graduate liaison officer.

HS12. A meeting held in April regarding strategic initiatives will be reported on later in the meeting.

PS1. Present signatories on the account are PS and MT. Fast payments require two signatures, therefore from a pragmatic point of view HS is still on the account. This is convenient in the short term, and PS proposes finding another charitable friendly bank account with different conditions. If this is not feasible, telephone banking is possible but it is more time consuming and introduces more errors into the process.

PS2. Potential change of name of organisation and banking changes. PS reports that he has not had time to do this, and will do this for the next meeting.

Action Item: PS to collect information from the bank and the charity commission regarding how to change a name of an organisation. What is the process, how long does it take, and how should we proceed? PS to report back to the December meeting.

PS3. Accounts have been produced to allow a cycle for budget planning.

MT4: Make sure Domain name added for future agendas under 10.3.

Action Item: MT to ensure "Website domain name renewal" is added to agenda for next meeting.

EV1: Meeting has happened about the website and this will be discussed later.

EV3: EV still to meet with DB regarding membership issues and the new website

Action item: EV to liaise with Paul Vetch and DB regarding the best process, and time, to survey the current membership on their information requirements from the new website, and the potential name change.

JC1: Humanist, Willard, and succession planning: this needs to be chased up.

Action item: JCM to talk to Willard about his plans regarding the editorship and succession planning re Humanist, and to report back at the December meeting.

DR1: Hughes' volume on impact is proceeding.

LLOH to fill in her points when she arrives. (NB, this never happened later in the meeting).

DB1 and 2: Dino has not reported back about these issues. LLOH will be asked to follow up on both of these issues.

Action item: LLOH to report on the Research Agendas Workshop Proposal at the December meeting.

Action Item: LLOH to report further in the December meeting on Masters-level Curricula for the Digital Humanities.

### 3. Chair's Report

This is HS' last meeting as Chair. The sense of the field is that there is a great deal of vibrancy. There are a number of factors feeding into this: the contribution ALLC makes to ADHO, to continue making it a success, and reaching out to new areas of activities. ALLC and ADHO are financially stable, due to the journal and efforts that people make. HS believes that ALLC has huge potential within Europe, which we are well placed to get involved in and take advantage of. We should think hard about how to take advantage of this potential in Europe. We are also not too far off seeing a Japanese association that could join in ADHO initiatives.

DR recommended that TT contacts CentreNet to see how their model can work in Japan.

There was a discussion about identity of the association and how best we could function with the Digital Humanities community, and this will be returned to when discussing the website and publicity initiatives.

HS reports that one of the big challenges is proliferation of structures and repetition of effort. Internationalisation is also a challenge. There are discussions to be had about ALLC as a "European body" when it is English speaking; although the historical development of ALLC suggests that it is not anglocentric this is how it can be perceived. Changing of the name could help with this, as "literary and linguistic" is no longer the wide inclusive agenda of the work of the Digital Humanities community.

HS reports that development related to young scholars are the future of ALLC, and hopes that the committee will run with this in the future, including the type of activities that ACH is doing such as their mentoring scheme and beyond. There were 70 young scholars registered to attend DH2010. We need to engage young scholars in a systematic way, as this is the future of the field.

JN pointed out that we need also to engage with the traditional humanities scholars and asked how to encourage others to join in digital initiatives. There followed a discussion about this issue and collaborative developments that are possible with new technologies and humanities scholars. There is also work that ALLC can do in endorsing training for Digital Humanities courses.

### 4. Secretary's Report

MT reported that there would be a meeting taking place between HS, LLOH, PS and herself to ensure a smooth transition of Chair. Date for this TBC.

Action item: MT to arrange a discussion regarding crucial information that needs to be passed between incoming and outgoing chairs.

#### 1. Maternity leave cover

MT to go on leave in December and a position of Acting Secretary should be established. HS and MT to follow up and find a replacement. Lorna Hughes is thanked for her offer to provide maternity cover.

Action item: HS and MT to find maternity cover of secretarial duties.

5. Membership Services Report

DB reports that Membership of ALLC has decreased slightly, there is a degree of fluctuation. There have been very few issues this year. One issue is that new subscribers numbers are being generated for people rather than continuation of the numbers. HS encouraged DB to liaise with Lorna Hughes about this issue.

HS minutes our appreciation to Paula Thompson at OUP who has been providing weekly updates regarding registration to help with conference registration.

The meeting broke for coffee at 11am, and rejoined to discuss item number 10, communications of the association, given the presence of OUP representative Hugh Price. After this, and lunch, the discussion returned to the numbered agenda items.

6. Finances

1. Treasurer's Report

PS reported on his first full year of being Treasurer. PS went for a meeting with the accountant in Glasgow to finalise the 2008 accounts and to discuss more streamlined procedures for the preparation of accounts in future years. The accountant recommended that honorarium payments be ceased and to provide expense based payments for those currently entitled to them. The suggestion is that the officers submit expenses for travel and lodging costs for the conferences to attend the meetings. There was a discussion about fixing costs up to a set amount, or meeting full expenses of attending the meeting. JN proposes that travel, lodging, and conference registration fee be met up to a maximum of £450. JCM seconded, this was voted nem con.

PS reported on the signature of the trustee document with the accountants, and on financial reports from 2009 and projected figures for 2010. PS demonstrated some re-categorisation of financial information, to clarify headings used across various financial reports, to ensure consistency and to make financial planning easier. PS reported on the process of constructing the new headings in the financial report. Broadly speaking this is more useful but some of the headings are subject to change, pending input from the ALLC and ADHO committees.

PS walked the committee through the financial report, focussing on income, revenue distribution between societies, and ADHO expenditure. PS was thanked by the committee for making the financial information much clearer with his new organisation of the spreadsheets.

DR noted that the committee meetings costs had decreased from 2008 to 2009, PS clarified that the costs of the 2008 committee meetings were high because of various financial factors that had to be re-categorised from the previous financial year. DR stresses that if a high proportion of the ALLC income is spent on committee meetings itself it does not leave much money for spending on other association activities, although this was contested and it was explained that the costs were not the true costs of the meeting. There was a discussion about the costs of the committee meetings and their relation to proportion of disposable income.

**Kommentar [1]:** This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give. This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lodging, and conference registration be covered in their entirety – which is what John Nerbonne proposed. It was not possible to keep the targets under 60% in the plan, due to various (in my view sensible) decisions which were taken at the SC. ... [1]

**Kommentar [2]:** This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give. This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lodging, and conference registration be covered in their entirety – which is what John Nerbonne proposed. It was not possible to keep the targets under 60% in the plan, due to various (in my view sensible) decisions which were taken at the SC. ... [2]

There was a discussion about working with the accountancy firm, and finding somewhere closer to home, but PS moved to work with the same accountancy firm for the next calendar year, JN seconded.

JCM queried a different of expenditure on web infrastructure costs, but this was explained by the fact that billing had not been submitted for Conftool development time. There will be further discussion in the ADHO committee meeting regarding this.

JCM proposes that the accounts be accepted, OE seconded, and the accounts were accepted nem con.

2. Report of Trustees

HS reported that documents regarding the Trustees would be filed as usual.

3. Re-appointment of Bankers, and Independent Examiners

EB proposed that we stay with Bank of Scotland for the next year, LH seconded, voted nem con.

4. Strategic reserve and planned expenditures

DR reported on the meeting that occurred in the spring on the spending of the strategic reserves. Firstly, the amount of money available was discussed –£75,895 was carried forward from 2009 to 2010. A strategic reserve should be kept – perhaps £25,000 reserve and £50,000 to spend on strategic initiatives. PS clarified that the accountants said that an appropriate strategic reserve would be something like six months of unrestricted expenditure (approximately £30,000 in 2009), and advised that the remainder (approximately £46,000) should be invested fairly soon. DR reported that we have to think of investments that will encourage the development of this association. Firstly, we should target our efforts on Europe, and where we need to build up our membership is Europe. An important activity would be building up information resources for actual and potential members within Europe. For each country in Europe we would like to provide information about people and projects and centres within the Digital Humanities. JCM has already taken first steps in building up the new ALLC website.

There followed a discussion on how to proceed. JCM talked about branding and how to roll out identity across the organisations. DR pointed out that there was discussion in Hamburg regarding renaming and rebranding, although that hadn't been taken forward.

Discussion switched to the project proposals which addressed the issue of strategic development.

DR talked about the cycle of the budget report and its connection to strategic expenditure, and the need to separate out the strategic fund and the strategic reserve. There was discussion about the mechanics of this and the procedure in identifying and ringfencing the strategic fund to allow budget setting.

7. Election of Officers

1. Chair

LLOH was nominated as Chair, and she is therefore elected as Chair.

2. President

It is noted with regret that DR will resign from the 1<sup>st</sup> of August as President. HS noted thanks from the committee for the service given by DR over the past few years.

8. Election of Committee Members

The Chair thanked LH, EB, and Liliane Gallet-Blanchard for their services to the committee as they step down from the committee.

1. 2009-2012 (1 x vacancy)

Tomoji Tabata was elected to this position.

2. 2010-2013 (3 positions)

Espen Ore, Jan Rybicki, and Jan Christoph Meister were elected to these three positions.

9. Constitution

1. Report on Elections 2010

HS reported that it was an easy process. The use of the OUP system was very successful. There was a 35% turnout. Not everyone has provided their email address and so they needed to be sent the information by post. This was done by OUP this year, but may have to be done by the associations in the future. HS recommends that the OUP system is used for future elections. There was an issue of timing: OUP needs at least two clear weeks to set up the system, so this needs to be built into the process.

2. Review of any other matters

There was nothing further to report.

10. Communications of the Association

1. LLC

MD reports that unsolicited copy is slow, and is unsure why. Perhaps people are going to main subject journals. Production issues: MD is happy with production team at OUP, things are published in a timely manner, and the editorial and production system is working well.

EV reported on the digitisation of the historical copies of the bulletins and the journal. PDFs will be delivered in August, then he will see if TEI facilities can be used for some structural tagging. We are still lacking one issue of the bulletin, and there is one issue that lacks a few pages. There should be discussions with the ADHO publications committee about where they should be hosted online. It is predicted that they should be ready to go online at the start of 2011.

MD will stand down as Editor soon, and Simon Horobin will stand down as Associate Editor (and reviews editor). Traditionally, the appointment of the Associate Editor has been an editorial decision. There was a discussion about the mechanics of this. A note will be sent round after the meeting asking for recommendations, and there will be a handover with EV training up new person with the online system.

There was a discussion about how to replace MD as editor. The new editor needs to commit 5-10 years to the project. MD is happy to give formal notice period of a year to ensure a smooth handover. Fair process needs to be put in place and ALLC has the responsibility to appoint a new editor.

EV and MD left the room whilst the committee discussed the appointment process. HS stressed that LLC is an ADHO journal and perhaps we should seek input from the other ADHO organisations. There was a discussion about the process and a possibility that it should be an open process, given the fundamental role that ALLC has on the finances of all organisations. There will also be two other Associate Editor roles that need to be filled. There is also future planning that needs to be undertaken about the application process that should be considered for the filling of this and other ADHO journal roles in the future. However, it will be the decision of the ALLC committee to appoint an editor for LLC.

A consensus emerged that EV should be offered the editorship of ALLC. MT proposed, EB seconded, vote passed (one abstention). The term for 5 years of editor was proposed, that would be renewable. JCM proposed, seconded EB, voted nem con. HS was asked to approach other ADHO organisations to gauge their responses on this during the conference. HS asked EV to be the next editor of ALLC, EV accepted. EV was asked to provide his views on the development of the journal, to be presented at the ALLC AGM. EV is to be appointed as Editor in Chief of LLC from the 1<sup>st</sup> of January 2011.

## 2. OUP

Hugh Price from OUP reported on the move to the Online editorial system, and the use of Crosscheck (a system to check for plagiarism). Hugh explained the move to the Highwire journal system, which allows better cross platform use of journal material and more integration with society websites.

Circulation is healthy. Pay for view is decreasing as access is increasingly institutional. Most growth has been in US and Canadian subscriptions. Production is running smoothly. There is a 4 week target to receiving copy and getting it online. New reports will be offered within the next year – if the committee requires anything in particular then it should contact OUP. The society can be set up with access to usage statistics. Everything appears to be going well from OUP's perspective.

JN asked about citation process in indexing in Web of Science, and impact factors. Hugh Price will report back to the committee on progress, this was a process started by Trish Thomas.

Action Item: Hugh Price to report back to committee on impact factors and inclusions in central databases.

There was a discussion about membership issues and access to membership information, although this is much improved than in the past.

AC asked on which issue is the sample issue chosen. If there is a particular issue that represents the range of work that Digital Humanities provides, then the production office can ensure that this is the sample issue. Marketing can be contacted if there is a particular issue that would suit as a sample issue.

HS recorded thanks to MD for her work as Editor of LLC for the past 11 years, and ALLC looks forward to working with EV as the new Editor of the journal.

### 3. Web site

JCM reported on development on the ALLC website. A new website has been created using Drupal which reflects the existing look and feel of the old website, and provides a login facility to access a members area, a committee members area, and for some members to change content. Within the near future all content can be migrated from the old website to the new, and then the content can be formatted, changed, and developed on the new system.

The initial costs to set this up is around 3000 Euro, without any design work, using a standard design that sits within the Drupal system.

PS thanked JCM for moving the process along. After the conference, Paul Vetch is happy to discuss aspects of porting the site over to another system. There was a discussion about costs of designing a new front end and layout, etc. The next stage can also address functionality. There was an idea of opening up the design process for proposals. AC proposed that we proceed with the website JCM presented and provide the funding, PS seconded, voted nem con.

#### 3.1 Web Domain name

Paul Vetch looks after the domain name, and CCH pays for it. The domain name is due to be renewed on the 25<sup>th</sup> June 2014. HS will check with Paul Vetch about who is named on the domain renewal and ownership of the domain.

### 4. ALLC Archives

HS will take on work on the ALLC archives as a post retirement project.

### 11. Conferences

#### 1. 2009

There will be two issues of LLC that will be coming out from this conference.

#### 2. 2010

JN reported on the work of the conference organising committee. There were almost 300 abstracts submitted. There was a 46% acceptance rate for papers. Suggestions for future conference organisations were documented. They have deviated from previous years by asking someone from the community – Melissa Terras – to speak to

the conference. There was a discussion about reviewing processes. The chair recorded a strong thanks to John and the committee.

HS reported that there are 420 registrations. 70 students, including 10 ADHO bursaries, 4 ESF bursary winners, 5 bursaries awarded by the Daiwa Foundation. 20 student assistants have also been appointed, from a variety of institutions both from the UK and the rest of Europe. HS thanks his team for the work that they have put in to the organisation of the conference. There are some issues about logistics for the accommodation of 420 people – for the plenary sessions there will have to be an overflow room. There may be issues with refreshments and lunches. There are two poster rooms and there was discussion about the mechanics of the poster sessions. In addition, there is a performance strand to the conference, which is new.

3. 2011

Glen Worthy joined the meeting at 14.30 to report on DH2011 at Stanford, which will be 19<sup>th</sup> to 22<sup>nd</sup> June 2011, with committee meetings on 17<sup>th</sup>-19<sup>th</sup> and excursions on the 23<sup>rd</sup>. Glen reported on venues and accommodation, conference size, and a potential ThatCamp. The potential theme is the breadth of DH scholarship. Glen will look into childcare availability.

4. 2012

Two presentations were made to the ADHO meeting on the previous day, one from Umea, one from Hamburg. The ADHO committee asked JCM to host DH2012 in Hamburg. JCM will present this to the community next year in the closing session of the conference.

12. ADHO

1. Finances

This was to be discussed in detail at a meeting following the ALLC meeting.

2. Number of members of ADHO Steering Committee

This was not discussed.

3. Conference Co-ordinating Committee

The committee will be reviewing the protocols and JN's document on potential improvements to the protocols.

4. Awards Committee

The Zampolli winner will be announced at the opening ceremony tomorrow, with an award to be made at Stanford.

There were four potential winners of the Fortier prize, which will be announced at the dinner on Saturday. Members of the committee who wish to be judges should contact Chuck Bush.

5. Multi-lingualism & Multi-culturalism Committee

EB reported on research regarding the multi-cultural nature into the ADHO community, based on reviews entered into Conftool.

6. Publications Committee

1. LLC

This was already reported on previously in the meeting.

2. DHQ

MT reported on DHQ and the integration of new tools into the site.

3. Digital Studies/le champ numérique

4. Humanist

Is thriving.

5. Interdisciplinary Science Reviews

Is being edited by Willard, and is an increasingly relevant publication for our community.

6. Computers in the Humanities Working Papers

This is somewhat in limbo.

7. Topics in the Digital Humanities

The second book in the series is about to be published.

8. Digital Research in the Arts and Humanities

This is an Ashgate series of books, who are continuing with this series after a good response to the initial run of books.

7. Other activities and initiatives

13. Appointments

1. Co-option of Committee Members (Current 2008-09: Meister; Rybicki; Tabata)

EB proposed Dave Beavan. Seconded by TT. Voted nem con.

This discussion could be continued via email. Action point: LLOH to start discussion via email re other potential co-opted members.

2. ADHO SC member(s): 2009-2012 (Current: Short 2007-10; Burr 2009-2012; Gallet-Blanchard 2008-11; Terras 2009-2012)

One member was needed to replace HS. HS proposed LLOH, JCM seconded. Voted nem con. Liliane Gallet-Blanchard should be consulted about being on the ADHO

SC when not on the ALLC committee. Action point: LLOH to ask Liliane Gallet-Blanchard if she would like to continue on the ADHO committee, or to stand down.

3. ADHO Conference Co-ordination Committee: 2009-2010 (Current: Opas-Hänninen)

LLOH to stand down. JCM nominated JN. Seconded by EB. Voted Nem con.

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

EV to stand down when he becomes editor. This discussion should be returned to at the mid term meeting.

5. ADHO Multi-lingualism & Multi-culturalism Committee: 2009-2010 (Current: Rybicki plus Burr - Chair)

This still stands.

6. ADHO Awards Committee: 2009-2010 (Current: Anderson + Eide)

OE is happy to carry on this committee. Jean Anderson to rotate off the committee.

7. Programme Committee 2011: review appointments (Ciula; Nerbonne; Rybicki)

This still stands.

8. Programme Committee 2012: three appointments plus one or more recommendations for chair.

JR and PS will be nominated as a recommendation for chair.

AC, TT to be members of the committee.

14. Memorials

1. Zampolli

Action item: LLOH should report on this in the December meeting.

2. Fortier

Action item: LLOH should report on this in the December meeting.

15. Association Initiatives

These were not reported on.

1. Awards/Prizes

1. Busa

2. Zampolli

3. Fortier

4. Bursaries

2. TEI
3. Seminars
4. Training
5. Workshops

1. European Summer School *Culture & Technology*: report

EB reported on the summer school, with support from ALLC, the University, and the VW foundation.

The chair recorded ALLC's congratulations to EB for her work with the summer school.

2. TEI Genetic workshop

Congratulations are given to the organisers of this workshop.

3. Osaka workshop

TT reported on the workshop and the impact it has had on the number of delegates from Japan for this conference (26 Japanese delegates were attending).

6. Project Support

1. TEI-by-Example: report

This was not discussed.

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

This was discussed previously.

3. Arts-Humanities.Net – scoping digital humanities in Europe

DR reported on the proposal. Arts-humanities.net provides an overview of projects, resources, sites, centres, and research. The proposal is that the system could be used as a back end to allow the display of information referenced by country, to provide a country specific webpage about Digital Humanities activities. Additionally, this proposal will undertake desk research to supplement information to build up the knowledge base about European projects. The idea is this will kick start the collection of information, and the next stage will encourage users to update information themselves.

There was a discussion about the proposal, including verification and moderation of user generated content. There was a worry that this information may not be current, and money would have to be spent on sustainability. It may be useful to produce a statement of costs for the sustainability of this data on an annual basis.

There is also an issue about data maintenance and who owns the data if arts-humanities.net loses its funding. There is opportunity for a showcase module that could be featured on the ALLC website to highlight projects in the community. It could serve as a reliable and systematic directory of work in the discipline. It may also expand who we think as Digital Humanities and reach out to a wider community. It would be useful for each country to have a dedicated editor for each country to make sure that material for that country is kept up to date. Thought should go into the data structure that can service the needs of the community. The site will need both content oversight from ALLC, and technical oversight to make sure it works alongside the new ALLC websites. The next step would be for the web team in Hamburg and for the art-humanities.net people to meet and agree timelines and deliverables. We should also think about an exit strategy should arts-humanities.net not survive in the long term.

HS proposed that JCM work on a proposal for an exit strategy and work out ongoing spending for the system, and for the new ALLC website, and to report back to the mid term meeting. DR suggested £20k in total for the system and new website, ringfenced for the long term. JN suggested that the system should have deliverables, and concrete membership number goals. There was a discussion about finance.

JCM confirms that phase one of his website aim is to get a simple, working website up and running for 3000 Euro. In parallel, the proposal here for arts-humanities.net would produce material for the back-end, and cost £10,000. Then comes the second phase of the ALLC website where the two parts get integrated and this will require further funding. There was a proposal that a maximum of £5000 would be available for JCM's team between July and December to work on the second phase.

DR proposed that the Arts-Humanities.net be supported for £10,000. JCM will work in conjunction with Arts-Humanities.net, to spend a maximum of £5000 to integrate this data into the ALLC webpage. JCM to report back to the committee at the mid-term meeting with a trial version, exit strategy, proposal for maintenance. OE will work with JCM on this issue. DR proposed, AC seconded. Voted nem con.

The meeting broke for tea at 3.50pm, and reconvened at 14.05.

#### 4. EXPLOIT – digital tools for harnessing cultural plurality in scholarly discourse

JCM introduced his proposal, which will build a set of multilingual tools which will allow word cloud generation, tools for cross-language semantic field mapping, and concept mapping. This will be a joint project between Stéfan Sinclair and JCM. EB discussed this in relationship to the work of the multilingual committee. There was a discussion about what the output of the project would be and why it would be attractive to ALLC, and whether it would be a worthy expenditure of strategic funds, or within normal current expenditure on projects. There was discussion on how this related to ADHO, DHQ and the work of the multi-lingual committee. JN suggested that the workshop be opened

up to others in the community doing similar work with visualisation of linguistic texts.

EB proposes that we fund as need be, reducing the sum if there was an input from DHQ. OE seconded.

7. Humanities Education

This was not reported on.

8. Digital Library Developments

This was not reported on.

9. Cultural Heritage: institutions and projects

This was not reported on.

10. Accreditation and affiliation

This was not reported on.

16. Any other business

Financial decisions made in the meeting:

The agreed target which was discussed was to limit ADHO expenditure to 60% of income. £8000 was set as the amount which had to be achieved. In the following ADHO meeting there would be discussion as to how this would be achieved. JCM has proposed, DR seconded. Voted nem con.

Phase one of the web development proposal of 3000 euro, plus up to £5000 of phase two to be reviewed in December.

The Arts and humanities.net proposal to be funded at approximately £10k.

We agreed to fund in full JCM's Exploit proposal, but perhaps DHQ would input into this too.

We had agreed that a mid-term meeting should be held to come up with some strategic discussions on directions for the committee. AC to present some strategic discussions at the mid-term meeting.

JR will host the mid-term meeting in December.

DR thanked HS for chairing the committee for the past 14 years. The committee recorded their thanks.

The meeting closed at 6pm.

## ACTION ITEMS

Harold Short

**Kommentar [3]:** This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give. This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lodging, and conference registration be covered in their entirety – ... [3]

**Kommentar [4]:** This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give. This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lod ... [4]

**Kommentar [5]:** This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give. This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lod ... [5]

1. HS to report on ALLC archival issues to the July meeting, following his meeting with the KCL archivist.
2. HS and MT to find maternity cover of MT's secretarial duties.
3. HS will check with Paul Vetch about who is named on the web domain renewal and ownership of the domain.

#### Lisa Lena Opas-Hänninen

1. LLOH to report on the Research Agendas Workshop Proposal at the December meeting.
2. LLOH to report further in the December meeting on Masters-level Curricula for the Digital Humanities.
3. LLOH to start discussion via email re other potential co-opted members.
4. LLOH to ask Liliane Gallet-Blanchard if she would like to continue on the ADHO committee, or to stand down.
5. LLOH to report on the Zampolli memorial in the December meeting.
6. LLOH to report on the Fortier memorial in the December meeting.

#### Paul Spence

1. PS to collect information from the bank and the charity commission regarding how to change a name of an organisation. What is the process, how long does it take, and how should we proceed? PS to report back to the December meeting.

#### Melissa Terras

1. MT to correct and circulate previous minutes from Hamburg.
2. MT to ensure "Website domain name renewal" is added to agenda for next meeting.
3. MT to arrange a discussion regarding crucial information that needs to be passed between incoming and outgoing chairs.
4. HS and MT to find maternity cover of secretarial duties.

#### Edward Vanhoutte

1. EV to liaise with Paul Vetch and DB regarding the best process, and time, to survey the current membership on their information requirements from the new website, and the potential name change.

#### Jan Christoph Meister

1. JCM to talk to Willard about his plans regarding the editorship and succession planning regarding Humanist, and to report back at the December meeting.
2. JCM to work on a proposal for an exit strategy for work done alongside arts-humanities.net, and to work out ongoing spending for the ALLC system regarding sustainability of the content, should we use the arts-humanities.net system. Reporting of costs of the integration of the ALLC website and arts-humanities.net should also be undertaken, and this should be presented at the mid-term meeting. This report should be undertaken with OE.

#### Øyvind Eide

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#### Arianna Ciula

1. AC to present some strategic discussions and potential future directions at the mid-term meeting.

Hugh Price

1. Hugh Price to report back to committee on impact factors and inclusion of LLC in central databases.

V 1.0: Melissa Terras, created 15/07/10.

This is my memory of the decision, but if there is any doubt we should confirm the amount, which is the same as the fixed honorarium we used to give.

This is not my memory of it at all – there was quite a lengthy discussion about the fact that £450 was not enough to cover even basic travel to the conference nowadays, and that it hadn't been raised for a number of years. The discussion came to the conclusion that travel, lodging, and conference registration be covered in their entirety – which is what John Nerbonne proposed.

It was not possible to keep the targets under 60% in the plan, due to various (in my view sensible) decisions which were taken at the SC.

I think this figure has been taken out of context. The total figure for ADHO expenditure agreed was £36k, of which ALLC contributed £19k. Perhaps this refers to something else? Suggest we remove, since the 60% target gives us something clear to aim for.

Fair enough – I had asked for clarification in the meeting as I didn't understand these statements, so do change them to what reflects the discussions in the SC.

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**Seite 14: [4] Kommentar [4]**

**29.11.2010 14:28:00**

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**Seite 14: [5] Kommentar [5]**

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