

Council meeting at RDA Plenary 8

13 September 2016

Denver, CO, USA

Participants: Ross Wilkinson, Andrew Treloar (TAB), Bernard Minster, Mark Parsons, Amy Nurnberger (OAB), Françoise Genova (TAB), Satoshi Sekiguchi, Fran Berman, John Wood, Juan Bicaregui (OAB), Kay Raseroka; Patrick Cocquet (phone)

Chair: Fran Berman

Secretariat's Major Activities

Mark presented the Secretariat's major activities since May

- Communications plan developed and being followed
- All Council Subcommittees established, all except the Finance Subcommittee have been active.
- IDW was a lot of planning work, including for Mark – Mark is still assessing if his time was well spent on this.
- There are several new groups, and a more streamlined TAB streamlined process for Charters / Case Statements (the TAB review process now starts at the same time as the Community Review).
- The SKA in Europe proposal has been accepted, requires 1 month of Mark's time, he needs to see what of the activity can be delegated. The time spent on this has been worthwhile, RDA is now an entity in the eyes of the EC. The RDA Foundation subcontracts to RPI to pay for Mark.
- Central Secretariat support
 - Secretariat: ~ 3.8 FTE across 8 people
 - Lynn Yarmey has joined, replacing Kathy Fontaine. Herman Stehouwer has left, he has not been replaced yet.
 - Secretary General's salary covered through 2017, then uncertain.
- Financial management report.
- Mark will be stepping down as Secretary General after P9. The position is becoming more focussed on administrative aspects and fundraising, and these are not his core strengths, and also need more political ability. Mark is more of a community builder.
- Fran thanks Mark for his great work. RDA needs a Secretary General it would be good to have Mark stay on for a handover. Mark should write a job description about what he does and should be doing both now, and in the future.
- Ross: We need to think about how the board manages RDA, not the RDA Foundation. We don't need to know what people do in their region in their own contexts, but we need to know regional activities in the international context.
- Mark stated he deliberately did not put this in; it's part of the sustainability discussion. Presenting this to the funders' forum was the first test, which it passed. Now we need to start conversations with the regions. There seems to be concurrence that we need to map to the common business. How do we parcel the 8 things across the regions?

- Ross: There should be negotiation between the regions, and this also needs some description of how this works – we now have agreement after the funders’ forum that this is a good idea.
- Actions:
 - Mark to help with the job description for the Secretary General (see above, including current and future activities).
 - We need to figure out the recruitment committee, taking into account Françoise’s comment about regions, etc.
 - We need to agree on a budget and on what the allocation of actions will be across regions – this time; we also need a strategy for funding at least 3 years’ salary for the Secretary General, or at least more than we have now.
- Agreed to have Montreal host Plenary 10
- Actions:
 - Approve P10 in Montreal – approved.
 - Mark to work on a strategy for P11 with the Strategy Subcommittee.

Nominations Committee

We agreed on a general approach in last meeting, and asked TAB and OAB for recommendations for membership. There was a lot of discussion of the particulars of the approach and the need to involve multiple constituencies while still showing lots of respect and sensitivity to our current major funders.

Action: Ross to consult with Council on coming up with a Nominations Committee. Ross will then serve as liaison to the committee (not a member)

Sustainability

Tuesday’s funders’ forum tested the sustainability of the RDA business. (Also, as discussed today: how to sustain outputs / services / RDA itself.) Council now endorses the approach. This and next year’s budget should be looked at by the Finance Subcommittee; the Sustainability Subcommittee should look at financial sustainability for later years, such as 3-5 years.

We need to look at the sustainability of RDA as a community, and sustainability of the RDA business separately, this came out very clearly. We have a plan for the sustainability of outputs – it’s not robust, but workable.

This will all require further discussion. Mark will schedule calls in October, early December, early February.

Actions (status as of 21 October 2016)

1. Write up characteristics of Council – Fran, Amy (complete)
2. Notify P10 people that their bid is accepted – Mark (complete)
3. Mark to write down Secretary General job description covering current / future activities, then Council determine recruiting committee
4. Holistic budget, harmonize this with regions and who does what – Mark (in progress)

5. Think about P11 and come up with a strategy, also for P12 (possibly in Africa?) - Bernard, Mark, Amy
6. Ross to come up with a document describing how to do nominations within a week, which then goes to Council (complete)
7. Mark to organise Council meetings in October, December, February (in progress)
8. Doris and Mark to produce a finance committee report for this and next year outlining how money should move, Mark to tell Doris (in progress)