



association for literary
& linguistic computing

Founded 1973 UK registered charity number 2799

Association for Literary and Linguistic Computing Committee

Action points from the Committee Meeting held at Oslo, Norway, 3-4 December 2005

Action Points

Numbering refers to the place in the agenda where the issue was raised. Initials of those involved are used for brevity. Whenever a member is mentioned in an action point, it is included under their name: therefore members should look for their name to find a complete list of what they should do, and who will be liaising with them.

Harold Short

2. HS to undertake a review of the procedures for electing the membership of the committee for the summer meeting (see Victoria minutes, item 7).

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

2. HS and MT to draft a letter to send to lapsed/potential new members of LLC.

2. HS and MT to put a proposal together for the next meeting regarding electronic archiving of ALLC material. (see Victoria minutes, 8.5).

4. HS to submit paperwork to Charity Commission. (HS to get audited accounts from JA).

5. HS and MT to look over ADHO protocols, and to consult with John Unsworth regarding ALLC and ACH changes to the documentation.

7.1. HS to liaise with OUP regarding whether they would present a session at Digital Humanities to discuss with the community aspects of open archives, post and pre-prints, etc, and how this relates to LLS.

7.4. HS and MT to talk to Arianna Ciula at KCL regarding submission form for website (how to submit information/sign up for information) and possible RSS feeds on the site. Also, how this could interact with Humanist discussion list.

7.4. All to update their biographies for the website: please submit new

biographies to MT.

7.5 HS and MT to discuss archival issues and report at Paris.

8.2 HS and MT to liaise regarding ALLC and ACH changes to ADHO protocols. HS and MT to then liaise with John Unsworth about these changes. HS to prompt committee to discuss these documents online once available.

8.3 HS to liaise with OUP to get further information regarding consortium arrangements, estimated incomes per subscription, etc.

8.3 HS and MT to liaise on constructing lists of potential subscribers, as before.

8.3 HS and MT to liaise with OUP on promotional material. This should be sent to committee members each year. HS and MT to liaise with OUP about making digital promotional material on the website.

8.3. HS and MT to liaise with OUP on getting subscriber forms and promotional material for a mail shot.

8.3 HS to consult with MD re: whether only members of ADHO can submit to LLC.

8.5 HS to consult with MD regarding how conference papers could be channelled into either LLC or DHQ depending on the most appropriate format.

8.5 HS to consult with MD as to whether LLC has any plans to submit to a citation index.

8.5 MT to liaise with HS about getting promotional material designed by the designer at KCL for ALLC.

8.5 Harold Short will liaise with Julia Flanders regarding explicit costings required for DHQ.

9.2. HS and MT to liaise with OUP (and then LGB) regarding how people can automatically become members of ALLC when registering for the conference. Also, to raise the issue of direct debits from outside the uk.

9.2. HS to liaise with ADHO steering committee to confirm dates: ADHO steering committee will meet on the morning of Tuesday 4 th July, ALLC committee meeting from lunchtime Tuesday 4 th 2pm. HS to tell MT, who will confirm dates to the committee.

9.3 HS to discuss over email with committee who will replace Paul Fortier on the 2007 programme committee.

10.1 HS to send round link to committee of proposed Zampolli memorial website

10.1 HS to ask Susan Hockey whether she would edit a publication in honour of Zampolli.

10.2. HS to ask Arianna Ciula to set up memorial website for Paul Fortier.

11.3 HS to clarify how much the Fortier bursary will be.

11.4 HS to communicate to Ray Siemens that the Canadian workshops will not be supported, and why.

11.5 HS to discuss with MT how workshop scheme can be publicised further.

11.6 HS to liaise with TEI council to encourage Julia Flanders to resubmit bid including input from AB.

12. HS to review all financial commitments made in the meeting and to liaise with JA.

12. HS to liaise with LH about the implications of funding special issues of the journal.

Jean Anderson

2. LLOH, JA, and AB to carry out a cost analysis of midterm meetings, to see where savings could be made. (see Victoria minutes, item 5).

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

4. HS to submit paperwork to Charity Commission. (HS to get audited accounts from JA).

6. JA to get audited accounts from accountant.

7.4. All to update their biographies for the website: please submit new biographies to MT.

12. HS to review all financial commitments made in the meeting and to liaise with JA.

Lisa Lena Opas-Hänninen

2. LLOH, JA, and AB to carry out a cost analysis of midterm meetings, to see where savings could be made. (see Victoria minutes, item 5).

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

3. LLOH has offered to write a brief obituary for Paul Fortier, to be featured on the ALLC website, and in LLC.

7.4. All to update their biographies for the website: please submit new biographies to MT.

9.2 LLOH and LGB to look at cover design, include ADHO, and possibly French.

9.2 LLOH to liaise with John Unsworth and his team regarding changes made to the reviewing system and submissions database.

10.2 LLOH to ask TR whether he would join her in editing a special volume of invited papers for LLC in remembrance of Paul Fortier.

10.2 LLOH to send round to committee abstracts of all student papers that had been submitted to Paris, so that the committee could judge which student would get the Fortier prize.

David Robey

2. DR to meet with managing director of OUP regarding problems with direct debits and subscriptions, following consultation with new OUP representative on this matter. (see Victoria minutes, item 5)

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

2. DR to meet with Susan Hockey to discuss reviewers list and review of conference.

7.4. All to update their biographies for the website: please submit new biographies to MT.

10.1 DR to liaise with LH regarding the review of the Busa Award.

10.1 DR to draft a proposal for Paris re the Zampolli prize.

Melissa Terras

2. MT to pass on information regarding conferences we should be promoted at to OUP. All committee members to forward information about appropriate conferences to MT.

2. HS and MT to draft a letter to send to lapsed/potential new members of LLC.

2. HS and MT to put a proposal together for the next meeting regarding electronic archiving of ALLC material. (see Victoria minutes, 8.5).

2. EV and MD to circulate a proposal for the reestablishment of the conference report. MT will ask them to circulate it to the committee by email before next summers meeting. (see Victoria minutes, 8.5).

5. HS and MT to look over ADHO protocols, and to consult with John Unsworth regarding ALLC and ACH changes to the documentation.

5. MT to liaise with OUP over various issues regarding membership, advertising, etc, once the new contact at OUP had been established. MT would consult with HS

regarding this.

7.4. All to update their biographies for the website: please submit new biographies to MT.

7.5 HS and MT to discuss archival issues and report at Paris.

8.2 HS and MT to liaise regarding ALLC and ACH changes to ADHO protocols. HS and MT to then liaise with John Unsworth about these changes. HS to prompt committee to discuss these documents online once available.

8.3 HS and MT to liaise on constructing lists of potential subscribers, as before.

8.3 HS and MT to liaise with OUP on promotional material. This should be sent to committee members each year. HS and MT to liaise with OUP about making digital promotional material on the website.

8.3. HS and MT to liaise with OUP on getting subscriber forms and promotional material for a mail shot.

8.3 MT to liaise with Julia Flanders and Wendell Piez as to whether DHQ would only publish material from members of ADHO.

8.5 MT to liaise with Julia Flanders and Wendell Piez regarding printing selected papers from Paris which would be more suited to the digital medium of DHQ.

8.5 MT to liaise with HS about getting promotional material designed by the designer at KCL for ALLC.

9.2. HS and MT to liaise with OUP (and then LGB) regarding how people can automatically become members of ALLC when registering for the conference. Also, to raise the issue of direct debits from outside the uk.

9.2 HS to liaise with ADHO steering committee to confirm dates: ADHO steering committee will meet on the morning of Tuesday 4 th July, ALLC committee meeting from lunchtime Tuesday 4 th 2pm. HS to tell MT, who will confirm dates to the committee.

11.5 HS to discuss with MT how workshop scheme can be publicised further.

11.7 MT to draft a proposal to the conference chair with EB regarding professional development workshops prior to the conferences.

Espen Ore

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

9.2 EO to raise with the ADHO Conference Committee that in the new conference

protocol that there will be no extension of deadlines but that certain extensions may be given by permission of conference committee.

11.6 EO and AB to get in contact with each other to discuss Norwegian tagsets for AB's translation program.

Liliane Gallet-Blanchard

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

9.2 LLOH and LGB to look at cover design, include ADHO, and possibly French.

9.2 LGB to include ADHO logo in PowerPoint template.

9.2 LGB to liaise with HS and MT regarding how people can become members of ALLC when registering for the conference (HS and MT will liaise with OUP on this).

Alejandro Bia

2. LLOH, JA, and AB to carry out a cost analysis of midterm meetings, to see where savings could be made. (see Victoria minutes, item 5).

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

11.6 Liaise with Julia Flanders (and the TEI council) regarding her TEI proposal.

11.6 EO and AB to get in contact with each other to discuss Norwegian tagsets for ABs translation program.

Laszlo Hunyadi

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

Elisabeth Burr

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

2. EB to consider whether she would be on the Steering Committee, starting July 2007 (see Victoria minutes 9.7).

7.4. All to update their biographies for the website: please submit new biographies to MT.

11.7 MT to draft a proposal to the conference chair with EB regarding professional development workshops prior to the conferences.

John Nerbonne

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

9.1 JN to liaise with ACL association on possible synergies and relationship between ADHO and ACL.

Lorna Hughes

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

10.1 DR to liaise with LH regarding the review of the Busa Award.

12. HS to liaise with LH about the implications of funding special issues of the journal.

Edward Vanhoutte

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

2. EV and MD to circulate a proposal for the reestablishment of the conference

report. MT will ask them to circulate it to the committee by email before next summers meeting. (see Victoria minutes, 8.5).

7.4. All to update their biographies for the website: please submit new biographies to MT.

EV to write a small blurb of two paragraphs regarding the website which could be used as a template for translation into other languages (See Victoria minutes 8.4)

Marilyn Deegan

2. MD to make specific the terms of reference for the new Associate Editor roles in LLC for the summer meeting. (see Victoria minutes, Item 8).

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

2. EV and MD to circulate a proposal for the reestablishment of the conference report. MT will ask them to circulate it to the committee by email before next summers meeting. (see Victoria minutes, 8.5).

7.1 MD to send Susan Hockey a list of the reviewers in the LLC reviewers database, so that she can compare and advise on the differences between this and the new conference reviewers list.

7.1. MD to pursue with OUP issue of whether more issues of LLC per year would be possible, and the affect this would have on subscription rates.

7.4. All to update their biographies for the website: please submit new biographies to MT.

8.3 HS to consult with MD re: whether only members of ADHO can submit to LLC.

8.5 HS to consult with MD regarding how conference papers could be channelled into either LLC or DHQ depending on the most appropriate format.

8.5 HS to consult with MD as to whether LLC has any plans to submit to a citation index.

Simon Horobin

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

Michael Sperberg-McQueen

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

Thomas Rommel

2. MT to pass on information regarding conferences we should be promoting LLC at to OUP. All committee members to forward information regarding appropriate conferences to MT.

7.4. All to update their biographies for the website: please submit new biographies to MT.

10.2 LLOH to ask TR whether he would join her in editing a special volume of invited papers for LLC in remembrance of Paul Fortier.

