

**DELAMAN meeting**  
**19 September 2008, Wharf 7, Maritime Museum, 12:45pm**

**Present:** Jason Lee (AIATSIS), Joan Maling (NSF), Allan Marett (NRP), David Nathan (ELAR/SOAS), Paul Teilsbeek (MPI), Steven Bird (Melbourne University/LDC), Susan Emson (AIATSIS), Jacquelijnn Ringersma (MPI), Linda Barwick (PDSC), Amanda Harris (PDSC)

- 1. Apologies:** Elizabeth Manrique, Gary Holton, Heidi Johnson, Peter Wittenburg
- 2. Minutes of last meeting:** It was noted that the date needs to be changed to 2007 on the current version of the minutes. Since the number for a quorum is yet to be defined and there was not enough for the potential quorum present, it was decided that this would not be an official meeting – most of the agenda items were held over until that meeting can take place.
- 3. President's Report:** LB reiterated her call for another president, she is doing too much fieldwork to devote sufficient time to keeping discussions going. LB will propose an online meeting and call for nominations for president. LB noted that there are already several nominations for new board members. The meeting agreed to thank AIATSIS for continuing to send representatives to DELAMAN meetings.
- 4. Board Membership:** LB pointed out that OLAC is not an official member of the board and could be, she suggested that SB send a request for membership to a current member of the board. EMELD is at the end of its funding and could possibly exchange a board seat with OLAC. Membership is open to any organisation involved in digital archiving & those that support such activity. Four board members retiring – next meeting will need to record a formal thank you to the outgoing board members. The constitution specifies 12 board members. SB suggested that board members could be elected to a term of 1 year and then be retired by default if they do not renominate. AM suggested that 5 would be a good number – the meeting discussed the fact that with a large number people are less likely to be actively involved. AM suggested there could be a board plus an additional reference group. LB thought the organisation might be too small to support such a structure. DN thought eminent people might be approached to be part of the reference group. LB suggested more clearly delineating the roles and describing their duties e.g. web manager, treasurer etc. JR suggested it would be useful to delegate someone to keep issues active e.g. a “special projects” role or “action committee facilitator”.
- 5. Archiving and technical training:** the measures discussed in last year's meeting haven't been implemented yet – e.g. setting up a wiki for training materials. Up to now the email list has done that but it was discussed that emails are difficult to keep track of. LB raised implementing post-graduate training in fieldwork. SB suggested a clearing house for curricula & training materials. All agreed that DELAMAN is not in a position to offer formal accreditation for training and members would need to interact with their institutions to implement this. SB gave the example of the Association for Computing Machinery (ACM) who document the topics that are necessary for a degree. LB thought there would be enough

shared ground to develop some kind of similar proposal and members would need to follow up with the Linguist List about the proposed training wiki discussed last year. SE suggested Drupal as a content management system.

**ACTIONS:** DN agreed to champion the issue of training modules by following up with the Linguist List.

The meeting discussed that **Jeff Good** might be a good person to champion the discussion about ISO citation standards. Comments about the document circulated can be posted to the DELAMAN list.

**LB** agreed to champion sorting out the constitutional issues including finding another president.

**Heidi Johnson** has suggested drafting some kind of pithy wording to distinguish between archives designed for long-term preservation and those designed for community access. LB suggested asking Heidi to draft something for the website.

- 6. Future Meetings:** a commitment has been received from Berkeley for the 2009 DELAMAN meeting in July-August 2009 in conjunction with linguistics events there. LB proposed a deadline of 6 weeks for the online DELAMAN meeting – all agreed that the second week of November would be reasonable. Participants were also urged to post their IASA presentations on the web, by sending them to Heidi.

**Meeting closed at 1:30pm**