

IGSN e.V. General Assembly 2018

Sunday, December 9, 2018 at 12:00 PM Eastern Time
Washington, DC

Agenda:

1. Opening and Welcome
2. Appointment of the meeting chairperson
3. Appointment of the minute taker
4. Determination of timely invitation and establishment of the quorum
5. Approval of the agenda
6. Report by the members of the executive board and discussion
 - a. Membership development
 - b. Status of Allocating Agents
 - c. IGSN 2040: Project to mature the IGSN system, funded by the Sloan Foundation
 - d. IGSN web site
 - e. Report of the financial officer
7. Report of the accounts auditor
8. Discharge of the executive officers
9. Appointment of the electoral officer
10. Election of the members of the executive board
 - a. President
 - b. Vice-President
 - c. Treasurer
11. Election of the annual accounts auditor
12. Budget proposal for 2019 and discussion
13. Discussion on admission of new members, associate members and vote
14. Discussion (Topics TBD)
15. Miscellaneous

Present: Lesley Wyborn, Helen Graves, Megan Carter, Dirk Fleischer, Lindsay Powers, Anders Noren, Kelsey Markey, Sarah Ramdeen, Kerstin Lehnert, Jens Klump, Steve Richards, Irina Bastrakova, Denis-D. Rousseau, Ursula Roehl, Joseph Stoner, Michel Calzas, Atoni Guillot, Françoise Le Corre, Kirsten Elger, Cecile Pignol, Damien Ulbricht, Julia Martin, Uli Harms, Vanessa Tosello, Adam Shepard, Yasuhiro Murayama

Notes:

1. Introductions around the room.
2. Jens Klump was voted as the meeting chairperson
3. Sarah Ramdeen was nominated to take notes
4. Quorum achieved

5. There were no changes offered, and the agenda was adopted as the official agenda.

6. Reports from the Executive Board

a. Membership development

Kerstin - we had a major boost in members, last year voting in major organizations. This year there has not been any new member applications. The three core repositories for the IODP (ocean drilling program) joined a call in September and are interested but they have not yet worked out the details to be able to complete their application at this time. Ursula reported both Japan and College station are interested in it. Kerstin shared a report from Kristen, she was at an EPOS meeting and there is interest from several European organizations, for example the University of Utrecht. Kerstin has invited Yasuhiro to join us today from Japan to listen. There is interest but Japan is still further behind. She has also had conversations with a university in China, they want to learn more over time. Talked about possible town halls or workshops at a Japanese Geoscience meeting, or one of two big research data meetings in China next year. There was also some interest from representatives of the Botswana Geological Institute. Kerstin thought it was good that we hold back on new members as the Sloan project will impact the membership model going forward.

b. Status of Allocating Agents

Jens -- this process is slower, but we are seeing new members coming online. Gave examples including Australian Research Data Commons, KIGAM in Korea is making some steps in that direction, and groups in France are doing testing. Lindsay reported on working on the data model at the USGS and hope to have it standing and operational by the end of 2019 (fiscal year). Major changes of CISRO were discussed. In relation to broadening to other communities it is a major development.

- Helen reported on BGS - at a similar stage, finalizing their data model and almost entirely automated process for managing IGSN requests, hope to be ready to go in the new year.
- Lesley reported on Australian Research Data Commons (ARDC) - now developing a system for the academics, centralized system where getting an IGSN can be done in bulk. Hoping to get the three allocating agents together as a community to have a unified process in Australia.
- Ingrid reported on Geoscience Australia. Working on vocabularies with Simon Cox. Have done some tests and it is working well.
- Kerstin mentioned needing coordination so that groups can better align, so maybe more communication channels to know what is going on.

- Helen - our people are focused on our requirements, would be good to not have duplication of effort. Especially as we only have so much money to allocate to this.
- Lindsay said looking to the Github for resources and can contribute what we are doing there.

c. IGSN 2040: Project to mature the IGSN system, funded by the Sloan Foundation.

Funding to scale the current organizational infrastructure to serve more domains and become a more stable organization with a solid business model and professional management. We have a two year grant for ~\$400k to run a series of meetings of two committees. One committee is focused on organizational changes and one on the technical side of things. There will be 4 meetings over the 2 years, it will be global. One meeting in Europe, one in Australia and two in the US. We are trying to leverage pairing with other meetings. The PIs are Jens, Kerstin, and Lesley. The grant has 3 work packages: 1) changes to organization, 2) technical, and 3) information gathering. After information gather and planning phases, the final phase is developing a road map.

Will need to see how we integrate the membership of the e.V into this planning process. The organization and infrastructure is straining. What our current system provides is not appropriate to support the growing organization. The research infrastructure is also growing, where trustworthiness is critical. And we need to set the IGSN up as a trustworthy part of this network.

d. IGSN web site

In the last meeting, asked the membership for permission to spend money on the web presence. Got permission for \$7k on the website. We outsourced the design. This included some funds from the Sloan grant as well. Kerstin was able to show some templates/designs. It includes entry points for various user types and links to technical materials. It will be a bit of work to populate new content, but it is getting close. As part of the website, we will include links to the various allocating agents. This will be less maintenance than keeping text on the site up to date.

Kerstin said first build the prototype, then share it and ask for suggestions. Want to keep it as slim as possible because of maintenance. Will have a blog, which she thinks is important for sharing information at allocating agents and other new developments. Also events and news. It is built on Wordpress.

e. Report of the financial officer

Uli reported on the balance of the account. Reviewed how much we spent in expenses. drive.google.com/open?id=1_V1uES4wvbu-OVN5UEYrQdqdjdABLHJG 14 membership payments. 6927 euros in income, and 7284 euros in expenses. Funds were spent on banking costs, the meeting last year, the workshop in Berlin, and some on the web design. There still needs to be more income. We should send out reminders to those who have not paid their membership dues so far. There is still almost \$4k left.

One expense was converting a check from the USGS to euros. Lindsay asked if the fee to convert or process could be added to their membership fee. They would be willing to pay for the expense. In the next year, if Uli can let her know the fee on the invoice, she can add it to her payment.

Anders asked about the banking costs, does not remember seeing it in years past. Any transaction costs about 14-15 euros. It is a business account, we did have those costs in past years. Uli said we cannot avoid it. Jens said they did shop around and this was the best. Especially with having a euro and USD account that is not subject to exchange rate fluctuations. We pay a monthly fee to have the account and transaction fees. For wire fees you can make the sender pay the fee, but it is different with a check.

7. Report from the accounts auditor. Anders had nothing to report. There were no irregularities. Jens asked if the membership was willing to accept it. It was agreed.
8. Discharge of the executive officers requires the report of the financial advisor.

Every two years we need to have an election, and we have to discharge the previous officers after hearing the auditors account. After hearing no irregularities Jens asked the membership if they would like to discharge the committee? Asked for questions and objections. None were raised. Asked to vote to discharge. No one objected to the discharge. Uli abstained from the vote. The motion was accepted.

9. Appointment of the electoral officer

Lindsay volunteered. She reviewed the existing members positions and asked if the existing member would like to stand again. Kerstin was interested in standing again for President. Lindsay asked if anyone else wanted to stand. No one volunteered. A vote was taken, all voted in favor. It was approved.

Jens was asked about vice president. He agreed to stand again. No one else volunteered. A vote was taken, all voted in favor. It was approved.

Uli was previous treasure, he was asked if he would like to stand again. Lindsay asked for other volunteers. A vote was taken, all voted in favor. It was approved.

10. Election of the members of the executive board

President – Kerstin; Vice-President – Jens; Treasurer – Uli

11. Election of the annual accounts auditor

Dirk volunteered to stand. A vote was taken, Dirk abstained. It was approved.

12. Budget proposal for 2019 and discussion

General assembly, trademark registration. Jens asked Uli about the trademark registration, are there going to be more costs for that? Uli said it would cost around 2000 euros. He was hoping to raise the costs but was unable. Advice from his technology office is that we also need a full name. They will also have to check to see if the name is already registered. The term IGSN is already registered. Jens, in terms of expenditures, this might be an expensive item. Jens said for an expense of this size we need approval. Uli said we have the approval, we need an agreement on the words.

There was a discussion of losing the IGSN name, but we would lose the logo, and that would affect the relationship with Elsevier. It also appears in author guidelines. It is a disruption and a lot of effort. But not impossible. Lindsay asked if someone would compile suggested names. Megan - we have a list of some proposed names: Internationally Governed Sample Number, International General Sample Number, Integrated Global Sample Number, Interdisciplinary Global Sample Number. Other suggestions for the G: Generic and Genera.

Jens reviewed the budget items. The room cost for the meeting, the trademark. What we have as income from the membership is a fair balance but it is limited. We hope through IGSN 2040 to do more for the membership and infrastructure with different funding model.

13. There were no new members for this year. We lost one member. Curtin University pulled out and the Australian Research Data Commons (ARDC) is doing all allocating agent work for the academic community. Kerstin said it makes sense that the smaller groups would get replaced by the larger national organizations. Part of the evolution. She expects there will be a change in the membership model in the future, scaling the payment to the sample registration and usage. There seems to be a convergence on national level providers. We do not yet have members from industry but that will be a different stakeholder community for us to figure out.

14. Discussion (Topics TBD)

Yasuhiro - He is the chair of the information committee of the JGSC. Still working on demonstrating the value of this system. Talked about institution with ice core samples,

geologic and others. There are some doing IODP, and marine sciences as well making samples. People from these groups contacted IGSN, it is evolving gradually as more people understand IGSN and working internationally. Kerstin said that SESAR had a few users from Japan. They had collections as well from the study of the deep earth interior. Glad there is interest and whatever we can do to provide information or help with discussions, webinars, etc. more than happy to do that. Yasuhiro said Japan has started a new data journal. There was an internal discussion about sample data papers connected to IGSNs, that would be reasonable.

Kerstin mentioned the developments in the FAIR data world, and the AGU project enabling FAIR data. Part of the recommendations and author guidelines relate to samples and specifically mentions IGSN for the recommendation for scientific publications on samples. There is more of a push which will impact those who provide services to the community. Providing global services, something to keep in mind as we revise IGSN, to provide services for users who do not have an allocating agent for their country, or community. We really need to think big in this effort of what can contribute to the business model. Linking publications and data sets from Scholix. Could IGSN position itself to do the same for samples? More we can do in the future than just registering samples.

Kerstin asked about more formal communication. Monthly phone calls? Lindsay suggested Git or Python notebook is good for the technical materials. Dirk asked about a quarterly newsletter from the president. It does not need to be a phone call. It is more about going to and picking up information, vs having it provided. Dirk mentioned the blog since we need to collect the information. Jens said that some information might be private. Kerstin agreed, as the Sloan project moves forward we would have more updates for the members, and they need to be part of the dialog. Many agreed with the quarterly. Jens said he would like to see a move away from volunteer to dedicated efforts but needs a change in the business model. To have someone to run the office.

15. Other business? No. The meeting was closed.

Action items

- 1) Website – complete transition to new website. This includes content, and links to the various allocating agents.
- 2) Send out reminders to those who have not paid their membership dues so far.
- 3) Arranging quarterly meetings or other regular communication
- 4) Renaming the G in IGSN. Suggestions include: Internationally Governed Sample Number, International General Sample Number, Integrated Global Sample Number, Interdisciplinary Global Sample Number. Other suggestions for the G: Generic and Genera.