

ALLC Committee Meeting, University of Leipzig, 15-16 December 2007

Agenda

1. Attendance
2. Minutes and Matters arising
3. Chair's Report
4. Secretary's Report
5. Treasurer's Report
- 5a. Membership Report
6. Constitution: changes
7. Communications of the Association
 1. Journal
 2. Humanist
 3. Web site
 4. ALLC Archives
8. ADHO
 1. Finances
 2. a) Admission of new constituent organisations
b) Membership of Steering Committee
 3. Conference Co-ordinating Committee
 4. Publications
 1. LLC
 2. DHQ
 3. Text Technology
 5. Multi-lingualism and Multi-culturalism
 6. Awards Committee (proposed)
 7. Other activities and initiatives
9. Conferences
 1. 2006
 2. 2007
 3. 2008
 4. 2009
 5. 2010
10. Memorials
 1. Zampolli
 2. Fortier
11. Association Initiatives
 1. Awards/Prizes
 1. Busa Award
 2. Zampolli
 3. Student Prize
 2. TEI
 3. Bursaries

4. a) Training
- b) Workshops
 1. Jadavpur University, India
 2. Osaka, Japan
5. Project Support
 1. TEI Internationalisation project
 2. Retro-digitisation of the ALLC Bulletin and the ALLC Journal
 3. Proposal from Glasgow
 4. Proposal: TEI by example
6. Humanities Education
7. Digital Library Developments
8. Cultural Heritage: institutions and projects
9. Accreditation and affiliation
12. Any other business

ALLC Committee Meeting 15-16 December, 2007
University of Leipzig

Minutes

The Chair opened the meeting at 9.45 welcoming everyone. A special welcome was extended to Jan-Christoph Meister, who was at the Committee meeting for the first time, and to Arianna Ciula, who has worked on the ALLC website and who was invited by the Committee as a special guest.

The Chair also thanked Elisabeth Burr on behalf of the whole Committee for all the arrangements for this meeting.

Present: Harold Short (Chair), Jean Anderson (Treasurer), Lisa Lena Opas-Hänninen (Secretary), Alejandro Bia, Elisabeth Burr, Dino Buzzetti, Laszlo Hunyadi, Jan-Christoph Meister, Espen Ore, Thomas Rommel, David Robey (President), Arianna Ciula (invited guest)

1. Attendance

Apologies for absence were received from Dawn Archer, Marilyn Deegan, Liliane Gallet-Blanchard, Simon Horobin, John Nerbonne, Melissa Terras and Edward Vanhoutte.

2. Minutes and matters arising

Item 2 in the June 2007 minutes:

Regarding the ADHO bursary scheme, both the ALLC and the ACH committees have agreed to this. It will now be taken to ADHO and to a standing committee.

Regarding anonymizing abstracts: The committee was unanimously against anonymizing abstracts.

Jan Rybicki was asked to write a conference report on the 2007 conference, the Secretary will chase this up.

Melissa Terras should bring a membership list to the Committee meeting and the Secretary will make sure the list is updated.

John Nerbonne was to look into implementing the Paul Fortier Prize, the Secretary will follow up on it.

Dino Buzzetti has looked into the idea of expert seminars and now has two initiatives: 1) He was in touch with Manfred Thaller, who offered to co-fund a seminar on text multidimensionality; 2) Dino suggested combining a seminar with an EU network on

interfacing sciences and the humanities and an e-science event in Edinburgh organized by Stuart Dunne.

A lengthy discussion on e-science as it is understood in the UK, the Netherlands and Germany ensued. It was agreed that the ALLC session at DH2008 would be on e-science and that Dino Buzzetti, Laszlo Hunyadi and David Robey would collaborate on this. It could be entitled “New collaborations between information technology and the humanities”.

The Committee encouraged Dino Buzzetti to continue to look into the expert seminar events.

Item 5:

This was reworded, making it more detailed.

Item 10.7 ADHO matters:

SDH-SEMI are now a member organization of ADHO. This means that an individual can now join only one organization or, alternatively, all three organizations.

Text Technology is now an ADHO publication and Trish Thomas has discussed the issue with Geoffrey Rockwell, but at present we do not know how it will all work out. The Chair will keep the Committee posted. The Committee agreed unanimously that it would be preferable to have Text Technology as a membership benefit.

Ray Siemens is now a member of the ADHO Steering Committee.

The Treasurer noted that she has now paid the subvention to text Technology and they wish to send their thanks and note that they are pleased at the way things are going.

There were several items that had been discussed in Illinois when the meeting was no longer quorate and some needed approval at this meeting.

First, it was noted that Jan-Christoph Meister is now the Internationalization Editor of DHQ and he will thus be an ex-officio member of the ADHO multilingualism committee.

Next, the issue of the Humanist was discussed. Jan-Christoph Meister noted that it would be nice if the Humanist software were open source or freeware. A discussion ensued and it was decided that the Chair will get in touch with Stefan Sinclair and Willard McCarty to discuss this.

Espen Ore proposed that we approve our share of the USD4000 needed to rewrite the Humanist software and Thomas Rommel seconded. The motion was carried unanimously.

Thirdly, there had been two recommendations from the ADHO Steering Committee that were discussed in June when the meeting was no longer quorate. The first was a limit of

EURO 1500 to be allocated towards dealing with multilingual matters. The second was a GBP 500 backstop budget for the Editor of LLC, the Editor of DHQ and the Chairs of the 3 AHDO Standing Committees, i.e. the Multilingualism Committee, the Publications Committee and the Conference Coordinating Committee. Lisa Lena Opas-Hänninen proposed that we approve these monies and Jean Anderson seconded. The motion was carried unanimously.

There was a coffee break 11.00 – 11.15.

3. Chair's Report

The Chair noted that in general there had been good developments on the ALLC and ADHO front.

He also noted that all the Committee members are named as the Trustees of the Charity.

4. Secretary's Report

The Secretary reported that the ALLC membership list is now in much better order and the email list has been populated and is running. She will update it again when she receives the new lists from OUP. Other matters that she has been dealing with include a workshop and the next conference, both of which will be discussed separately.

5. Treasurer's Report

The treasurer reported that we now have £ 108 000 in the bank. Alexander Sloan are proving to be very professional. The Treasurer noted that there is a webpage, The Essential Trustee, and she has sent the url to all Committee members. Alexander Sloan also ran a workshop for trustees and treasurers. The Treasurer will write a précis of the issues we need to be aware of by the next conference.

The Treasurer noted that she hopes to retire in 2 years and we will need to be looking for a new Treasurer within that time.

The Committee thanked the Treasurer for all her efforts.

5a. Membership Report

The Committee wished to thank the Membership Services Coordinator for all her efforts.

The Membership Services Coordinator, Melissa Terras, had sent a written report, since she could not be at the meeting. It was noted that the first paragraph noting a rise in individual membership was really good news. Jan-Christoph Meister raised the issue of

subscription rates for student members and wondered whether we shouldn't think of ways of encouraging student members. A discussion ensued and it was felt that if we can continue the rising trend in membership, we might be able to persuade OUP that it would be a good thing to lower student rates.

6. Constitution changes

It was agreed that the changes would be discussed, Harold Short would revise the Constitution accordingly and it would be passed around the Committee.

Clause 1: The name.

A discussion ensued and the general feeling was that the name should be kept as is, but that the Committee should think about marketing and pay attention to how the Association is presented on websites and flyers.

It was agreed that the Membership Services Coordinator should be asked to pay special attention to this.

It was noted that there are three clauses (numbers 2, 23 and 25) any changes to which should go to the Charity Commission for approval. If they are content with these, the Constitution can then be ratified.

Clause 2:

It was agreed that this should be reworded:

“The objects of the Association are to promote the advancement of education in the digital humanities, through the development and use of computational methods in research and teaching in the Humanities and related educational disciplines with particular reference but not limited to literary and linguistic computing.”

Clause 3:

It was agreed that the following change should be made to the first bullet point:

“One venue for such publication shall be the Association's Journal *LLC: The Journal of Digital Scholarship in the Humanities* (hereafter '*the Journal*')”

Clause 4:

It was agreed that there shall only be one class of membership, i.e. institutional membership shall be excluded, and the clause should be reworded as follows:

“Membership shall be open to all persons, subject to the approval of the Committee, on payment of the annual subscription, which shall be determined from time to time by the Committee. The annual subscription shall be due on 1st January in each year. Personal subscribers to the Journal shall be members of the Association, if they so choose, without further subscription.”

The wording “if they so choose” refers to the possibility that each subscriber has of choosing one of the ADHO associations as the one they wish to be a member of. The

question of what happens if subscribers do not indicate the association they wish to join was also raised.

Clause 5:

It was agreed that the reference to institutional members, i.e. the final clause, should be taken out.

Clause 6:

It was agreed that this clause should stand as is.

Clause 7:

It was agreed that the clause should be reworded as follows:

“The Association shall cause the Constitution to be published, and shall make a copy available to every Member on request.”

Clauses 8 and 9:

It was agreed that these clauses should stand as are.

Clause 10:

It was agreed that the reference to institutional members shall be taken out and the clause should read:

“Each member shall have one vote.”

The Committee adjourned for lunch at 12.30.

The meeting was called back to order at 13.30.

Clause 11:

It was agreed that this clause should stand as is with the exception that it should read “Members” rather than “Individual Members.”

Clauses 12 and 13:

It was agreed that these two clauses should change place, i.e. 13 should precede 12.

It was agreed that clause 13 (now numbered 12) should reflect the present day and should read as follows:

“Elections to the Committee shall be conducted by postal or remote electronic vote.

Vacancies for the Committee for each year shall be filled by election and the result declared at the Annual General Meeting. Any Member of the Association may be nominated for Election to the Committee. Nominations must carry a statement from the nominee confirming his or her willingness to serve, and must be supported by two members of the Association other than the nominee. Nominations shall reach the Honorary Secretary on or before the published deadline for nominations, which shall be no less than eight weeks before the Annual General Meeting.”

It was agreed that clause 12 (now numbered 13) should be reworded to read as follows: “Elected members of the Committee shall normally serve for three years, with one-third of their number retiring each year. Retiring Members shall be eligible for immediate re-election for one further period of three years. Former members of the Committee may only be elected again under this process after a period of at least one year has elapsed since their last retirement or resignation from the Committee. In the event of the resignation of any elected Member of the Committee, save in the third year of his or her tenure, the resulting vacancy shall be filled by electing one additional Member to complete the term of the resigning Member.”

It was also agreed that this process of electing a replacement for a Member resigning before their term is finished needs clarification.

Clause 14:

It was agreed that this clause should be reworded as follows:

“The Committee is empowered to add up to three Members to its number by co-option in order to further the aims of the Association; members ineligible for re-election may nonetheless be co-opted in this way. Co-opted Members shall be voting Members of the Committee, but shall not count towards the quorum. Co-opted membership of the Committee shall lapse after the Annual General Meeting of the year of appointment, unless renewed by the Committee for a further year.

Clause 15:

It was agreed that this should be reworded, replacing the name *Literary and Linguistic Computing* with “the Journal”.

Clause 16:

It was agreed that this clause should be reworded to read: “... and five elected members.”

Clause 17:

It was agreed that an addition should be made to this clause regarding method of voting and it should include “remote electronic vote”. It was also agreed that this clause needs further clarification.

Clause 18:

It was agreed that this clause should be reworded as follows:

“A President of the Association may be appointed by the Committee from time to time at its discretion to serve as an additional, non-voting Member of the Committee for a period of three years. A retiring President may be re-appointed for one further period of three years only.

Clause 19:

It was agreed that this clause should be reworded to read:

“The Officers of the Association shall be a Chair, an Honorary Secretary, and an Honorary Treasurer. Officers shall be Members of the Association. They shall be elected by the Committee and shall hold office for three years, but may be re-elected for one

further period of three years. As far as is feasible, the Committee shall seek to ensure that only one of these Officers is elected in a given year. Former office holders may only be elected again to the same office under this process after a period of at least one year has elapsed since their last retirement or resignation from that office. Tenure of one office does not affect a member's eligibility for election to another office, except that no member may hold more than one office at the same time."

Clause 20:

It was agreed that this clause needed rewording as follows:

"The Balance Sheet and Income and Expenditure Account of the Association, duly scrutinized, shall be drawn up annually and shall be published by the Association and a copy shall be made available to every Member on request."

Clauses 21-25:

It was agreed that these should stand as are.

Annex to the Constitution

2) Method of voting: It was agreed that Alejandro Bia and Jan-Christoph Meister would look into the voting process, write it up and send it round.

3) Association Roles:

It was agreed that we should appoint someone to investigate the possibilities for research funding, a Research Support Officer.

It was agreed that for the time being the roles would be filled as follows:

Membership Services Coordinator: Melissa Terras

Publications Secretary: Edward Vanhoutte

Conferences Secretary: Espen Ore

Intercultural Coordinator: Concha Sanz-Miguel

Training and Workshops Coordinator: Dino Buzzetti

Election Coordinators: Alejandro Bia and Jan-Christoph Meister

Awards Secretary Laszlo Hunyadi

Outreach Officer: Dawn Archer

This leaves the Research Support Officer position open.

7. Communications of the Association

1) The Journal

The Editor had sent a report. One question she raised is the focus of the journal. The Committee would welcome feedback from the ADHO Publications Committee that we can then react to.

The issue of publication of papers from conferences was discussed. The Committee will await a draft from the Publications Committee that we can then react to.

The Editor had requested a special issue in 2008 on TEI@20. The Committee felt this was a good idea.

Lisa Lena Opas-Hänninen proposed that we agree to a special issue and to £5000 to be top sliced for it. Elisabeth Burr seconded the proposal and it was carried unanimously.

The Committee wish to thank the Editor, Marilyn Deegan, and the Associate Editors for all their hard work.

2) HUMANIST

HUMANIST is still going strong. Harold Short will follow up on the rewriting of the software to run HUMANIST.

3) Website

Arianna Ciula would like more feedback from the Committee members. Everyone should please check the website and send material as appropriate.

The Committee wish to thank Arianna Ciula for all her hard work.

4) Archives

There have been many moves at King's College, but now sufficient stability has been reached to continue this project. Ideally, in the long run we would like to have archives, as other things, on an institutionally independent server. John Unsworth and Stéfan Sinclair have been looking into moving the ADHO website onto a different server that would be more xml friendly. This was generally thought to be a good idea.

8. ADHO

1) Finances

There was nothing new to report.

2) New constituent organizations

There are no new organizations wanting to join.

3) Conference Coordinating Committee

Espen Ore reported that nothing new has happened. He raised the question whether we shouldn't try and review this in Oulu. This could include the Programme Committee and the Local Organizer and the issue of conftool.

4) Publications

These had already been discussed. Digital Humanities Quarterly is going well and Text Technology has been discussed.

5) Multilingualism and multiculturalism

Elisabeth Burr noted that she hasn't had much of a response from the multilingualism and multiculturalism committee members.

It was felt that the Multilingualism and Multiculturalism Committee and the Conference Coordinating Committee should meet and discuss common issues in Oulu.

The ADHO pages should be in French now that the Canadian organization SDH-SEMI has joined.

The meeting finished at 17.13 pm to reconvene the following day.

The meeting reconvened on Sunday at 9.20 am.

The discussion was still at item 8 ADHO.

4) Publications

The discussion went back to this item – the LLC journal

Edward Vanhoutte raised the issue of the status of the journal according to the European Science Foundation list: it is listed as a linguistics journal in category B. He sent a link where one can comment on the status of journals. All Committee members should follow the link and comment. Perhaps we could also send an email to all members and ask them to comment on it also.

It was also thought that the Association should send an official letter to the European Science Foundation, who keep the list, and comment on this matter.

2) New constituent organizations

The implications of the Canadian organization joining ADHO for the ADHO Steering Committee were discussed. If one were to stick to the 5 members of the Steering Committee and assume 30-50 Canadians, the split would be 2-2-1 or 3-1-1. If one were to have 7 people on the Steering Committee the split would go 4-2-1, and if six members then 3-2-1. The split is based on income, not membership.

The Committee felt that it would prefer a smaller AHDO Steering Committee rather than a larger one, i.e. 6 members rather than 7 members, but it would not be strongly opposed to 7 members either.

6) Awards Committee

Harold Short has been charged with drafting a protocol and proposal for ADHO. He will do so and send it around the Committee. The Committee is agreed that the Busa Award is for lifetime achievement and the Zampolli Award for some specific achievement.

7) Nothing to report.

This finished the ADHO business.

Back to item 6 Constitution changes

A new clause number 20 was added. It was agreed that this clause should read:
“In exceptional circumstances and where it is deemed to be in the best interests of the Association, the terms of office specified in clauses 18 and 19 may be varied by a two-thirds majority of the nine elected members of the Committee. This may be done prior to an election or during a term of office.”

In addition, some minor changes were made to the document. The final version of the document will be provided by Harold Short, who will attach it to the minutes.

Espen Ore proposed that the document be approved. Laszlo Hunyadi seconded and the motion was carried unanimously.

At this point Jan-Christoph Meister returned to the issue of the status of the journal on the ESF ratings list. It was agreed that ALLC should write to all national bodies, commenting on the status of the journal as a scholarly publication.

The Committee unanimously approved the provisions agreed in the June 2007 meeting to include an exceptional election in 2008 for three Committee members to serve for two years, and for the three members elected for 1-year terms in 2007, as part of the interim arrangements, to stand for re-election. These members are: Elisabeth Burr; Liliane Gallet-Blanchard; Laszlo Hunyadi.

At this point David Robey took over chairing the meeting, and the three Officers withdrew. The Committee considered plans for interim arrangements in relation to the new provisions to appoint Officers for 3-year terms, specifically in order to ensure continuity during the first three years' operation of the new Constitution. It was proposed that as the current Treasurer, Jean Anderson, has expressed a wish to end her period of office, a new Treasurer should be appointed in 2008 for a 3-year term. As part of continuity arrangements, the appointment of Secretary in 2008 would be for a 1-year term, and of Chair would be for a 2-year term; it was further agreed that Lisa Lena Opa-Hänninen and Harold Short, respectively, would be entitled to stand. These provisions were agreed unanimously.

It was agreed that Harold Short will submit the changes to the Constitution to the UK Charity Commission, especially with reference to those proposed to clause 2. As soon as we have heard from the UK Charity Commission, the Chair can send a message to all members notifying them of the changes to the constitution and the nomination and voting procedures.

9. Conferences

1) 2006

The papers from this conference are ready and the introduction needs to be written.

2) 2007

The papers from this conference are underway.

3) 2008

Espen Ore reported that there had been 177 submissions. 57 reviews were already in and the deadline for reviews is before Christmas. Of the 177 submissions, 8 are for panels, 27 for posters and the rest for papers. Only two submissions seem to be completely out of scope.

With respect to conftool it was noted that the language ability of reviewers should be listed in such a way that it is easier to see who has what ability. Sara Schmidt in Illinois has been very helpful.

Lisa Lena Opas-Hänninen reported on the practical arrangements for the conference. She noted that she has organized a joint dinner on Tuesday evening for the Committees of ADHO, ALLC, ACH, SDH-SEMI and HUMANIST, this being the 20th joint annual conference of the ALLC and ACH, the 1st joint conference with SDH-SEMI as a constituent organization, and the coming of age of HUMANIST (running for 21 years). The Committee approved the expenditure for the Tuesday evening.

The Committee wished to record its thanks to Espen and Lisa Lena for all their efforts so far.

8. ADHO

There was one more item of ADHO business related to conferences. John Unsworth had contacted Harold Short about the charges for the server for running conftool that could accommodate both xml and Java. The charge would be USD 940 p.a. (not USD 400 as was thought previously).

Espen Ore proposed the Committee approve the expenditure. Alejandro Bia seconded and the proposal was carried unanimously.

9. Conferences (continued)

4) 2009

This conference will be hosted by the University of Maryland.

The ALLC representatives on the Programme Committee are: John Nerbonne, Jan-Christopher Meister, Jan Rybicki and Paul Spence.

5) 2010

Harold Short said that King's College London would put in a proposal for hosting this conference. There may also be other institutions who wish to bid.

10. Memorials

1) Zampolli

Some more advertising regarding memories of Antonio needs to be done, because we have not received much.

Susan Hockey has indicated her willingness to edit a volume. This needs to be followed up.

2) Fortier

It was suggested that John Nerbonne and Lisa Lena Opas-Hänninen should follow up on the Fortier Prize.

11. Association Initiatives

1) Awards/Prizes

As was noted earlier, Harold Short has been charged with drafting something on this.

2) TEI

The TEI meeting was held in Maryland this year and it will be at King's College next year.

The Association has provided some funds for an internationalization project. Sebastian Rahtz at Oxford has been coordinating this. Arianna Ciula reported that TEI was being translated into six languages: Chinese, French, German, Italian, Japanese and Spanish. All six versions will be made available.

3) Bursaries

Nothing to report.

4) Workshops

There has been no follow-up of India yet.

Lisa Lena Opas-Hänninen reported on the workshop in Osaka. Professor Tabata has sent the Treasurer a nice letter thanking the Association for its support.

Elisabeth Burr organized a workshop in Leipzig this week. The workshop covered databases, xml and TEI. There were 24 participants. The Association contributed in that the speakers were in Leipzig for this Committee meeting so she didn't have to pay for flights. Elisabeth would like some kind of certificate of attendance for the participants. The Committee agreed that this was a good idea and it was agreed that King's College will organize this.

Jan-Christoph Meister noted that other universities might also be interested in this kind of a "starter" package. It was decided that Dino Buzzetti could think about this as part of his work on training.

At this point Espen Ore left the meeting for the airport and thus the meeting was no longer quorate.

5) Project support

Historical Thesaurus of English

Jean Anderson presented this proposal. The consensus of the Committee was that it was not convinced that this proposal was within the scheme. If Glasgow wishes to resubmit the proposal, there should be a more robust budget and an explanation as to why and how the proposal fits within the scheme.

It was also noted that the Committee needs to give some attention to how the scheme is worded.

TEI by example

It was noted that the Association has funded an earlier phase of this project. The Committee agreed that this was a project it wished to fund, but because there no longer is a quorum, the Secretary will sort out the votes of those not present and take this matter forward.

The Chair closed the meeting at 12.30.

The Committee wish to record once more its thanks to Elisabeth Burr for hosting this meeting.