

## InDiPres Membership Meeting Minutes

November 15, 2019

**Present:** Janice Gustaferro, Olivia MacIsaac, Sudha Anand, Eric Spall, William Knauth, Jamie Wilson, Amanda Hurford, Michella Marino, Heather Rayl, Tricia Gilson, Justin Clark, Evan Miller

- I. **Welcome and Call to Order:** The meeting was called to order by J. Miller at 1:31 p.m. Members introduced themselves.
- II. **Additions to the Agenda:** J. Gustaferro requested that a discussion of the Technical Procedures document be added to the agenda under new business.
- III. **Old Business**
  - A. **Approval of minutes from April 24, 2019:** April 25, 2019 minutes approved by unanimous with no changes. M. Marino/ T. Gilson, All-0-0
- IV. **New Business**
  - A. **Results of online poll for fee increase for members:** A. Hurford reviewed the results of the online poll taken in mid-August regarding increasing the member fees to \$350. Those who voted approved the increase.
    - i. J. Clark stated that the yearly member fees went out September 3, 2019, and the new price was included on the invoice.
    - ii. A. Hurford made a motion to affirm the ballot, seconded by J. Clark. Voted All-0-0.
  - B. **Standing Committee Memberships**
    - i. A. Hurford pointed out that the Governance document does not have clear guidelines regarding standing committees. S. Anand suggested that we follow the current practice of appointing/reaffirming them at the first member meeting of the year. The Governance Document revision committee will add language about this process to the revision.
    - ii. **Nominating Committee:** A. Hurford and T. Gilson agreed to continue to serve. J. Gustaferro stepped down.
    - iii. **Technology Committee:** S. Anand, W. Knauth, and H. Rayl have agreed to continue to serve. Knauth will contact current member Ryan Roberts wants to continue to serve.
    - iv. **Outreach Committee:** Currently Meaghan Fukunaga, Cinda May, Connie Renfield, and A. Hurford. All are stepping down except A. Hurford. J. Clark and E. Spall will serve.
    - v. Moving forward, committee members will be listed on the website.

### C. InDiPres Member Process: Draft presented by J. Clark.

- i. The steering committee needed more detailed language about how the membership onboarding process worked. While there were some procedures in place, clarification of the process was needed. J. Clark presented a document outlining the proposed procedures and updates.
- ii. **Member timeline:** Will remain as July 1 – June 30. Membership invoices are sent in July of every year, although in 2019 they were sent on a delayed schedule.
- iii. **Updated Membership Fees:** Governance Document and Membership agreement form need to be updated to reflect new fee structure.
- iv. **Prorated Membership Fees:** J. Clark has updated the prorated amounts based on the new fee structure. Going forward, these prorated fees will be included in the Membership Agreement and Governance Document.
- v. **Financial Spreadsheet:** J. Clark has created a financial spreadsheet to track membership fees and payments that is posted to the InDiPres Google Drive. Members can request document at any time.
- vi. **Penalties:** Membership agreement needs to have statement added that if members do not pay their fees for two years, then InDiPres retains the right to remove their content from MetaArchive.
- vii. **Interest Form:** A form will be added to the website by T. Gilson and H. Rayl letting interested parties inquire about membership. The form will have basic information about the party's needs, including the amount of storage they require.
- viii. **Member Approval:** The Steering Committee and State Library will approve member applications as they arrive. The Governance Document needs to be updated to reflect this change.
- ix. **Membership Cycle:** Current cycle is three years, and some members are coming into the third year. Language should be added to the Governance Document regarding the member renewal process and renewing a member's continuing service and financial obligations.
- x. **Recruitment:** J. Clark is interested in meeting with interested parties and new members in person. He re-iterated a need to have more robust outreach efforts, and print materials.
- xi. **Website Information:** More information about what InDiPres does is needed for the website. C. May has a presentation summarizing the process that may be added.
- xii. **Updating members:** J. Clark suggested a membership information email be sent every two months about organizational activity in addition to the two in-person meetings.

### D. Updates from the Steering Committee

- i. **Governance Task Force:** M. Fukunaga, A. Hurford, and W. Knauth have been meeting over email, but there is still a lot of work to be completed. J. Clark and H. Rayl will also join.
- ii. **Nominations:** M. Fukunaga from Indianapolis Public Library had to step down as Chair Elect due to a change in her employment. New nominations for Chair Elect were asked from the floor.
  1. J. Miller nominated E. Miller from Butler to serve as Chair Elect. H. Rayl moved to cast votes, A. Hurford seconded. Evan Miller was elected as Chair Elect: All-0-0

- iii. **Technology Transfer to Butler:** J. Gustaferro reports the move is nearing completion. Hard drives of content from W. Knauth were successfully loaded onto the staging server and ingested by MetaArchive. However, InDiPres local server was not ingesting new content. Butler is still investigating remote file transfer that does not require sending hard drives. J. Gustaferro and W. Knauth are also working on updating the Technical Procedures document to reflect current practices, and to be easier to read.
- iv. **MetaArchive Update:** Sam Meister left, and Matt Schultz stepped in, who had worked with MetaArchive in years past. Currently, they are created a new strategic plan, and are looking for feedback about the future of the organization. InDiPres members are encouraged to join their list serves which can be found on Educopia and MetaArchive websites.
- v. **Goals as Chair:** J. Miller talked about some of her goals in her upcoming year as chair.
  - 1. **Improve Communication:** Website was moved to WordPress for easier management. A steering committee listserv was created, and a member listserv will be created soon.
  - 2. **Shared File Storage:** A Google Drive was created as a repository for InDiPres documents so that all members of the Steering Committee have access to the same materials.
  - 3. **Needs Assessment Survey:** O. Maclsaac and Kristin Allen at Butler University are working on a needs assessment survey on digital storage and management for PALNI members, and they will have a portion of the survey specifically for InDiPres members. Butler is in the process of increasing their capacity to be a hub for training and support for PALNI, and InDiPres.

#### E. Updates from Committees

- i. **Finance Committee:** Currently is just J. Clark, and he suggested that the Steering Committee would also be a part of the finance committee. J. Miller will call a meeting of the steering committee to discuss how it would work.

V. **Meeting to adjourn.** E. Spall moved to adjourn, J. Gustaferro. Meeting adjourned by J. Miller at 3:30pm.