

## **Agenda**

### **Midterm Meeting of the (ALLC-)EADH Executive Committee,**

**Fri. Dec. 7th, 2012, 9.00 – ca. 17.00**

### **Ghent , Royal Academy for Dutch Language and Literature (KANTL)**

Koningstraat 18, 9000 Ghent

Paul Spence chaired as Lisa Lena Opas Hänninen and John Nerbonne were both not be able to due to illness.

## **Agenda**

1. Attendance and agenda. In addition to executive committee members, we have also invited Marin Dacos, Paris and Nathalie Dietschy, Lausanne to join us. They are involved in discussion to form a Francophone DH organization. We'll discuss relations in item (8) below.

Attending: Maurizio Lana (ML)

Karina van Dalen-Oskam (KvDO)

Jan Rybicki (JR)

Paul Spence (PS) (Chair, Treasurer)

Espen Ore (EO)

Øyvind Eide (OE)

Nathalie Dietschy (ND)

Edward Vanhoutte (EV)

Leif Isaksen (LI)

Melissa Terras (MT) (Secretary)

Apologies from

Lisa Lena Opas-Hanninen (Chair) (LLOH)

John Nerbonne (JN)

Jan Christoph Meister (JCM)

Marin Dacos (MD)

Tomoji Tabata (TT)

Arianna Ciula (AC)

David Beavan (DaB)

PS thanked all for attending, and thanked EV for arranging. PS sent well wishes to LLOH and JN given their recent injuries.

2. Minutes and matters arising

i. Name change now official (9/2012)

There was a discussion on how we want to refer to ourselves: ALLC, ALLC:EADH, or EADH. There was a discussion about web addresses.

MT to talk to Lena/JCM about new URLs and to think of setting up an EADH twitter account.

MT to purchase www.eadh.eu and OE to purchase www.eadh.net. OE to email the owner of www.eadh.org and ask if we could have it. OE to report back to the committee after discussion with the current owner.

There needs to be a plan to finalise the name and how the association is referred to in the summer meeting, and preparatory work done before then via email to try and reach an answer. There was a discussion about how to handle this change: EADH (formerly ALLC?) MT to email all to start discussion on name of ALLC via email.

ii. Special attention please to action items (see minutes of Hamburg meetings)

The Chair to send emails to welcome new members of the committee in future.

DaB to report on membership issues in the summer.

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: this will come up in the next editorial published in LLC and EV has been in touch with the ADHO publications committee about taking this message further. There was a discussion about membership and subscription issues and the payment mechanism.

PS to remind the committee by DH2013 how much income we get from personal subscriptions from the journal as a proportion of total income so that we can gauge potential impact of from a switch to non-journal based membership? We will need to be mindful of the relationship with the OUP.

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

MT reported that there had been no formal report from the KCL DDH re A+H.net. MT to ask for final report, and circulate to the committee. MT to ask JCM about what progress has been made with KCL DDH. MT to ask JCM to double check the report and to suggest a way forward with A+H.net given recent developments.

MT reported that the password had changed on the ADHO listservs.

PS reported on ongoing discussions regarding banking structures and a change of bank.

Minutes from Hamburg were approved: PS proposed, KvDO seconded.

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

MT reported that AC will take minutes in Nebraska, given MT is PC for 2014.

LI reported on being a coopted member, and assisting with the small grants.

ND reported that DH in Lausanne is growing, and will report on the French speaking organization later.

OE reported on ADHO awards committee: and work on bursaries and prizes continues.

EO reported on MLMC activities: translating call for papers into various languages.

PS reported on the treasurer role: suggests that ADHO and ALLC treasurer role should be split.

JR reported on MLMC and issues with translating the call, and the time-lag about issuing it. We need a list of translators – this to be discussed later. JR is pushing DH in Poland: and suggests that ALLC should support workshops, etc in these countries.

KvDO reported on small grants round: this to be discussed later. KvDO discussed movement on dutch language association.

ML reported on the Italian association for DH (Italian Association for Digital Humanities and Digital Culture), about to launch their first conference. ML highlighted issues of membership via LLC, and issues of Italian chapter in DH.

EV will report later on the journal. EV highlighted that support for DH in KANTL is declining, and therefore welcomes the talks re the Dutch language association.

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

##### i. Mid-term financial review

PS explained the financial mechanisms behind the conference, journal, and association disbursement, and explained we need to create a new system for new organisations coming on board to ensure enough money is in place for all (including the ALLC) to operate effectively. PS speculated that the general financial trends are that income is linked to the conference attendees, and there has been a continual (but still modest) increase in income over 5 and 10% over the past few years. There was a discussion about financial issues, and the potential to do fundraising for kickstarters, etc. Once ADHO is established as a formal independent financial entity there will probably be a fundraising push in this manner. PS ran through the financial disbursements. While progress has been made in recent years, the ALLC still has funds beyond what is desirable for a charity of its size, and so we should continue to try to ensure that this is reduced, looking at ways to ensure that funds are spent in 2013.

OE asked if spreadsheets and reports could be sent as PDFs in future.

11am JCM called into the meeting via Skype.

JCM reported on infrastructure issues – the ADHO servers have been ported over, and the transition went very smoothly. Systems are maintained by Ian Rifkin. JCM and his team were thanked for his work on this.

JCM reported that web content continues to be managed by Lena Schüch. A new contract is required for 2013. PS asks for a reminder for how much this costs each year from JCM. There is strong support to have Lena continue as web support once the finances are formalised.

There is a full logo package on AGORA including stationery materials. JCM to look into providing a powerpoint template version.

#### 5. Editor's Report (Edward Vanhoutte)

EV will circulate a formal report at the beginning of January once the end of year stats are in. The journal has had 110 submissions this year. (There were 41 in 2010, so there is a big raise). There are a lot of thematic issues and therefore there are problems with timely publishing of normal open issue content. First issue of DH2013 is in press. EV

reported on Open Access issues and discussions about LLC and the journal, and what the associations can do to promote the fact that LLC publishing is fair. There is the potential to publish an “editors choice” in open access. There was a discussion about journal classification and journal rankings. There is an issue with recruiting reviewers and EV will prepare a written proposal for financial help to ADHO to build up a reviewer database. PS thanked EV for his work on LLC, and the committee thanked him.

The meeting broke for lunch at 12.30 and reconvened at 1.15pm.

#### 6. ADHO Update (John Nerbonne)

PS reported on the ADHO issues, from JN’s written report.

- i. JADH a member from 1 January 2013 , opening conf. 9/2012, Tokyo  
PS congratulated and welcomed JADH to ADHO.
- ii. Other business  
There was a discussion regarding Centrenet members and mechanisms for membership – which will be discussed later in the meeting.
- iii. ADHO proposal to create legal entity (see appendix)  
There was a discussion about the talks which were occurring regarding ADHOs legal status (ie so they can process conference payments, etc).
- iv. ADHO banking arrangements  
There was a discussion regarding the different options for setting up ADHO as a legal entity. The committee noted that while we did not have expertise in this area, there was a general feeling that we were in favour of the Dutch system presented in the report. However, advice should be taken about this, and further discussions were necessary.
- v. ADHO treasurer  
PS suggests motion to have separate ADHO treasurer in future, EO seconded.  
Voted nem con.
- vi. ADHO infrastructure  
It was noted how much improved the ADHO infrastructure was since the last summer meeting, and thanks were given again to JCM.

#### 7. Conferences

- i. 2013 Nebraska
  - i.a. PC vice chair, Melissa Terras  
Record thanks to Bethany Nowviskie and MT for ongoing organization of the conference programme. MT to check meeting dates and circulate to the exec.
- ii. 2014 Lausanne, remarks by Nathalie Dietschy  
ND presented work and developments on the 2014 conference. PS thanked ND for the input. There was a discussion about multi-lingual and multi-cultural issues and the benefits of being in Lausanne given its multi-lingual background.
  - ii.a. PC Chair Melissa Terras

- ii.b. Other PC members (outside executive committee, too): John Bradley, Tomoji Tabata
8. Association initiatives, tasks
- i. Elections 2013 (Comm. Jan Rybicki, Lisa Lena Opas Hänninen (chair) w. JN probably filling in, one additional member needed). Maurizio Lana will be the other person on this committee: MT proposed, EO seconded, voted nem con. JR points out a potential conflict of interest, regarding he is up for selection. Arianna Ciula was suggested: MT to email AC and ask her if she will take on this role. The Chair will be up for election this summer.
  - ii. Tasks & Information for (ALLC-)EADH Exec. Comm. members (Karina van Dalen Oskam & Øyvind Eide). Report on Agora by Øyvind. Responsibility for pointing this out to new members is the EADH chair (with thanks to Maurizio for noting that this fell through the cracks and needed clarification). DaB and KvDO will be asked to draw up a welcome to membership message for new members to ALLC.  
There was a discussion regarding whether we should have a newsletter, and how to best use the website for news. We will ask for an editor for a newsletter: to ask the membership for volunteers. EO will lead this initiative. OE proposed, LI seconded, voted nem con. PS recorded thanked OE and KvDO on their work in this area.
  - iii. Committee appointments (see <http://www.allc.org/about/people/representatives> for current representatives), including 2013 PC  
It was noted that our website is out of date: JR to have a look and update the committee members on our website. This will have to be revisited in the summer meeting.
  - iv. Day of Digital Humanities in Spanish (Paul Spence)  
PS reports on the Day of DH initiative in Spanish, and how work in this initiative is going forward. PS will report back to the summer committee.
  - v. Report on committee judging small awards for projects and/or meetings
    - v.a. Report on Awards made early in 2012 (Melissa Terras, Karina van Dalem-Oskam)
      - Last year, there were 6 proposals, and grants given. We do not have a status for the proposals, and need to look into reporting structure.
      - KvDO to check with JN who should chase up reports from small grants.
      - JCM and Stéfan Sinclair have decided to return unspent funds (€ 8.000) to ALLC as they were able to finance EXPLOIT internally. There was a discussion about whether it should be refunded or respent on another project. The money should be returned to ALLC – JCM and PS to work on the mechanisms for this.

- v.b. Committee for current round: Karina van Dalem-Oskam (chair), Leif Isaksen, John Nerbonne; report and proposal, see appendix.
- 17 proposals in the current round. 9 workshops (6 will be funded), and for 8 projects (2 will be funded). ML and AC stepped in to review given JN's injury. They have been ranked, and 7000EUR worth of funding for 5 projects have been selected, and another 3 to costing an additional 5000 EUR: which would fund 8/17 proposals if slightly more budget than agreed could be spent on this. There was a discussion on whether or not the budget should be raised given the need for us to spend further funds.
  - There was a problem in the wording on the website regarding the proposals, with a difference in perceptions of costs. There was a discussion regarding whether salary funded projects should be discussed. It was agreed that clear deliverables and time frame are the most important issues on the project. We need to be assertive on the reports that we are needed. Flexibility is needed on payments and when projects are paid.
  - PS thanked KvDO and LI, ML, and AC for their work on this.
- v.c. Reporting on supported projects, including featuring on EADH website.  
The committee to draw up a list of projects funded in each round, and when they should report to the committee (tied to the event date etc) with also a small 500 word blog post text (and pictures if possible) to be featured on our website. Secretary to chase for written reports if not submitted. Reports handed to newsletter editor and Lena, to go on website and to be included in the newsletter.  
This should be sent to the projects funded this year: KvDO to send MT list of projects to chase for reports. MT to chase for report/blog post and forward on.
- v.d. Report from Milena Dobreva, on Policies and Practices in Access to Digital Archives. Summer School.  
PS thanked Milena for the report. MT to ask Milena for a blog post.
- vi. Future funding/investment plans for EADH  
There was a discussion about how best to spend the surplus, covering a variety of possibilities including more projects, strategic development, and supporting DH in different language, or supporting language associations. There is around £15,000 to be spent. There will be another call next year: a september call, and details will be decided during the summer meeting (targeted? Budget? Etc). There was a discussion about whether a closed call could be given to linguistically or culturally focused groups in Europe in talks with ALLC. There will be a

discussion via email regarding wording of such a call: OE to suggest a wording via email, in conjunction with PS and JN and LI.

9. Relations with national and/or linguistically or culturally focused groups primarily in Europe.

- i. EADH position: We wish to collaborate with any and all (primarily) European DH organizations, and we are in principle willing to help them by announcing events and CFP's etc., perhaps even offering hosting for web sites. We encourage initiators of these efforts to contact us and let us know of their efforts, and to consider one or another formal affiliation to EADH. A formal affiliation involving membership, e.g. as an chapter within EADH, means that members have subscriptions to three journals (LLC, DHQ, and Canadian), reduced rates at ADHO events such as the DH conferences, eligibility for student bursaries and small grants, and, perhaps most importantly a formal affiliation with EADH means that individual members would participate in the only international organization promoting DH scholarship and interests world-wide (through ADHO).

We are particularly enthusiastic about the idea of groups with a national and/or linguistic or cultural focus creating an EADH chapter, as we foresee an opportunity for conferences with a European focus and perhaps enhanced opportunities to seek European level funding.

We asked the groups below to report on their efforts to create small-scale organizations and the form they are likely to assume.

- ii. German DHD (JCM)

JCM reports that the 1st meeting of DHD exec took place at Hamburg on 3 Nov 2012.

The decision was taken to change name into „Digital Humanities im deutschsprachigen Raum“ (DH in the German speaking region) with the acronym DHD to accommodate German speaking members from outside Germany (i.e., Switzerland, Austria, Luxemburg, Tirol, etc.) The official founding constitution was finalized. With regard to EADH affiliation ref. § 5, which states:

## **§ 5 ASSOZIATION MIT DACHVERBÄNDEN**

Zur Realisierung seiner Zielsetzungen gem. § 2 strebt der Verein den Status einer regionalen Einrichtung innerhalb des europäischen Dachverbandes und dadurch die Repräsentation im internationalen Dachverband *Alliance of Digital Humanities Organizations* (ADHO) an.

In order to achieve its goals as per §2 the association aims to acquire the status of a regional chapter within the European umbrella organization and, thereby, representation within the international organization *Alliance of Digital Humanities Organizations* (ADHO).

The constitution is currently under scrutiny by notary/magistrate's court. DHD is to be constituted as an assoc. not for gain; thereafter they can start formal negotiations with EADH on conditions of affiliation. The crucial issue in the DHD context: open access and potential clash of interests with OUP. Is it possible to establish a ,digital version only' subscription of LLC?

iii. Italian IU (Maurizio Lana)

ML reported on various aspects of the Italian association. With around 50 members, their first conference will be in the first week of December 2012. There were 120 at the first assembly – with the costs of membership being 40EUR. There is a digital journal and free access to a journal. There is a problem with dominance of anglo-american language and structures in the field: how best can this be addressed. There was a general discussion. ML was asked what could ALLC do to help: a call for projects and ringfenced support would be useful. ML suggested that we should have a one page overview of “what next”: how to affiliate, and have worked out issues on subscription and membership models. PS asked ML to report back after the conference if there was anything else that ALLC could be doing for their association.

iv. French speaking, as yet unnamed, association (Marin Dacos, Paris and Nathalie Dietschy, Lausanne)

ND reported on a potential French association. It was pointed out that French was not just a European language: there is also Quebec and Africa. There was a discussion about the role of outreach and that ALLC supports outreach in this manner, and also that CSDH/SCHN could provide links in Quebec. There was a discussion regarding what the possibilities are. There will be a meeting at the beginning of next year. They were asked to report back if there was anything ALLC could be doing for their association.

v. Spanish DH network/Digital Hispanist association (Paul Spence)

PS talked about the interest in a Spanish association and that we should maybe think about coopting members to engage with the Spanish speaking DH community. We can start a dialogue – for example, to support a conference, bursaries, website infrastructure. Should we be asking them what would be good

for them to have from us? PS to report back to the committee with suggestions on taking this further.

vi. Discussion of possible models for affiliation with EADH

JCM reports: the Core issues will be Representation on EADH exec: proportional? ex officio? voting rights? Etc. Allocation of funds: flat rate? proportional? Protocol and options for acquiring individual membership: see the current discussions about promoting advantages of becoming an ADHO-CO individual member by pointing out the entire package. This was addressed in Harold's mail of 27 Nov (new membership category CenterNet/student members); and Kathleen's mail of 3 Dec on OA issues. We need to move ahead with these initiatives without jeopardizing the OUP business model dependant funding of the associations.

There was a discussion regarding this. Would it be useful to Co-opt members from the different organisations? Concerns for OA issues? Concerns for financial disbursement? Formal affiliation, and affiliation with OUP? Their constitutional model versus ALLC constitutional model? Languages – accepted languages of ADHO, and what languages are conducted in meetings? There was a discussion about how best to take this forward and what is needed. PS reminded the committee of Harold Short's exploratory work on this, PS to work with HS and others to bring document for discussion to DH2013 meeting.

JN, PS, and JR to liaise with Harold Short regarding discussions at ADHO level on the affiliation of different language speaking organisations. To be in touch with each association, to see the models that be useful for affiliation, but also to ask what the associations would want from ALLC. To report back at the summer meeting: if possible to have a draft of how organisations could affiliate. MT proposes, PS seconded, voten nem con.

vii. MLMC committee and translating the calls for paper.

JR reported the problems with the delayed translations for the call for the conference and asked for the PC to engage earlier with the MLMC committee when calls are needed. JR to talk to Elisabeth Burr about how to synchronise activity looking ahead to Lausanne. MT to talk to Lausanne regarding the theme of the conference, and the submission dates, so that the call for papers can be done in good time. There is nothing in the conference organizing committee guidelines in who is responsible for translating the call, and made clear who is responsible, although MT made it absolutely clear that it was not fair to ask the Program Committee to take on this task as well, as was suggested. EO to talk to MLMC to amend protocol, and to report back to the ADHO meeting in the summer.

10. Infrastructure

- i.i. LLC Website (Chris Meister, others); infrastructure  
This was reported on previously in the meeting.
- i.ii. Membership, incl. SDHI/SEMI problem (DaB, see minutes from Hamburg)  
This was not reported on, given DaB's absence.
- i.iii. Logo with new name (files, availability)  
JCM to look into the provision of powerpoint templates with the rebranded.  
There are variants of the logo stored on AGORA.
- i.iv. Executive Documentation/reference  
There was a discussion regarding AGORA versus Confluence.
- i.v. URL (Melissa Terras)  
The domain is registered with JCM and he will check registration for allc.org, and will talk to OE and MT re eadh.net and eadh.eu.  
PS recorded the thanks from ALLC to JCM for improving the ADHO infrastructure.

#### 11. Review of decisions, appointments and responsibilities

#### 12. Any other business

- i. ADHO communications with ALLC  
MT to respond to Lisa Spiro re plans to have a newsletter editor, who can liaise with them on this.
- ii. 2400EUR to pay for Lena to update ALLC website. PS proposed, EO seconded.  
MT to inform JCM.
- iii. To have an ALLC leaflet (not from OUP) as a promotional item that spells out the benefits of belonging to the association. EV to write copy for a leaflet for ALLC: EADH, for end February 2013.
- iv. MT to write to give thanks to Prof. dr. Willy Vandeweghe at KANTL, for hosting the meeting.
- v. EV reports on proposal for mobile app from OUP. There was a brief discussion about the fact that we could probably do this ourselves as a community.
- vi. There was a discussion about whether EADH should have its own conference in the next year, to have a European conference. This is crucial given that ADHO are moving to a world-wide conference, so it would be good to investigate this. JN to take this forward and to report back via email.

PS thanked all for attending, and for Edward for organizing. The meeting concluded at 5.20pm.

#### **Action Points**

MT

MT to talk to Lena/JCM about new URLs and to think of setting up an EADH twitter account.

MT to purchase [www.eadh.eu](http://www.eadh.eu).

MT to email all to start discussion on name of ALLC via email.

MT to ask for final report from KCL DDH re A+N.net, and circulate to the committee.

Once this report received, MT to ask JCM about what progress has been made with KCL DDH. MT to ask JCM to double check the report and to suggest a way forward with A+H.net given recent developments.

MT to check meeting dates for the DH2013 conference and circulate to the exec.

MT to email AC to see whether she will take on the role of member of Elections Committee 2013.

MT to chase projects for reports and blog posts, once told by KvDO what they are.

MT to ask Milena Dobрева for a blog post, on Policies and Practices in Access to Digital Archives. Summer School.

MT to talk to Lausanne regarding the theme of the conference, and the submission dates, so that the call for papers can be done in good time.

MT to inform JCM that we agreed to pay Lena 2400EUR to continue to update the website with content.

MT to write to give thanks to Prof. dr. Willy Vandeweghe at KANTL, for hosting the meeting.

OE

OE to purchase [www.eadh.net](http://www.eadh.net). OE to email the owner of [www.eadh.org](http://www.eadh.org) and ask if we could have it. OE to report back to the committee after discussion with the current owner.

OE to lead a wording of the call for small grant proposals for September next year. This to be done via email, in conjunction with PS and JN and LI.

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.

To circulate a formal editor's report at the beginning of January once end of year stats are in.

EV to write copy for a leaflet for ALLC: EADH, for end February 2013. (not an OUP leaflet, but our own).

PS

PS to remind the committee by DH2013 how much income we get from personal subscriptions from the journal.

JCM and PS to work on mechanism for returning EXPLOIT funding.

OE to lead a wording of the call for small grant proposals for September next year. This to be done via email, in conjunction with PS and JN and LI.

PS to report back to the exec regarding initiatives happening in the Spanish speaking association.

PS to work with Harold Short to encourage a report to be made in 2013 about affiliation mechanisms for different organisations.

JN, PS, and JR to liaise with Harold Short regarding discussions at ADHO level on the affiliation of different language speaking organisations. To be in touch with each association, to see the models that be useful for affiliation, but also to ask what the associations would want from ALLC. To report back at the summer meeting: if possible to have a draft of how organisations could affiliate.

JR

JR to send MT a list of those on the committees, to double check that the website is correct.

JN, PS, and JR to liaise with Harold Short regarding discussions at ADHO level on the affiliation of different language speaking organisations. To be in touch with each association, to see the models that be useful for affiliation, but also to ask what the associations would want from ALLC. To report back at the summer meeting: if possible to have a draft of how organisations could affiliate.

JCM

To send on costs to continue with Lena as web support for the ALLC website.

To look into providing a powerpoint template with the ALLC logo.

JCM and PS to work on mechanism for returning EXPLOIT funding.

JCM check the registration status for allc.org, to ensure that we do not lose the domain.

DaB

DaB and KvDO will be asked to draw up a welcome to membership message for new members to ALLC.

KvDO

DB and KvDO will be asked to draw up a welcome to membership message for new members to ALLC.

KvDO to send MT list of projects to chase for reports.

EO

To lead initiative in recruiting an ALLC newsletter editor.

EO to talk to MLMC to amend conference protocol, to make it clear who is responsible for the translation of the call for papers, and to report back to the ADHO meeting in the summer.

JN

OE to lead a wording of the call for small grant proposals for September next year. This to be done via email, in conjunction with PS and JN and LI.

JN, PS, and JR to liaise with Harold Short regarding discussions at ADHO level on the affiliation of different language speaking organisations. To be in touch with each association, to see the models that be useful for affiliation, but also to ask what the associations would want from ALLC. To report back at the summer meeting: if possible to have a draft of how organisations could affiliate.

To take forward discussions about a European conference in DH and to report back via email.

LI

OE to lead a wording of the call for small grant proposals for September next year. This to be done via email, in conjunction with PS and JN and LI.

ML

To report back to the executive regarding initiatives in the Italian speaking DH association.