

**Louisiana Digital Consortium  
Executive Board Meeting  
June 3, 2016**

The Board met at 1:30 p.m. in the University of New Orleans Library. Board members in attendance were: Carol Bartels, Pat Vince, Debbie Sibley, Deborah Poole, Diane Brown, Gina Costello and Lora Amsberryaugier.

**Completed Business**

- Carol sent an email to the Vermilionville Living History Museum indicating that the Board could not write a letter of support for their grant application at this time. The curator responded understandingly and indicated they would put the LDC start-up fee of \$750 in their budget for next year.
- Information about the September digital preservation workshop was sent out to voting members.

**Continuing Business**

**Sponsorship of the Digital Preservation Outreach and Education Program (DPOE)**

- Mechanics of check-writing
  - The Chair of the Board will submit a written request to LSU directing that \$1000 be debited from the LDC bank account and submitted to LSU's account so that LSU can write the check for the sponsorships of the DPOE workshop.
- The criteria to select people to receive the two travel grants will be determined by the judges: Lora Amsberryaugier, Debbie Sibley, Gina Costello. Board members that have staff that may submit applications for the grant will not be among those judging the applications.
- Logistics of the application process were discussed and the following process was decided:
  1. Diane will write the questions that will appear on the grant application and send them to Gina early Monday morning.
  2. Gina will create the online application form on the same day and finish the website later in the week.
  3. Carol will send notice to the membership, voting representative, directors and system administrators of the availability of the grant on Monday.
  4. Applicants will need to complete forms in two places – once on the website to register and a separate application for the grant.
  5. Applications and registrations will start coming in. Deadline will be Friday, July 1.

6. Judges will develop criteria for choosing the grant winners and choose winners. LDC chair will notify winners and losers via email immediately and attach an agreement form that the grantee must sign and return.
  7. Winners will be announced to the general membership on July 12<sup>th</sup>.
  8. Gina will review the other general registrations and begin notifying people of acceptance for the unfilled spots.
- Payment of expenses
    - Grantees will submit original receipts within 14 days of the end of the workshop.
    - A receipt will need to be submitted for each expense to get reimbursed. Mileage can be reimbursed at \$.51 based on Mapquest mileage estimate.

### **Membership Form**

- Carol updated the form to include the \$750 start-up fee.
- It was suggested that some verbiage about the purpose of the LDC as outlined in the Bylaws should be added at the top of the form. Carol will do so by the end of next week.
- Lora's address, as LDC Chair, will be put on the form so that people know where to send it.
- The form will also say to direct questions to the Chair.

### **New Business**

#### **Hurricane Season**

- The question came up about whether the LDL is included in the LSU emergency plan.
- Gina reported that everything is already in the cloud. Cloud service is being provided by Amazon.

#### **LDC Web Page**

- The only mention of the LDC is under "About" on the LDL website. The LDC needs a page about the consortium, its purpose, how to join, etc.
- There was further discussion about branding and developing a strategic plan for the LDC.
- It was suggested that we might call another membership meeting to develop a strategic vision and values and then hire a consultant to develop a brand and website.
- Later, a full strategic planning session could be conducted.

Adjourned at 4:00 p.m.

Next Meeting: TBD