Draft Minutes of the Digital Preservation Coalition Board Friday 10th July 2009

The Board Room, British Library, Euston Road London 11.00 – 13.20

Present
Kevin Ashley (KA); Susan Corrigall (SG, on behalf of Bruno Longmore Vice Chairman); Neil Grindley (NG); Tim Gollins (TG); Carol Jackson (CJ); Patricia Kernaghan (PK); William Kilbride (WK); Patricia Killiard (PK); Ronald Milne (RM) (Chairman); Cate Newton (CN); Richard Ovenden (RO); Katie Pekacar (KP, on behalf of Tola Dabiri); Helen Shenton (HS); Mike Mertens (MM).

The chair opened the meeting at 11.00am by welcoming Tim Gollins, TNA, to his first Board Meeting and Susan Corrigall, NAS, and Katie Pekacar, MLA as delegates. The chair also welcomed Caroline Peach, Director of the newly formed British Library Preservation Advisory Centre who briefly described the new organisation and its relationship to the former National Preservation Office.

1. Apologies

Apologies were received from: Paul Gemmill (BBSRC); Tola Dabiri (MLA); Bruno Longmore (NAS); Chris Rusbridge (DCC) and Alicia Wise (PLS).

2. Minutes of the board meeting and Al’s 06/03/2009 (DPC0709B)

The 06/03/2009 board meeting minutes were approved by the board.

RM updated the board on the following action items:

- **06/03/2009 Action Item 1**: Take forward DP Award discussions with DPARG – WK. WK has discussed the award with the recently appointed Director for ICON, Jessica Wannamaker and consultant Carol Milner who would be coordinating the upcoming Awards in autumn 2010. WK welcomed the initiative noting the event would likely be linked to both the DPC and ICON AGM’s to be held in November 2010.
- **06/03/2009 Action Item 2**: Follow up STM’s tentative enquiry for membership – AW. STM had declined membership but had joined the Alliance for Permanent Access due to its international collaborative nature.
- **06/03/2009 Action Item 3**: Commission a TWR on Web Archiving – UKWAC/NLW. Ioan Isaac-Richardson, NLW had agreed to be the lead author. The TWR is scheduled to be completed by the end of 2009, subject to completion of contract negotiations.
- **06/03/2009 Action Item 4**: Take UKWAC/DPC Year Plan forward – WK and NG. Action Items 4 and 5 were addressed later in the agenda (see item 9).
• **06/03/2009 Action Item 5**: Presenting a detailed workplan for the July board meeting - WK. Action Items 4 and 5 were addressed later in the agenda (see item 8).

• **06/03/2009 Action Item 6**: Send a response to the Draft Digital Britain consultation by 12th March 2009 – WK. WK had submitted a response DP matters are not prominent in the final published report, but authors had picked up on IPR concerns raised by the DPC.

• **06/03/2009 Action Item 7**: Forward the International Federation of Library Associations and Institutions (IFLA) Congress particulars to the Board and send DPC representation - AW/Board. WK had registered to attend the Congress in Bolzano in August 2009.

• **06/03/2009 Action Item 8**: WK to take forward discussion with Peter Burnhill about LOCKSS event and report and explore possibility of wider community engagement in LOCKSS – WK. An invitation only event and programme had been agreed but dates were yet to be confirmed.

• **06/03/2009 Action Item 9**: Follow up discussions around the London 2012 and the Glasgow 2014 Commonwealth Games – WK & TD. WK had followed up with mixed success.

• **06/03/2009 Action Item 10**: Contact the Legacy Trust UK regarding DPC membership – WK. WK had been passed a contact for the Scottish Arts Council, the delivery group for the Legacy Trust and would be following this up. CN expressed interest in linking up conversations due to the NLS remit to archive associated documents.

**10/07/2009 Action Item 1**: Take forward membership discussions with the Scottish Arts Council – WK & CN.

3. **Matters arising (not elsewhere on the agenda).**

There were no other matters arising.

4. **Organisational Issues**

• Appointment of new Chair (DPC0709C) – RM reminded the board that he would be demitting office in 2 weeks, from 31st July 2009. The board approved the Vice Chairman, Bruno Longmore acceptance to act as Chairman until the AGM in November 2009. Further discussion on voting in a new Chairman ensued; note was made of potential to appoint a president and vice president as appropriate. Deviations from the Articles of Association were noted as respects the role of associates in the election of the chair.

**10/07/2009 Action Item 2**: Clarify associate members right to vote on Chairman Elections – WK & MM

• No appointments or resignations of Directors were reported.
• New Members: WK reported that English Heritage had signalled its intention to join, with effect from 1st August as an Associate Member, represented by Mike Evans of the National Monuments Record. Other organisations that had indicated their intention to join but that had not yet confirmed a date or type of membership. Currently there is no mechanism to confirm these outside of board meeting or AGM. The board agreed to review and approve applications electronically in the interim.

5. **DPC Strategy Update (report – WK)**

- WK introduced this item as an update against the DPC’s 3 year strategic plan. At this meeting two particular items would be reviewed – the website plan and publications plan,
- DPC work plan 2009 (DPC0709K) - Introducing the work plan and redevelopment of the DPC website (DPC0709D) WK informed the board that Cyber-media based in Stratford had been working with DPC officers on the redevelopment of the website. He made a formal note of thanks to Chris Puttick and Bruno Longmore for their contributions as ‘Senior Supplier’ and ‘Senior User’. The new website will incorporate many of the features listed in the strategic plan and will enable much greater flexibility. There would be an opportunity in September for members to make comments on the new draft DPC website.
- Publications Road Map (DPC0709E) – WK outlined the five cycles of communication from the daily DPC E.D. activity updates being facilitated via ‘Twitter’, to proposed quarterly Technology Watch Reports. Noting that TWR’s would be matched to events he encouraged comments on the proposed subjects of study for the reports. There was a general consensus that it would be beneficial to members to lay out more events and produce more frequent TWR’s rather than re-developing the Handbook. The board noted that Handbook was targeted at larger Institutions and a gap in the market had been clearly identified for smaller organisations and individuals. E.g. following feedback from the iPRES 2009 a raft of delegates such as fashion photographers would welcome a ‘how do I start’ range of publications. WK noted that the DCC were keen to be involved in the publications plan and that there was potential to produce reports with other various bodies. RO’s suggestion to considering a grant application was strongly welcomed by WK and would be considered further.

**10/07/2009 Action Item 3:** Explore possibility of producing more DPC events and more TWR publications – WK

**10/07/2009 Action Item 4:** Explore possibility of grant application as an aid to the DPC producing more publications – WK

6. **RLUK/DPC joint initiative (DPC0709F)**

The board was asked to consider the paper DPC0709F introduced by MM. MM noted a similar three year partnership with NPO was working well and RCUK would be keen to
emulate this with the DPC. A £25k commitment from the board would facilitate a full time member of staff for one year to focus on e.g. ‘user needs and requirements’. RO noted that it may be better to use the funding to produce more TWR’s, and/or a secondment post? TG endorsed this proposal noting that it would be more beneficial from the TNA perspective.

10/07/2009 Action Item 5: Produce a revised RLUK/DPC joint initiative proposal to consider a secondment post – WK & MM

7. Financial report and budget for 2009/10

WK briefly highlighted the significant variances to the proposed budget DPC0709J.

CJ introduced the end of year financial papers DPC0709G and DPC0709H. Drawing the boards’ attention to the remaining 5 weeks until the actual end of year CJ stated that actuals and variances had been adjusted to the current FYE. Although this would be the third consecutive FY where there had been a considerable under spend on the budget the board was reminded that DPC operation costs remain proportionately high against income (c65%). The bottom line was healthy due largely to these carry forwards. A planning day to look at more sustainable business modelling was proposed for September 2009.

Introducing the budget proposal papers DPC0709J and DPC0709J CJ noted that there would be a continued drive to focus on tangible benefits and deliverables for members, with an estimated expenditure of £241k, a managed overspend of £63k.

The Board gave approval for a managed over spend of up to £63k for the forthcoming FY 2009-10.


8. Executive Director’s Report (WK)

WK introduced paper DPC0709K which gave a brief synopsis of activities since the previous board meeting, a preview of activities scheduled before the next board meeting, and a forward workplan to December 2011.

A number of points were noted. WK thanked all members for their hospitality on his recent visits across the UK. Noting the forthcoming engagements WK highlighted the upcoming Web Archiving Conference, ‘Missing Links: The Enduring Web’ had taken over 120 registrations. The TWR on GIS had been recently been published, initially to DPC members only. The draft forward work plan for 2010-2011 identified key reports and had been matched to the strategic plan. The board commended WK on the schedule and outlined paper. The Digital Preservation Road shows in conjunction with the Society of Archivists (SoA), DPC, TNA and National Advisory Service had commenced in Gloucester in April and more recently at the Borthwick Institute in
York. Collated data on attendees their represented institutions and case studies would be analysed. WK added that HLF had expressed an interest in the programme. RO suggested a similar model could be rolled out at RLUK.

9. **UKWAC (NG – DPC0709L)**

NG introduced the paper (DPC0709L). Looking at plans for the coming year NG noted that there had already been significant activity during 08/09 and that proposals for the coming year would include looking particularly at policy areas. The board noted that activity should be considered under one entity and as DPC activity. A proposal was put forward for setting up a ‘DPC Web Archiving Task Force’, to which former members of the UKWAC would be officially invited. The 1st item of business for this group would be to sketch out a set of activities for the year ahead, to be presented to the next DPC board meeting. Invitations could be extended to other DPC members depending on the topic.

**10/07/2009 Action Item 7:** Set up DPC Web Archiving Task Force and invite former UKWAC partners to join – WK

**10/07/2009 Action Item 8:** Arrange first meeting of task force and present ‘roadmap’ at next DPC board meeting – WK

10. **Archives for the 21st Century Consultation (DPC079M)**

WK reported that in May the Departments for Communities and Local Government, Culture, Media and Sport, and the Ministry of Justice had launched a joint consultation on future public policy regarding statutory archival services within the UK. Although the report itself made explicit mention of the importance of new skills in digital preservation and laid out an element of digital preservation management, there were some controversial items and no clear crisp proposals. WK introduced the draft response from the DPC, noting that submissions to the consultation were due in by the 12th August 2009.

CN suggested that the response ought also to mention some of the fundamentals of digital preservation.

**10/07/09 Action Item 9-** submit response by due date taking into account comments received - WK

11. **2009/2010 Board Meetings**

23 November 2009 11.00 am (&AGM 14.00) – NLS, Edinburgh, Scotland
8 March 2010 – Board Room, BL, London

12. **AOB**

WK gave a formal note of thanks to RM for his service as the DPC Chairman and presented RM with a departing gift from the board and DPC officers. RM thanked the
board noting the privilege he felt it had been working for the DPC and welcomed continued correspondence with DPC Directors and allies following his move to New Zealand in the coming September 2009.

Summary of Action Items;

10/07/2009 Action Item 1: Take forward membership discussions with the Scottish Arts Council – WK & CN.
10/07/2009 Action Item 2: Clarify associate members right to vote on Chairman Elections – WK & MM
10/07/2009 Action Item 3: Explore possibility of producing more DPC events and more TWR publications – WK
10/07/2009 Action Item 4: Explore possibility of grant application as an aid to the DPC producing more publications – WK
10/07/2009 Action Item 5: Produce a revised RLUK/DPC joint initiative proposal to consider a secondment post – WK & MM
10/07/2009 Action Item 7: Set up DPC Web Archiving Task Force and formally invite former UKWAC partners to join – WK
10/07/2009 Action Item 8: Arrange first meeting of web archiving task force and present ‘roadmap’ at next DPC board meeting – WK
10/07/09 Action Item 9 - submit response to ‘Archives for the 21st Century’ consultation by due date taking into account comments received - WK