



**Board Meeting**  
**Thursday, June 9, 2016**  
by teleconference

**Minutes**

Present: M.-J. Romaniuk (chair), D. McGugan, C. Shepstone, A. Waller (minutes), C. Davis (presenter)

**1. Digital Preservation Network (DPN)**

C. Davis, COPPUL digital preservation network manager, joined the meeting and presented on several items:

**Digital Preservation Network funding scenarios**

Two funding scenarios for the DPN after August 2017, each with two options were put forward. The board was supportive of further investigation into the scenarios, including outreach to the COPPUL directors and their technical staff before the September directors meetings. In addition, the board approved holding a Directors Plus One session on the digital preservation network, including the funding scenarios, at the Sept. 14 meeting in Winnipeg.

**Actions:** C. Davis will reach out to COPPUL directors and their technical staff over the summer and early fall to discuss the digital preservation network, particularly the funding scenarios. A. Waller, C. Davis, and the board will develop and organize a Directors Plus One session on the DPN for the Sept. 14 meeting in Winnipeg.

### **Letter of intent between COPPUL and BC ELN**

This is a formal step in an exchange COPPUL and BC ELN, with COPPUL offering preservation services and ELN offering access to their Arca institutional repository service. This would be an opt-in service. The board was supportive and asked A. Waller and C. Davis to finalize the letter with ELN.

**Action:** A. Waller and C. Davis to talk with BC ELN representatives and finalize the letter of intent.

### **Draft memorandum of understanding between COPPUL and CARL/Portage**

This was presented for information only and is a draft document covering generally how COPPUL and Portage could work together. The board will look at this again when it has been developed further.

### **Draft memorandum of understanding between COPPUL and Canadiana**

**Actions:** C. Davis to inform W. Wueppelmann at Canadiana that the COPPUL board would like the memorandum of understanding between the two organizations be delayed until the COPPUL digital preservation network has been more formally constituted and a funding model selected.

### **DPN report**

C. Davis also supplied a DPN report, referencing the DPN recommendations, summarizing his recent activity.

## **2. Financial update**

A. Waller presented a financial update, including March 31 actuals and a slightly revised budget for 2016-2017. Changes to the budget included the addition of expenditures for hiring a new executive director. The board approved the revised 2016-2107 budget.

In response to a board question, A. Waller noted that COPPUL brought in \$9,235,364.84 from the licensing participants and paid \$9,235,741.67 for products, a difference of \$376.83.

## **3. Shared Print Archiving Network (SPAN) update**

A. Waller presented a summary of SPAN activities for the next few months. A. Griffin will work some hours on contract until the end of June to help with these.

The SPAN management committee is in need of three members. A. Waller sent a call to the COPPUL list a few weeks earlier calling for expressions of interest to serve on this committee. Three names were received. The board felt that this group of candidates did not fully represent the SPAN participants. A. Waller was asked to look into getting some more names, particularly from SPAN archive holders.

**Action:** A. Waller will investigate getting more expressions of interest, particularly from SPAN archive holders, and bring a revised list to the June 21 board meeting.

#### **4. Human resources update**

A. Waller recounted the recent staff changes at COPPUL. A. Griffin left to take a position at the British Columbia Institute of Technology (BCIT), C. Stephenson started as COPPUL licensing coordinator on May 23, and A. Waller will be leaving COPPUL and returning to the University of Calgary when a new executive director is hired.

The job ad for the COPPUL executive director position has been sent out. An interview committee comprised of COPPUL directors has been established. The board was confident that A. Waller should be able to leave the executive director position and return to the University of Calgary in August.

**Action:** A. Waller to inform T. Hickerson, Vice-Provost (Libraries and Cultural Resources), University of Calgary, that A. Waller will be available to return to the University of Calgary in August.

#### **5. Resource sharing (ILL) situation**

This was tabled until the June 21 meeting.

#### **6. Executive Director priorities**

This was tabled until the June 21 meeting.

#### **7. Indigenous Knowledge Task Group (IKTG)**

C. Shepstone presented on the status of this group. B. Braaksma, Brandon University, is now able to be the initial chair of the IKTG. Two other COPPUL directors have put their names forward to be part of the IKTG.

## **9. COPPUL strategic directions 2016-2018**

The new strategic directions have been finalized by the board. This final version has been sent to the COPPUL directors and placed on the COPPUL website.

## **11. September 2016 directors meetings**

COPPUL has a quote for accommodation and meeting space at the Delta Winnipeg. G. Prefontaine at the University of Winnipeg has also booked meeting rooms for COPPUL. M.-J. Romaniuk is looking into accommodation and meeting space at two other Winnipeg hotels.

With the addition of a Directors Plus One session on Wednesday, September 14, the quotes from the Delta Winnipeg will need to be revised. The University of Winnipeg will have to be contacted about the change as well.

<p><b>Actions:</b> A. Waller will get a new quote from the Delta Winnipeg and will contact G. Prefontaine about the room change on September 14. M.-J. Romaniuk will get quotes from two other Winnipeg hotels.</p>
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## **12. Other business**

The board discussed possible 25<sup>th</sup> anniversary activities to be held in conjunction with the September 2016 directors meetings. These included inviting previous executive directors and board chairs to a reception or similar event.

<p><b>Action:</b> A. Waller and the board to assemble a list of COPPUL board chairs going back to 1991.</p>
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## **13. Next meeting**

Tuesday, June 21, 2016, 10 am MT/11 am CT.