

## **Digital Advisory Committee**

### **3/30/06 Meeting Minutes**

**Meeting start time 2:05 pm / Meeting end time 4:00 pm**

**Minutes Taken by Laurie Shedrick, MHLS**

**Present:** John Shaloiko, Tessa Killian, Jen Palmentiero, Helen McLallen, Zack Spalding, Duane Watson, Muriel Verdibello, Laurie Shedrick, Janet Diamond. ( A quorum was not reached.)

**Minutes:** The minutes from Previous meeting 1/12/06, will be approved at the next meeting of the committee.

### **Update on recent Activities**

- ✓ The board discussed new membership structure for contributors. A new affiliate membership was created with an annual rate of \$150. Contributors with less than 30 records will not be required membership. Language for participation requirements is still being discussed.
- ✓ Zack is upgrading the Content DM Server to 4.1. He has also been working on “streamlining” the website.
- ✓ HRVH “Debut”/annual meeting-June 9<sup>th</sup>, at Locust Grove. John announced that Duane Watson, Ron Patkus, and Col. Johnson would be speakers, but was looking for another keynote speaker.

**Metadata Style Sheet:** Jen unveiled the most recent version of the Meta Data Style Guide, which will be used in training the next batch of contributors. The committee was very impressed with the document and recognized Jen’s efforts. The committee members present agreed that the document was of great value and should be posted to the site as soon as possible.

**Website development-** SENYLRC staff displayed a new page that could be used as a contributor’s home page. The page still carries the HRVH banner but allows for some local customization in the area where the contributor is identified. A new search field has been added to the banner, which will be a keyword search across all collections as well as a Advanced Search option.

**Participant Agreement:** The committee considered setting a minimum time that collections must remain on the server. After much discussion, the committee decided not to set a minimum, but hoped that the collections would be left to serve the greater good, should the contributor withdraw membership. John will work on appropriate wording to present to the board.

**Other:** John, Tessa and Judy will be attending a conference on digital newspapers in May. All of the big vendors in the field will be at the conference.