iSGTW Advisory Board Meeting Minutes

Wednesday July 24, 2013, from **08:00** to **10:00** (PDT); **17:00** to **19:00** (Central European Time); **23:00** to **01:00** (Taipei)

## Present

*Chair:* Catherine Gater (CG)

*Present:* Paul Avery (PA)

Bill Barnett (BB)

Melissa Galliard (MG)

Matt Link (ML)

Steve Lloyd (SL)

Steven Newhouse (SN)

Daphne Siefert-Herron (DSH)

Ruth Pordes (from 08:40)

*Editors:* Amber Harmon (AH)

*Apologies:* Bob Jones (BJ), Andrew Purcell (AP), Rob Quick (RQ), Kevin Munday (KM)

*Minutes:* Steven Newhouse/ Catherine Gater

## Proceedings

*Convenor: Catherine Gater*

#### Opening of the meeting and formalities

##### Approval of agenda

The agenda was approved.

##### Approval of previous minutes

The minutes from 15 April 2013 were approved.

##### Announcement of AOB items

No further AOB items were announced.

## Review of actions

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION** | **RESPONSIBLE** | **STATUS** | **REVIEW** |
| 20111004:4 Work with XSEDE & PRACE and others to get their level of engagement up to a level that the board is happy with.  | Catherine Gater/Steven Newhouse/Ruth Pordes | OPEN – New CEO for PRACE yet to be confirmed. CG attended XSEDE’13 for iSGTW in July 2013 | Next Board Meeting |
| 20121114:4 Explore a media partnership with SC13 organisers | Amber Harmon | OPEN – SC have provided guidelines that are under review.  | Next Board meeting |
| 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia | Kevin Munday / Catherine Gater | OPEN – actions identified but responsiveness from QMUL is low | Next Board meeting |
| 20130415:1 Give access to APO to investigate the feasibility of providing support | Catherine Gater / Alex Owen | CLOSED |  |
| 20130415:2 Add technical work to update the template for reduced content to the Xenomedia workplan. | Catherine Gater / Andrew Purcell | CLOSED |  |
| 20130415:3 IU to make a statement on the impact on their funding of reducing the frequency or the volume of content for iSGTW after July 2013. | Amber Harmon / Daphne Siefert-Herron | CLOSED. Frequency maintained but lower volume of content. |  |
| 20130415:4 Check if the US funding allows AH to report on non-EU and non-USA activity. | Amber Harmon | CLOSED |  |
| 20130415:5 Meeting to discuss staffing issues.  | Catherine Gater / Melissa Galliard / Daphne Siefert-Herron | CLOSED | Discussion took place on 22/4/13 @ 16:00 CET. |

* 20111004:4 Work with XSEDE & PRACE to increase their level of engagement.
	+ PRACE has a not appointed a new CEO.
	+ REMAINS OPEN
* 20121114:4 Explore a media partnership with SC13 organisers
	+ Discussions underway
	+ REMAINS OPEN
* 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia
	+ Covered under later agenda point
	+ REMAINS OPEN
* 20130415:1 Give access to APO to investigate the feasibility of providing support Covered under later agenda point
	+ Access given, feedback on upgrade and support expected.
	+ CLOSED
* 20130415:2 Add technical work to update the template for reduced content to the Xenomedia workplan
	+ Work completed, new template in use since mid May
	+ CLOSED
* 20130415:3 IU to make a statement on the impact on their funding of reducing the frequency or the volume of content for iSGTW after July 2013.
	+ Volume of content reduced since May, weekly frequency maintained.
	+ CLOSED
* 20130415:4 Check if the US funding allows AH to report on non-EU and non-USA activity.
	+ Not covered by US funding – there should be a component of the work that is US funded in order for DSH to work on it for iSGTW.
	+ CLOSED
* 20130415:5 Meeting to discuss staffing issues.
	+ Meeting took place on 22 April 2013.
	+ CLOSED

#### Status report

*Convenor: Catherine Gater (slides attached to agenda at* <https://indico.egi.eu/indico/conferenceDisplay.py?confId=1734>*)*

* Large number of spam comments attached to articles are causing problems.
* ISC will cover the bulk of costs for Andrew’s travel to ISC Big Data in September.
* EUDAT will cover Andrew’s travel costs for their annual meeting in October.
* Impressive increase in the number of page views and social media activity.

**DISCUSSION**

Amber is full time in the USA and Andrew is 0.75FTE at CERN with Melissa providing backup for publishing. Need to make sure that the reduction in effort and reduction in number of articles being published are balanced. Need to continue push on social networking.

Need to make sure that social media strategy being pursued by CERN and IU are aligned.

**ACTION:** Andrew to develop and all to agree a social media implementation plan from the current strategy when he returns from holiday (e.g. what is the sweet spot for the number of tweets per day?)

ACTION: Hold meeting after the holidays to agree social media implementation plan.

#### Development and hosting of the site

*Convenor: Catherine Gater*

**DISCUSSION**

* QMUL (Steve Lloyd) hosting the site and that is now operating to plan on the new server.
* Xenomedia continues to provide updates to the CMS hosted by QMUL.
* Currently very dependent on the goodwill of Xenomedia through FermiLab funding for updates.
* QMUL unwilling to maintain CMS on Drupal 6 but would be willing to do so on Drupal 7. Cost of porting is seen as major requiring 55 days of effort and 36K CHF (see workplan on website).
* Xenomedia proposes to wait until Drupal 8 gets released at the end of the year.
* Possibly vulnerable in Fermilab budget – which probably gets reviewed in September.
* QMUL have manpower to maintain the CMS, but not to update the versions.
* Main item of maintenance at the moment is changing banner ads for events.
* CERN could have provided a student during the summer for this, but one issue would have been that the system is on Drupul 6 and CERN is based on Drupul 7.

**ACTION**: MG to investigate if there is any possibility of student effort at CERN

**ACTION**: CG/RP to contact FermiLab communications department and see if the support (budget) for iSTW with Xenomedia is at risk.

#### Sustainability for iSGTW

* USA funding from NSF appears stable.
* EU funding call is likely to be announced in December 2013 with calls closing March/April 2014 and funding starting at the earliest in Autumn 2014.
* AP partner (ASGC) has had cuts to their communications teams and can leverage other effort if needed.

#### Editorial responsibilities

**DISCUSSION**

* The Board agrees that it would be helpful to have a F2F meeting between the editors co-located at some point in the future.
* Due to Amber’s additional travel earlier in the year a visit to Europe has not been possible. There may be funding after November (in the new budget cycle) to fund this.
* A F2F meeting would be very useful to define the vision for iSGTW with respect to plans with new EC funding.
* With the additional social media focus that we now have, we need to have clear metrics relating to social media impact.

**DECISION**

Move monthly activity reporting to quarterly to reduce the overhead for Andrew.

#### AOB

**Board Composition:**

Retain the current composition of the Board for a meeting in November. The current chair (CG) will continue in this role until at least November.

No AOB items announced

**Date of next meeting:** Doodle poll to be launched for Nov 2013 during SC’13

## Summary of actions

|  |  |  |  |
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| 20121114:4 Explore a media partnership with SC13 organisers | Amber Harmon | OPEN  | Next Board meeting |
| 20121114:6 Liaise with QMUL on working out the division of activity between QMUL and Xenomedia | Kevin Munday / Catherine Gater | OPEN  | Next Board meeting |
| 20130824:1 Develop and all to agree a social media implementation plan from the current strategy  | Andrew Purcell | OPEN | August |
| 20130824:2 Meeting to agree social media implementation plan | Andrew Purcell / Amber Harmon | OPEN | August / September |
| 20130824:3: Investigate possibility of student effort at CERN on Drupal upgrade | Melissa Galliard | OPEN | August |
| 20130824:4C ontact FermiLab communications department and see if the support (budget) for iSTW with Xenomedia is at risk. | Ruth Pordes / Catherine Gater | OPEN | August / September |