



ARCA ADVISORY COMMITTEE THURSDAY, MAY 23, 2019

12:00 PM – 1:00 PM Pacific time
Online via Blackboard Collaborate

Committee Members:	
Kathy Gaynor / TRU, <i>Small Universities</i>	Kim Isaac / UFV, <i>Regional Universities & Institutes</i>
Gretchen Goertz, DC, <i>Member-at-large</i>	Debbie Schachter / CapU (Chair)
April Haddad / JIBC, <i>Urban Colleges</i>	
Paige Hohmann / DOH, UBC, <i>Member-at-Large, non-BC ELN</i>	Anita Cocchia / BC ELN
Christ Hurst / Brandon University, <i>Member-at-Large, non-BC ELN</i>	Brandon Weigel / Arca Admin Centre (recorder)

Regrets: Gregg Currie / Selkirk College, *Rural Colleges*; Karen Meijer-Kline / KPU, *Member-at-large*

Adoption of Agenda

The agenda was adopted as tabled.

2019-2020 Expenditure Plan

A. Cocchia guided the Committee through the 2019-20 Arca Expenditure Plan. Highlights included:

- Arca membership fees remain at \$5,000, as discussed at the previous meeting. Membership fees will include inflationary increases in future years.
- \$3,000 of the “Miscellaneous” revenue is compensation from COPPUL for BC ELN time developing the Islandora Westvault preservation module.
- The increase to Arca’s Islandora Foundation membership contribution will put BC ELN on the Islandora Coordinating Committee, to ensure that we have a voice in the ongoing future development of Islandora, and provide a means to advocate for consortial use cases.
- CAPER-BC accessibility improvements: funding was received and tabled in 2018-19 as CAPER-BC settled into their new webspace. Accessibility will be a priority in 2019-20.

- Theme refresh: theming improvements will be investigated with cooperation from Arca Admins and closely tied to accessibility work.

MOTION: To endorse the 2019-20 expenditure plan as presented.

Moved: K. Isaac.

Seconded: G. Goertz.

The motion was carried unanimously.

Potential New Members

A. Cocchia updated the Committee on upcoming additions to the Arca membership. Vancouver Community College and Mount Royal University (via COPPUL) have both confirmed their intent to join over the summer. Their membership fees are not included in the 2019/20 expenditure plan, as they confirmed participation after the plan was developed.

The new members' sites will be built over the summer, and training will take place in August.

D. Shachter asked whether their joining will incur any additional expenses. A. Cocchia and B. Weigel clarified that there is a cost in hours from discoverygarden to set up a new site. The current budget can cover any additional expenses, along with the setup fee paid by COPPUL members.

Strategic Priorities Update

D. Schachter reminded the Committee of its November meeting, where they identified strategic priorities for Arca to focus on over the coming years. These were captured in the Purpose to Practice outcomes report, which the Admin Centre has been using to guide its activities, including the release of the Islandora Remote Media Solution Pack.

B. Weigel provided an update on further activities related to these strategic priorities:

- Continuing its work on preservation, the Admin Centre has nearly completed work on the Islandora Westvault module, which will automate Arca members' deposits into COPPUL's WestVault LOCKSS network. Launch is waiting on some updates on Islandora's end, which are expected in June. Brandon will be presenting on the project at the Islandora Conference in October.
- Addressing the training and documentation priority, the Admin Centre has launched a short-form instructional video series called Arca Minutes. These digestible 10-minute videos address specific tasks in Islandora. They require very little preparation time and can be deployed as needed. Thus far three have been created and were very well received. Arca

Minutes can be requested by members or when the Admin Centre identifies a need.

G. Goertz offered her enthusiastic appreciation for the Arca Minute videos.

Admin Centre Update

B. Weigel provided an update on the Admin Centre's activities.

- The migration to a three-server architecture is complete. No system crashes have happened since the migration; things are running smoothly.
- A new module was written to support thesis harvesting by Library and Archives Canada. Islandora ETDMS Download provides a download link, which is required to pass Theses Canada submission tests.
- At the BC Library Conference, Sunni Nishimura presented on a panel titled: "We'll Get There Together: Launching Collections into the Future with Arca, BC's Collaborative Digital Repository." Arca was described as a distributed network of repository content and service providers in BC. In the same session, P. Hohmann spoke about the Digitised Okanagan History project as a content aggregator within Arca, and Heidi Rampfl of the Gulf of Georgia Cannery spoke about the benefits of using Arca as a small BC museum. The well-attended session sparked inquiries from small GLAM organizations about joining Arca.
- B. Weigel has been working on scripts to support harvesting of Arca in Supplejack for DigitalBC (formerly the BC Digital Library). As part of this, he has written a new tool that injects extra elements into the Islandora RSS results.
- Notes from the Arca Admins meeting:
 - Arca Admins are keen on the idea of a theme refresh. Suggestions that the theme could look "more modern" and "less clunky". They are particularly interested in mobile support and accessibility.
 - Interest in more work on standardizing and improving metadata. Currently investigating best practices recording author keywords.
 - Some interest was expressed in ways to support 3D objects in Islandora. Will be looking into approaches to make this happen.
 - Floated the idea, first discussed at the 2018 BC ELN All Partner Meeting, of BC ELN supporting a collaborative scholarly publishing service based on a shared and centrally-supported installation of Open Journal Systems. Arca Admins were excited about the possibility. Several said it was an immediate need at their institutions, and indicated it would be very much desired in the future. They further suggested complementary tools like OCS (Open Conference Systems).

D. Shachter asked whether there would be any action related to the OJS service proposal. B. Weigel explained that Arca Admins were consulted to gauge BC ELN member interest from those at the front lines of scholarly communication at their institutions. A. Cocchia suggested that given this interest, the timing could be right to bring the Steering Committee a plan for a more formal investigation.

Next Meeting

The next meeting will take place in the Fall, via Blackboard Collaborate. The Admin Centre will send a Doodle poll.

	2018/19 Expenditure Summary	Notes to 2018/19	2019/20 Expenditure Plan (Proposed)	Notes to 2019/20
Revenues				
Carryforward	\$10,675		\$9,791	
BC ELN Support	\$10,000		\$8,000	
Member Service Support (includes base fees, storage, and advanced support)	\$100,510	Does not include \$4,167 from NEOS	\$115,151	Includes NEOS late payment of \$4,167
CAPER-BC Accessibility Customization Contribution	\$10,000			
Miscellaneous (includes setup fees)	\$4,120	Does not include \$1,000 from NEOS	\$4,000	Includes NEOS late payment of \$1,000
Total revenue	\$135,305		\$136,860	
Expenditures				
Service Support	\$88,628		\$90,000	
Islandora Foundation Membership	\$2,000		\$4,000	Higher-tier membership puts Arca on the Islandora Coordination Committee
Islandora Event Sponsorship	\$500	Contribution to Islandora Conference 2019, hosted by SFU		
Theme refresh			\$4,000	
CAPER-BC Accessibility Customizations			\$10,000	
Administration/communication/governance	\$3,825	Inc. Arca Camp 2018, in-person Advisory Committee meeting	\$3,000	
Software & Technology Infrastructure	\$30,561		\$25,925	
Total expenditures	\$125,514		\$136,925	
Revenue minus expenses	\$9,791		\$0	