

## Summer Meeting of the ALLC Executive Committee, Hamburg. 16<sup>th</sup> July 2012

9.00 – ca. 17.00

### 1. Attendance

Lisa Lena Opas-Hanninen (Chair) (LLOH)  
Paul Spence (Treasurer) (PS)  
Melissa Terras (Secretary) (MT)  
Dino Buzzetti (DiB)  
Øyvind Eide (ØE)  
Jan-Christoph Meister (JCM)  
John Nerbonne (Meeting Chair) (JN)  
Tomoji Tabata (TT)  
Karina van Dalen-Oskam (KvDO)  
David Beavan (DaB)  
Edward Vanhoutte (EV)  
Jan Rybicki (JR)

### Apologies

Espen Ore (EO)  
Arianna Ciula (AC)  
Marjorie Burghart (MB)

### Additional agenda items:

A presentation at 15.40 from Lausanne, host of DH2014.  
At 11am, a presentation from OUP about LLC Journal.  
At 9.30, Ray Siemens joined the meeting as ADHO Chair.

### 2. Minutes and matters arising

There were no corrections needed from the meeting in Wassener. JCM moved, KvDO seconded, minutes accepted nem con.

#### a. Special attention to action items.

JN noted that we should think strategically about future nominations to the committee.

MT noted that she had completed her action items.

LLOH – communication with A+H.net: MT to ask for a report from Andrew Prescott and Mark Hedges, asking for a report on A+H.net, to report on the £5000 that they got from ALLC in 2010 and how it was spent.

JN noted that the conference coordinating committee was currently dormant, but there will be action in the coming year. LLOH reported that due to numbers in the conference, if the conferences keep growing at this rate, papers acceptance rates have to reflect that. LLOH asked the conference coordinating committee to address this. There was a discussion about the acceptance rates at the conference.

OE asked to contact Leif Isaksen and to work with KvDO and DaB on the roles and structures of the committee. OE reported on the small grants, and updating the webpages, which have been updated as far as possible.

EV to draw up a pitch regarding LLC to persuade people to subscribe to LLC and the reasons behind how a subscription to LLC supports the whole community.

DaB to draft a welcoming email from ALLC and circulate (with OE and KvO), with a view to linking this with the name change, etc. DaB to let other membership officers in other organizations know about this initiative.

JCM tabled discussion with ADHO with regards to the website, and reported that discussions are ongoing.

DaB to double check list of honorary members with those who receive free copies of the journal: LLOH to liaise with DaB, and DaB to liaise with OUP.

At 9.30 the meeting was joined by Ray Siemens, Chair of ADHO. RS congratulated JCM on the organization of the conference. RS also brought up the development of the German DH group, and talking with an ADHO perspective to build up a positive relationship. RS asked for discussion within ALLC of the publications committee proposal, in particular the proposal to separate the publications committee into a journals and an infrastructure/ maintenance committee. This is especially pressing now there are 6 constituent organisations. RS noted the growth of the conference, and the community in general, including the need to work towards common curriculum in training courses and the potential for an inter-connected series of conferences. RS wished the best for the rest of the ALLC meeting.

There was a discussion about the conference, and the needs for an international conference every year, but how this could also be balanced with local conferences. There was a discussion about the relationship of ADHO to non-ADHO organized DH events. There is also a need to investigate the role of ADHO now DH has become mainstream. The chair noted his thanks for RS's visit and comments. RS left the meeting.

### 3. Brief update (the *plenum*, max. 2 min. per person)

JN reported that there was a movement in the Netherlands (CLARIN-NL) to support computational linguistic analysis in support of non-linguistic textual analysis, i.e. more general DH, such as research in literature or history. JN will chair CLARIN-NL's Exec. Committee beginning in Sept.

JCM reported on the conference, and the founding of the German chapter, Digital Humanities Deutschland, including the relationships of the German chapter with ALLC.

OE reported on the awards committee structure and the need for more members from ADHO to engage with the process.

EV reported on the work of the journal.

DB reported on the NeDiMAH network, and the organization of a national meeting in Italy in December, and also issues of funding in Italy, and integrating DH structures with existing library and university structures and the need to build links with other organisations.

TT mentioned the rapid progress in the Japanese Association for the Digital Humanities, which has now applied for admission to ADHO. The Japanese Association is grateful to ALLC, as the workshops made a substantial basis for the development of DH there. JADH will seek to collaborate with ALLC in years to come.

JR reports of the growth on DH in Poland, and the role of infiltrating traditional humanities conferences with DH topics, and the potential to link ALLC activity to scholars in Eastern Europe.

DaB reported on frustration with membership issues, and the lack of communication with other organisations in ADHO about these issues.

KvDO reported on the positive situation in the Netherlands, with funding available for the Digital Humanities, and the growth in DH there.

PS reported on a busy year. As Programme Chair, thanked JCM for his organization and support for the conference. As treasurer, reports that we are at an important juncture in both

ALLC and ADHO. The chair thanked PS for his work as being Program Chair, and JCM thanked PS for his co-operation and effort in organizing the programme of the conference.

MT reported that all was well with secretarial duties, and asked JCM to pass thanks on to Lena for her work on the website.

LLOH wished it to be recorded that she was grateful to those on the committee who have been supportive in the past year as she dealt with a family bereavement and personal illness. LLOH specifically thanked JN for becoming acting Chair.

4. Elections 2012 (Comm. John Nerbonne, Jan Rybicki, Lisa Lena Opas Hänninen (chair))
  - i. Members Elected: David Beavan, Tomoji Tabata (2<sup>nd</sup> term), Maurizio Lana (ML). They begin as (regular) members after the summer meeting.
  - ii. Proposal by Lisa Lena (and Melissa) to co-opt Leif Isaksen (unable to stand for election due to technicality). Leif Isaksen: <http://leifuss.wordpress.com/>  
There was a discussion. MT proposes LI be co-opted, OE, seconded, voted nem com. MT to contact Leif.  
There was a discussion about Marjorie Burghart and continuing to co-opt her on the committee. PS proposed, JCM seconded, voted nem com. MT to contact Marjorie and let her know.  
JR to send MT a list of those on the committee, and MT to send it on to the website people, to ensure that the website is updated.
  - iii. Name change ALLC: Decision (to be submitted to general meeting)  
There was only one response about the proposal to change the name. There will be a discussion at the AGM about this. PS raised practical issues of a name change, and asked for legal issues to be investigated. LLOH and JN to investigate the legal issues of changing the name and to report back to the committee. There was a discussion about the proposed name change. JN to present this at the AGM.
  - iv. Election of secretary.  
LLOH proposed election of MT to secretary for next three years, seconded by JCM, voted nem com. DaB noted thanks to MT for her work.
  - v. Proposal to have a president, and if so, elect one.  
There was a discussion about electing JN to be President to ALLC. MT proposed JN to be President of ALLC, PS seconded, voted nem con. The committee recorded its thanks to JN over the past few months.

11am: Sarah Scutts joined the meeting from OUP to give a report on LLC from the OUP perspective. The OUP blog is very well used and authors from LLC will be featured on it. The publishing process is going smoothly. There is positive feedback from authors. JN brought up the

issue of becoming a member of ALLC, and difficulties with the OUP systems. Sarah as asked to liaise with DaB about this matter. OUP hopes to have changes in place in their systems for the 2013 renewals. OUP to contact DaB in the run up to the renewal process in order to collect feedback, and to support OUP in the effort to make the renewal/joining process better. PS recorded thanks to OUP in helping with financial matters.

#### 5. Treasurer's Report (Paul Spence)

PS reported on ADHO finances. In general terms, this has been a positive year financially, with £10k less spent than planned in the 2011 budget, which we can now use to re-invest. There had been a slight increase in subscriptions. PS looked at the geographical distribution of subscriptions and suggested that there is room for growth. We have good numbers of institutional subscriptions which puts us in a financially strong position. 24% of income is from personal subscriptions, 76% comes from institutional subscriptions and consortia. PS reported on expenditure, and the healthy state of affairs of the accounts. We need to plan ahead, though, regarding expenditure. There was a discussion about the financial distribution between centres within ADHO, and the shared part of the ALLC finances.

There was a discussion about costs of infrastructure support, and the ADHO finances that will underpin that, as well as planned expenditure for ADHO. There was a positive sense about the planned expenditure for ADHO. Whilst ALLC supports Centernet, we would like a report about the plans for Centernet Publication and get more information about their plans given their financial support from ADHO. JN proposes that ALLC support the funding to Centernet for their publication, but a formal proposal is submitted which should be circulated to the constituent organizations of ADHO. MT seconded, voted nem com.

There was a discussion about disbursement of income to ADHO, and the proposal from ADHO in changing the current model, and the consequences for the smaller representation of ALLC on the ADHO steering committee. JN moves to support the changes to the ADHO representation of the constituent organizations on the steering committee. DaB seconded, voted nem con.

PS reported on ALLC finances, which are in a good shape. There was a discussion about income and expenditure. The historic pressure from the independent examiner to spend our surplus has eased, given our expenditure. JN proposed that the accounts be formally supported as a true financial record, seconded by OE, voted nem con.

PS proposed that we continue with the Royal Bank of Scotland for another year. There was a discussion and this was agreed, but PS will look into other banking possibilities. There was a discussion about ADHO banking arrangements, and this needs to be

investigated, particularly regarding the change of ADHO (and ALLC) treasurer in two year's time.

PS suggested we approve continuing with the same independent financial examiner. DaB proposed, JR seconded, approved nem com.

There was a discussion about strategic planning on spending, and it was noted that we would have to discuss how to spend our surplus this year. There was a discussion about planning strategically, and organizing workshops, or training, as part of ALLC. In total, by the end of the year there will be £15,000 worth of funds to be spent. Proposal that £10k be ringfenced for project proposals, for a call to come out early in the Autumn. There should be another strand for £5k for internal proposals for the committee. There will be a discussion later in the meeting about this.

The meeting broke for lunch at 1.10pm and reconvened at 1.45pm.

There was a discussion about trustees. There has to be a majority of trustees from England and Wales. The proposal is to add Edward Vanhoutte and remove Marilyn Deegan from the list of Trustees. JN to also be added to the trustees list. DaB proposed, PS seconded, voted nem com. PS to do this on charity commission website.

## 6. ADHO Business Report (Øyvind Eide)

- i. ADHO Organization Model (letter on Agora from Dino Buzzetti & Chris Meister), has there been a reaction from ADHO?

JN responded that there was not a reaction from ADHO on this yet, given that it was tabled to be discussed on the following day.

Follow-up after ADHO mtg: ADHO supports the name change and also exploring DHD's becoming an ALLC chapter.

- ii. CenterNet, Australasians

CenterNet and AaDH are now members of ADHO.

- iii. Financial models for disbursements

OE raised the issue of the threshold of £3k for new organisations, which would be discussed later.

- iv. Other business

OE explained the changes on the publications committee in ADHO, and the potential splitting into infrastructure and publications and communications officer. There was a discussion, especially about the issue of common infrastructure. OE will report back to the steering committee that ALLC has a positive sense that defining the individual committees and sharing infrastructure is the way forward.

OE reported that ADHO will chair the conference coordinating committee to investigate shared curriculum between summer schools, and common resources.

OE also raised that the Japanese Association will be applying to ADHO for membership. PS thanked TT for his work on JADH.

7. Publications (Marjorie Burghart, report on Agora)

- i. LLC (Edward Vanhoutte, Sarah Scutts). Report on Agora (6 July)
- ii. *DHQ* (ADHO publication) (Melissa Terras) Report on Agora (16th July)
- iii. *Les Champs Numeriques* (SDHI/SEMI) – No report.

8. Conferences

i. 2012 Hamburg

a. Local Org, Chris Meister

At 2.25 JCM rejoined the meeting with Katrin Schönert to report on DH2012. There are over 500 registrations, with 150 registered for the unconference. There are an unusually large proportion of non-members enrolled at the conference (almost the same number as members). It was flagged that people are unclear about the benefits of membership. There has been good media coverage in local radio and newspapers. There was a discussion about digital archiving of the website and this led into a discussion about digital archiving in ADHO more generally.

JCM anticipates making a profit on the conference, and therefore they will not need the ADHO financial support. JCM raised that the financial structures of conferences should be looked into, to see whether ADHO could be the legal entity to which funds belonged. Developments to conftool to a template based system would help the generation of a book of abstracts, and JCM thought Hamburg's profits might be channeled into doing that. International student assistance: JCM worked with Elisabeth Burr on the selection of students, and the scheme is working well.

JN recorded the thanks of ALLC to JCM and his conference team.

b. PC chair, incl. rates of acceptance (Paul Spence)

PS reported on the organization of the programme. 395 submissions before the initial withdrawals, (191 long papers, 23 panels, 81 short papers, 71 posters, 17 workshops, 10 tutorials and 2 two early withdrawals). There are 5 strands this

year, which allows a slightly higher acceptance rate than there otherwise would have been. There was a discussion about review processes and cultural aspects.

- ii. 2013 Nebraska. 1 PC member needed (w. report to PC chair Bethany Nowviskie asap)  
PS to stand down because two of the other people on the committee are from KCL. OE volunteered to stand for the PC committee, but given MT is standing to be conference chair in 2014, MT to take this on. 2013 Programme Committee members: Maurizio Lana (incoming member), KvDO, and John Bradley. JN to ask ML and John Bradley about serving on the PC for 2013.
- iii. 2014 – Lausanne. MT to chair PC. PS nominated, OE seconded, voted nem com.

## 9. Association initiatives, tasks

- i. German chapter idea (Chris Meister)  
JCM introduced the idea of Digital Humanities Deutschland. Any German speaking individuals can join. There will be discussions as to whether this will join the ALLC as a substructure. There have been discussions about the funding structures, and the setting up of a model for any other national groups. There is a certain infrastructure set up which means that regional groups have to have a certain number of members for it to be worthwhile. There was a discussion about standalone groups, and the benefits of joining ALLC as a substructure. There was a discussion about what documentation and agreements needed to be set up (at either ALLC or ADHO level) and whether we should put this before the ALLC AGM. There was a discussion about multi-lingual issues. The committee registered their support for this initiative. DiB proposed that we support the initiative, DaB seconded, voted nem com (with JCM abstention).
- ii. Tasks & Information for ALLC Exec. Comm. members (Karina van Dalen Oskam & Øyvind Eide). See report placed on Agora by OE.  
KvDO and OE to continue developing the material for new members, and committee roles and structures, with DaB.
- iii. Committee appointments (see <http://www.allc.org/about/people/representatives> for current representatives), including stand-in for Paul Spence on 2013 PC

ADHO steering committee: TT and LLOH remain on steering committee. JN nominated MT to be 3<sup>rd</sup> voting member of ADHO. Seconded DaB. Voted nem com.

Multilingual committee. All continue (EO, Elisabeth Burr, and JCM)

Awards Committee. All continue (OE and KvDO)

Digital Humanities Programme Committee 2013 (TT, John Bradley). MT to be nominated for conference Programme Chair for 2014. JN to propose MT as member of conference PC for vice chair for 2013, and chair for 2014.

iv. Day of Digital Humanities (Paul Spence)

PS talked about a proposal of non-English Day of Digital Humanities in Spanish (not just in Spain). To set up a scientific committee to do that. A formal proposal will be sent to CenterNet, so it is mentioned here for discussion.

v. FairCite (Melissa)

There was a discussion about the FairCite proposal, in particular deciding on the issues on co-authors. There was a suggestion that they should talk to CenterNet about Arts and Humanities.net, to look at the idea of shared infrastructure and information.

15.45 The meeting was joined by the team from Université de Lausanne, who will be hosting DH2014, as well as ACH, Centernet, and SDH/Semi. The organisers were congratulated on their winning bid, and presented details about the conference.

## 10. Updates on

i. LLC Website (Chris Meister, others); infrastructure

This will be an item on the next meeting's agenda. JCM to report on infrastructure issues.

ii. Membership, incl. SDHI/SEMI problem (DaB, see report on Agora)

DaB walked through his report. There is an increase of 206 subscribers to the journal in the last year. Most people join as joint members, rather than as ALLC members. The issues that were raised include the failing process of registration with OUP, and DaB suggests to collect information about any issues around the time of registration. DaB to approach members and work with OUP on a system to track any membership issues. There was a discussion about whether or not the committee should manage its own membership issues. DaB was nominated for ADHO membership secretary, which will be decided at the meeting tomorrow.

iii. Honorary members update (David Beavan)

DaB to report on this at the December meeting.

iv. Logo (files, availability)

MT raised that we need digital copies of the logo in high enough resolution to generate letterheads, and business cards.

If the proposal is accepted to change the name of the organisation, JCM to come up with a general plan for rebranding of the website in light of the name change,

and this to be discussed with EV, DaB, and MT who will represent ALLC in discussions on rebranding.

v. URL (Melissa Terras)

Renewal of the URL to be added to the annual agenda to ensure it doesn't lapse. Currently resides with PS, up for renewal in 2015.

vi. Strategic fund (Karina van Dalen-Oskam and John Nerbonne)

JN reported on proposals and process, and thanked KvDO, DiB, and OE for their work on this

vii. New funding call for proposals?

This will be talked about at the end of the meeting.

viii. Other projects, workshops & initiatives

Nothing had been submitted to be discussed at the meeting.

11. Midterm meeting probably via conference call / session due to costs.

There was a discussion about whether we needed a mid term meeting. There was a discussion about strategic aims of ALLC, and consequences and results of the founding of the German Association. JN to send round a doodle to organize a weekend, EV suggested hosting at KANTL in Ghent.

12. Review of decisions, appointments and responsibilities

MT reported on action points which had been collated throughout the meeting.

13. Any other business

MT raised that Marilyn should be thanked for her work on the journal. DaB to check that Marilyn Deegan, David Robey and Harold Short are listed as Honorary Members with OUP.

MT proposed that David Robey and Marilyn Deegan are asked to Nebraska to thank for their work on ALLC. OE seconded, voted nem com. JN to ask David Robey and Marilyn Deegan if they would like to attend DH2013.

There was a discussion about research proposals, and the nature of proposals. DiB described a potential proposal but he should submit a written proposal to the committee so that we can understand it in greater detail. The committee are willing to consider a written proposal via email.

MT to give JN and DaB access rights to the ALLC exec email list and membership email lists. DaB to update the current membership and exec list.

KvDO, LI and JN: to make a proposal to the ALLC committee about a new call for project proposals, with a maximum cost of 10,000 euro. To circulate via email.

The meeting was adjourned at 5.30pm.

#### Action Items

##### DaB

To work with OE, KvDO, LI and DaB on the roles and structures within the ALLC exec. committee.

DaB to draft a welcoming email from ALLC and circulate (with OE and KvO), with a view to linking this with the name change, etc. DaB to let other membership officers in other organizations know about this initiative.

DaB to double check list of honorary members with those who receive free copies of the journal: LLOH to liaise with DaB, and DaB to liaise with OUP.

DaB to approach members and work with OUP on a system to track any membership issues.

DaB to check that Marilyn Deegan, David Robey and Harold Short are listed as Honorary Members with OUP.

##### EV

EV to draw up a pitch regarding LLC to persuade people to subscribe to LLC and the reasons behind how a subscription to LLC supports the whole community.

##### JCM

JCM to report on infrastructure issues about the website.

JCM to come up with a general plan for rebranding of the website in light of the name change, and this to be discussed with EV, DaB, and MT who will represent ALLC in discussions on rebranding.

##### JN

LLOH and JN to investigate the legal issues of changing the name and to report back to the committee.

JN to ask ML and John Bradley about serving on the PC for 2013.

JN to ask David Robey and Marilyn Deegan if they would like to attend DH2013.

##### JR

JR to send MT a list of those on the committee, and MT to send it on to the website people, to ensure that the website is updated.

KvDO

To work with OE, LI and DaB on the roles and structures within the ALLC exec. committee.  
To draft a welcoming email from ALLC with DaB and OE.

LI

To work with OE, KvDO and DaB on the roles and structures within the ALLC exec. committee.

LLOH

LLOH to liaise with DaB about checking list of honorary members with those who receive free copies of the journal.

LLOH and JN to investigate the legal issues of changing the name and to report back to the committee.

MT

MT to ask for a report from Andrew Prescott and Mark Hedges, asking for a report on A+H.net, to report on the £5000 that they got from ALLC in 2010 and how it was spent.

MT to contact LI and ML about their roles, getting added to the website, and subscribed to AGORA.

MT to give JN and DaB access rights to the ALLC exec email list and membership email lists.  
DaB to update the current membership and exec list.

OE

OE asked to contact Leif Isaksen and to work with KvDO and DaB on the roles and structures within the ALLC exec. committee.

To draft a welcoming email from ALLC with DaB and KvDO.

PS

PS will look into other banking possibilities.

PS to change trustees on charity commission website (remove Marilyn, add EV and JN).