

Islandora Foundation Annual General Meeting

July 21, 2016 - 11:00 - 1:00 EST

Attendance: Mark Jordan (Chair), Melissa Anez (Vice Chair & Secretary)

Electronic: Donald Moses, Lydia Motyka, John Eden, Nick Ruest (acting Treasurer), Carell Jackimiek, Kim Pham, Linda Richter, Mark Baggett, Mark Noble, Noah Smith, Jean Phillips

Agenda

1. Welcome to Members (Chair)
2. Election of Officers
 - a. Treasurer
3. Treasurer's Report
4. Announcements
 - a. Code of Conduct adopted
 - b. Technical Lead
5. Reports
 - a. Islandora Board of Directors
 - b. Islandora Roadmap Committee
 - c. Special Projects
 - i. Islandora CLAW
 1. Contract Development
 - d. Special Committees
 - i. Terms of Service Working Group
 - ii. Strategic Goals Working Group
6. New Business

Meeting Notes

2. Election of officers:

Mark Leggott, former Treasurer, left the Board in February. Donald Moses replaced him as the UPEI seat on the Board. The Board appointed Nick Ruest as acting Treasurer until the AGM and a new election.

Melissa nominates Nick Ruest. He accepts. Mark calls for a voice vote. Approved. Nick will serve as Treasurer for 2016 - 2018.

Mark notes that we are operating under Robert's Rules, as decided during the last AGM. Reminds attendees to request the floor when they wish to speak.

3. Treasurer's Report:

Nick (as Acting Treasurer before the meeting) shares the [IF financial report](#) from July 2015 to June 2016. Notes that CLAW is listed in both income and expenses to represent that the funding is devoted just to the CLAW project, even though it has not all been spent yet. We have a budget surplus of roughly \$45,000, which goes to cashflow to support hiring our Tech Lead. Notes that we need to make up the gap between membership funding and one-time grant support over the next year.

4. Announcements:

Code of Conduct: The Islandora Foundation [Code of Conduct](#) was developed with input from various community groups, and approved by both the Roadmap Committee and the Board of Directors.

Technical Lead: The IF's fundraising goal this past year has been to hire a Tech Lead as a second employee. An opportunity came up a couple of months ago to receive funding as part of a Mellon grant won by UBC. During Mark Leggott's term as Treasurer in 2015, he drafted a

letter for the IF to sign on in support of the Mellon application. The end results is that we are able to use this funding to top up the salary of our Technical lead and 1/3 of the Tech Lead's time will be used to fulfil our deliverables to UBC. The duration of the grant funding is 18 months, so there is a need for the IF to raise our membership to remain sustainable.

Carrell notes that we are very fortunate to have Danny Lamb for this role. John Eden adds his congratulations.

Mark Jordan notes our thanks to Mark Leggott for his work in finding this opportunity.

5. Reports:

[Board of Director's Report:](#)

Mark calls for the report to be accepted as submitted. Nick seconds. Approved.

[Roadmap Committee Report:](#)

Melissa proposes it be accepted as submitted. Nick seconds. Approved.

Special Projects:

[Islandora CLAW](#) (includes report on Contract Development):

Linda: When we move to Fedora 4, will we also be moving to Drupal 8?

Nick: That is correct

Linda: Can you give a time estimate for long term planning?

Nick: The time line is dependant on volunteer resources, so we cannot give a timeline yet.

Mark Jordan takes the floor to thank Nick for his work as Project Director and notes his hopes that as the Tech Lead begins his work, things will continue to move along quickly.

Nick: the pivot to Drupal 8 has messed up our timelines temporarily. An anonymous donor recently purchased a three-months subscription to Drupalize.me for the group working on Islandora CLAW to help them become more comfortable with the transition to Drupal 8. This has been a great help. When Danny joins on August 1st, things will pick up, but volunteers are still very much needed. We are bringing up developers working on microservices, which is great for

spreading knowledge. Bryan Brown from FSU and Ben Rosner from Barnard College are working on microservices during a current sprint. This is in keeping with the responsibilities of Committers, as they mentor new committers and bring more developers into the project.

Mark Jordan motions we accept the report as submitted. Mark B seconds.

Special Committees:

[Terms of Service Working Group Report:](#)

Mark Jordan explains that this report is recommending a change to the Islandora Foundation by-laws to make explicit the Terms of Service for Directors and Officers.

Mark Jordan motions to accept the report. Nick seconds.

Nick takes the floor. Asks if the Treasurer's term of service is now two years?

Mark Jordan: That is correct

Nick: Since our Tech Lead will start August 1st and this person likely wasn't known when this was drafted, should that person also be on the Board in an ex-officio capacity?

Mark Jordan: Doesn't see a need for the Tech Lead to become an officer, since he will report to the Board and membership frequently.

Melissa: We can also bring the Tech Lead to Board of Directors meeting as a guest when needed. Also notes that there are two amendments being proposed; the second clarifies that she is not a voting member of the BoD

Mark Jordan calls for a vote to accept the report as written. Approved.

[Strategic Goals Working Group Report:](#)

Mark Jordan and Melissa drafted the initial goals and the BoD reviewed, edited, and approved. The intention is to provide some specific goals for the IF for the upcoming year.

Mark Jordan motions to accept the goals as written. Nick seconds. Floor is open.

Carell: What is meant by supporting legacy installations if Islandora?

Mark Jordan: Even though the IF is putting most of its resources into developing CLAW, we wanted to make clear to the community that we will continue to support 7.x-1.x until the community is ready to move away from it.

Carell: Will there be more releases?

Mark Jordan: There will. A call for volunteers will likely go out in the next month.

Mark Jordan calls the vote to accept as submitted. Approved.

6. New Business:

No new business.

Nick motions to adjourn. Mark Noble seconds.