

OLF Meeting October 29, 2018 – Video Conference Call – Minutes

In attendance: David Carlson (President and call facilitator), Sam Brooks, Deborah Jakubs, Ross MacIntyre, Kristin Antelman, Mike Winkler (treasurer), Christopher Spalding (secretary)

Submitted Agenda with notes in *italics*:

- Welcome; Plans for Moving Forward: David Carlson
 - Upcoming F2F meeting – *David Carlson (DC), noted upcoming meeting in Washington DC after the Fall CNI meeting. Meeting will have a dinner on the 11th of December with a full day meeting on the 12th at the Omni Shoreham. Details on meeting room to come.*

- Board Meetings & Membership
 - Proposal regarding CALIS: Sam Brooks
 - *Board agreed to invite Tom Cramer (Stanford) and Dr. Chen (CALIS) to the board (David Carlson would send invite).*
 - Possible Expansion of the Board to the Magical Seven
 - Nominating Committee? – Noted and added to discussing for DC meeting.
 - Timing?
 - Relationship of Project leadership to Board membership – *Noted and added to the DC meeting in December. Michael Winkler (MW) and Christopher Spalding (CS) have had conversations with members of various OLF proposed projects and their want to representation and/or committee work. These projects plan to bring a proposal forward that can be reviewed during the DC meeting.*
 - Scheduling the next meeting in Q1 of 2019 -- JISC as host?

Decision by Board:

Meetings: quarterly – with every other meeting in person

December 2018 = D.C. (@ CNI)

March 2019 = Virtual Meeting

June 2019 = London (@JISC)

September 2019 = Virtual Meeting

At some point in 2020 (not winter = Beijing)

Sam Brooks (SB) offered EBSCO Travel Grant (Donation to OLF) toward OLF Board Travel for meetings. Policy discussion should follow during DC meeting.

- Communities: Charters Received: Mike Winkler
 - FOLIO:
 - <https://drive.google.com/file/d/14CEyUoDFd9beAvfUPnWRB0vOhlZdUmRO/view?usp=sharing>
 - OLE:
 - https://drive.google.com/file/d/1kH_gT5PreHzdY5-lwA9isTZbhLOTiMVM/view?usp=sharing
 - GOKb
 - Approval? - *Decision was for charters to be pushed out to board and then voted upon before CNI meeting (FOLIO, OLF, VUFind, ReShare [NB – GOKb has already been approved]). MW and CS are to push out the charters for consumption and then a vote can be called via email.*

- Communities: Expressions of Interest – *During the call a request was made to build out an onboarding process that would include a liaison role for board members. Kristin Antelman (KA) would reach out to Coral, DC would talk to ARC, MW to ReShare and VUFind. More on process and policy should be discussed during the CNI meeting.*
 - VUFind - already approved (link to charter)
 - CORAL
 - ARC (Advanced Research Consortium)
 - ReShare
 - OKAPI
 - Others?
 - Process for consideration

- Managing Director/Development Position
 - Consideration and Discussion
 - Next steps
 - During the call the board showed support for this position but had a number of questions. DC said he would create a list of questions and the board can go through them online with the goal of finalizing next steps during the December OLF Meeting at CNI.*

- Assistant Secretary Position: Sam Brooks
 - Reasoning and proposal
 - During the call the board voted and approved this role. Stephanie Buck was proposed. She will join the December meeting and will help to build out policy and process that is requested by the board or approved committees.*

- Discussion of Preliminary Agenda Items for F2F on **December 12 in Washington** – *Note that the proposed topics were not discussed, but will be included in a future proposed agenda for the board to discuss online before the December meeting. CS noted that we'd have a Zoom ready for those not attending CNI.*
 - Our Vision for the OLF
 - Financial Structure and Sustainability
 - Dues
 - Grant support
 - Commercialization support fees - fees kicked back by commercial organizations that monetize an OLF product - a percentage of revenue?
 - Staffing
 - Participation by OLF Communities - i.e. required to provide an Infrastructure Team member
 - Needs
 - Executive
 - Officers
 - Teams
 - Infrastructure
 - Recruitment
 - OKAPI
 - Delineation of Services and Benefits
 - Approaches to Communities
 - Process of consideration
 - Board Membership
 - Board meetings:
 - Frequency
 - Dates
 - F2F vs. Videoconference
 - Location
 - Other items?
 - Possible facilitator?