

Islandora Foundation Annual General Meeting

August 31, 2018

10:00 - 11:30 AM Eastern

Attendance:

Agenda

1. Welcome to Members (Chair)
2. Treasurer's Report (John Eden)
 - a. [Financial Report](#)
 - b. [Treasurer's Report](#)
3. Reports
 - a. Islandora Board of Directors - [Report](#) (Mark Jordan)
 - b. Islandora Coordinating Committee - [Report](#) (Melissa Anez)
 - c. Technical Advisory Group - [Report](#) (Danny Lamb)
 - d. Technical Reports
 - i. Islandora CLAW [Report](#) (Danny Lamb)
 - ii. Community Initiatives led by Islandora Foundation members
 1. ICG: [ISLE](#) and [LASIR](#) - [Report](#) (David Keiser-Clark)
 - e. Membership [Report](#) (Melissa Anez)
 - f. Islandora Events [Report](#) (Melissa Anez)
4. New Business
 - a. 2018/2019 [Strategic Goals](#) - Vote

Attending:

Mark Jordan (Chair), Melissa Anez (Notes), Beryl Moses, Aaron Choate, Craig Harkema, Laura Konstanaki, Marcus Barnes, John Eden, Diego Pino, Nate Hill, Elizabeth O'Brien, Wendy

Shook, John Herbert, Wilhelmina Randtke, Rosie Le Faive, Brandon Weigel, Mark Sandford, Bethany Seeger, Este Pope, Sunni Nishimura, Anna St. Onge, Donald Moses, David Keiser-Clark, Noah Smith, Lucas van Schaik, Holly Mercer, David Wilcox, Marcus Barnes, Danny Lamb, Krista Oldham, Ernie Gillis, Johnna Horton, Bryan Brown, Anna St. Onge

Motion to approve agenda (R Le Faive) (seconded) - Approved

Treasurer's Report

- First document is a simple financial report. Fiscal year runs July to end of June. Reporting has changed slightly, to now include two years of results. Last year's report has been amended from a surplus to a deficit as additional costs came in after the meeting. Revenue is down because we have held fewer/smaller events this year. Expenses are down by the same amount, so it's neutral. Memberships are up by 15%. Monthly balance is solid. Reports are in Canadian Dollars. "Fedora Projects" line item was in 2016 but shows up on last year's books due to an accounting adjustment. For forecast, numbers are good. Wages will return to normal (Project & Community Manager took parental leave this year), but this is offset by membership and we expect to grow memberships. Islandoracon in 2019 will have significant costs, but these should be more than offset by registrations and sponsorships. "Memberships" expenses is our Duraspace membership (exchange rate from USD to CAD)
- Overall, the Islandora Foundations' financial picture is solid. Volunteer work from the community has been a huge benefit. By next year we may need to talk about how to spend annual surpluses, but we're not there yet.
- Thank you to accounts manager Beryl Moses for her diligent work on our finances.

Islandora Board of Directors - [Report](#) (Mark Jordan)

- As submitted, with highlights:
 - Biggest accomplishment is the development of Strategic Goals for 2018/2019. A lot of work went into the drafting.

- The IF has become an affiliate member for Duraspace/Fedora in April. This has increased our representation at conferences. Mark Jordan represents the IF on Fedora Leadership.
- Ongoing work on the US/Canadian trademark on the word “Islandora.” Owned by discoverygarden, work in progress to develop an agreement to define community use.
- Privacy Policy is in development. Effort was triggered by the GDPR, but is also a general good practice for our community.

Islandora Coordinating Committee - [Report](#) (Melissa Anez)

- As submitted

Technical Advisory Group - [Report](#) (Danny Lamb)

- As submitted, with highlights:
 - Meets on ad hoc basis. Hasn't had a lot of activity until quite recently.
 - Starting work on draft technical roadmap
 - *Question:* Once technical roadmap is drafted, where does it go from there?
 - Once drafted, there will be an open review period for the community, concerns addressed, then approved by relevant governing group.
 - *Question:* TAG's governance? How long folks stay there and how they are elected? and is the Tech lead part of the group, or tag is independent and reports to the board?
 - Tech Lead is permanent member. Term limits are two years. TAG members are nominated and voted by the Board. TAG reports to the Board of Directors. [Terms of Reference](#).

Islandora CLAW [Report](#) (Danny Lamb)

- As submitted, with highlights:
 - Biggest development is addition of Flysystem as file-handling ecosystem.
 - On the user side, site builders can now use Taxonomies to categorize and apply content to Islandora content.

- Developing tools and paths for migration is ongoing (7.x migration sprint wrapping up now), but Drupal Migrate has proven to be a powerful tool for this.
- 1.0 release is coming. Just wrapping up some needed features.
- Sprint outcomes will be communicated in more detail once it wraps up.
- Thanks to the Metadata Interest Group for their work on migrations and MODS to RDF mapping.
- *Question:* I have a question related to larger multimedia (i.e. larger video files). Workflow is slow in 7.x (mainly due to ffmpeg transcoding things), any improvements in CLAW?
 - Support for video right now is just to upload, and it plays. Not doing derivatives yet. They will be done with a microservice, so while it may not be faster on its own, it can be done on a separate machine and at scale. Video transcoding and OCR will always be costly operations, but we can at least move them off the productive server so they don't bog things down.
- *Question:* Will there be a public sharing of the short term roadmap leading to the first release?
 - No formal roadmap for the last part, but what's left is to work with the Migrations feature to ensure that it's working smoothly. Then another open community review period of the software itself.
 - "When is the release?" comes down to when the community signs off on it. We're definitely close.
 - There are weekly Islandora CLAW meetings that are open to anyone who has further questions, and notes are available from previous meetings. Mailing list is also an option if you have questions.
- *Suggestion:* put out periodical "state of the CLAW" as those weekly calls are VERY technical, and often deal with the in-the-minute decisions that are being made. An explicitly big-picture where-we're-at what-we-can-do-now and what's-left-to-do would be good. (e.g. the State of The Claw that's presented at Camps)
 - Great idea, will follow up.

Community Initiatives led by Islandora Foundation members

ICG: [ISLE](#) and [LASIR - Report](#) (David Keiser-Clark)

- ISLE:
 - \$90,000 in crowdfunding (cash and in-kind development time). Development went only one month over estimates, which is pretty great for this kind of project. First release was in May. ICG increased technical involvement in the second round.
 - This has led to a group of ISLE maintainers, for both code and documentation. First post-handoff release came out today.
 - ISLE Hack/Doc at METRO, with 37 participants. First Hack/DOC with virtual presence (about 1/3), which worked very well.
 - Working to follow Islandora community procedures, so that planned ISLE transition through the LSAP process can be as seamless as possible.
 - Working on release process.
 - Six institutions going live this fall with ISLE on production servers.
 - *Question:* is there a pricing sheet for buying into the membership or service?
 - ISLE is open source and free. No costs to use or install.
 - Tests had full stack Islandora installed in an hour
 - *Question:* You mention membership funding on the funding, so that was from islandora foundation?
 - Funds were raised outside of the Foundation. The Islandora Collaboration Group (an Islandora consortium) was a driving force, but funds/in kind donations came from institutions beyond the ICG.
 - [More info on the ICG](#)
- LASIR
 - Spun up after ISLE (started December 2017)
 - A spec to create highest-priority features that Bepress users want, compare with Islandora Scholar, and build an MVP spec to add features to Islandora.
 - Hoping for working product by June 2019, final product by September 2019
 - *Question:* Are there plans to transfer these enhancements to Islandora CLAW?
 - Targeting 7.x because it's mature and a better 'landing ground' for new institutions.
 - Phase 3 for ISLE is to move to Islandora CLAW. Similar plans for LASIR, to refactor existing use cases for Islandora CLAW.

Membership [Report](#) (Melissa Anez)

- As submitted

Islandora Events [Report](#) (Melissa Anez)

- As submitted

2018/2019 [Strategic Goals](#) - Vote

- Thank you to the Working Group who developed the initial draft: Jean Phillips, John Eden, Noah Smith, and John Herbert.
- Thank you as well to the committee and community members who reviewed and left comments.
- The document shared with reviewers contained a lot of ideas about how to implement the goals. Only the high-levels goals are a commitment; this other information was there for transparency and to get feedback.
- The Board will take responsibility for implementing goals, but will work with different parts of the community as appropriate for individual goals.

Aaron Choate moves that the IF endorses the goals. Noah Smith seconds. The motion is approved.

- *Suggestion:* review the goals and our success at implementing, during next AGM.

Don Moses moves to adjourn. John Eden seconds.