

Software Underground

Board Meeting

27 August 2020

Minutes are recorded in green.

Agenda

We will start at 16.00 UTC on Thursday 27 August. Quorum is 5.

We will post the Zoom meeting link in #swung-org channel in Slack after any *in camera* session.

Regrets: Steve Purves, Filippo Brogini.

Present: Brendon Hall, Matt Hall, Chance Sanger, Dieter Werthmuller, Leiaka Welcome, Luisa Zuluaga, Jo Walsh, Brian Burnham.

The previous meeting

The minutes from the previous meeting are on GDocs here >

<https://docs.google.com/document/d/1WVgvyN9UdE8yaCYiwDZcpUSPTaNmRkKiepOSil64eWo/edit?usp=sharing>

...and on GitHub here >

<https://github.com/softwareunderground/swung-org/tree/master/board>

There were no remarks about the previous minutes.

The board page

There is now a link to the 'Board' page on the website:

<https://softwareunderground.org/board>

If you didn't get around to giving me a bio or photo yet, I improvised :) if you don't like what I wrote, please add a short bio and the link to a headshot file to this document:

https://docs.google.com/document/d/18F2rFFNlz1D_p_Qc5NWnx_ea-8dMSqC62DTyRCYX_qo/edit?usp=sharing

The welcome bot

Please know about the 'Welcome Bot' that **Chance Sanger** and **Steve Purves** have implemented in #general. It welcomes new sign-ups to the Slack. See <https://swung.slack.com/archives/C0138FEJRUZ/p1595021479151400>

I note that there aren't as many pings to the Code of Conduct channel as we might like to see. Perhaps there's a better way to do this? [Matt: Potentially we should move it to the "What is a member?" discussion.]

We discussed posting the text of the Welcome message to #general to make people aware of it, and at the same time drawing attention to the new wording in the Code of Conduct that was approved at the last board meeting. Chance said she would take care of this.

If some kind of 'acceptance' workflow can be figured out, it should form part of the process for signing members on. But before we can figure out the tech needed for signing members up, we need to figure out what members are (definition, rights, responsibilities). This led to the *What is a member?* discussion...

What is a member?

I don't think this is urgent, but we do need to define 'membership' for Software Underground well before the AGM, because it's the members that vote on directors and changes in bylaws, etc.

Please commit to reading this before the next meeting:
<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs05006.html>

Question: do we have bylaws/boilerplate or does this happen for the first AGM? Good question... in fact we are supposed to adopt by-laws, which are subject to approval by the members at the first AGM, "as soon as possible after incorporation". My interpretation was that this was not urgent, because in any case we're governed by the *Default Rules* (<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs04994.html>).

Here's a set of *Model By-laws* provided by Corporations Canada:
<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs04999.html> -- I suggest we adopt something like these at our next meeting, and I will prepare such a document.

With respect to Membership, in fact I think we have to treat this as part of the by-laws, so they are inextricably linked I guess. So I think we continue the

conversation in Slack, as usual, and try to include a Membership by-law in the initial set of by-laws.

In the meantime, as discussed, let's look around at other societies' definitions of members.

Membership Outline Examples:

- <https://www.datavisualizationsociety.com/join>
- <https://blog.openstreetmap.org/2020/08/20/active-osm-contributor-membership-program/>

Transform 2021 and Annual General Meeting #1

The conversation in #swung-org pointed to Week of 19 April, with the AGM on 21 April.

The event team (**Matt Hall, Brendon Hall, Filippo Brogini, Rob Leckenby** — and we need 2 more at least), when it exists, can start to make plans around these dates. I suggest that it should start getting organized in October, at least for the early announcement of dates etc (ideally in November and definitely by mid-December).

The board was agreeable to this. Dieter volunteered to help out with organization.

The event is now in the Swung calendar >>

<https://calendar.google.com/calendar?cid=ZmcwZ2w5cDZ1N2pxdTU3NjB1Z29vbDY3MzBAZ3JvdXAuY2FsZW5kYXIuZ29vZ2xlLmNvbQ> NB This calendar is now public so I think we have to keep Zoom passwords out of it.

There are also events on the website: <https://softwareunderground.org/events> — so maybe the Google Calendar is redundant..

(Virtual) computational field camp

This conversation is happening in #field-camp. >>> **Luisa Zuluaga expressed the desire to be involved, along with Zane Jobe and John Thurmond in N America. Along with Dan Austin and Brian Burnham, I think that's a good number of people so we'll move ahead with a meeting to kick things off.**

The convo is continuing in that channel.

Check in from **Leiaka Welcome** on the blog post idea. >>> Leiaka now has access to the website and will add her draft post there. She'll ask for help or reviews as needed.

It's important that issues around safety, accessibility, and other aspects of field work, are central in this, and not relegated to the outskirts. These are core issues that technology can help address.

Research meeting

Steve Purves and **Julio Rodriguez** are looking at organizing a 'research meeting', aka GeoDevCon, for the winter. Steve will not be at this board meeting, however. I suggest we prioritize forming an Events working group that can coordinate this effort.

Matt will check in with Steve next week. I think we'll need another event team meeting ASAP after that. Main thing is to fix the dates and a rough agenda.

Budget

After much delay with the bank and vacation clashes, we now have a bank account and online access to it.

I have now set the new account up to receive payments from Stripe, the credit card processing service; this will include payments for merch and subscriptions from softwareunderground.org.

However, we don't have a credit card yet, which makes payments difficult. I have a meeting with the bank about this in 2 weeks when my account manager returns from vacation.

It's slow, but it's progress.

Working groups

As discussed, there are some jobs (activities?) for the community. Ideally these will be emergent, not prescribed. Ideally, each will have a champion on the board.

Some possible 'working groups' include:

- *** Events** — coordinating recurring and special events (Transform, GeoDevCon, Field Camp, etc). We discussed how each event would then have a team.
- *** Data** — or maybe Open Science? — looking after open data and open access... and maybe open source? Licenses, education, outreach.
- Community engagement — looking after the Slack and the 'member experience', and maybe meetups too.
- *** Education** — focus on students, training, educational outreach, mentoring, webinars, etc.

- Knowledge — the wiki, webinars, training courses.
- Technology — our own tech choices: Slack, Zoom, AWS, stuff for meetings; TechSoup.
- * **Partnerships** — sponsorship and donation; open software for industry, industry funding for projects; OSDU.
- Publications — I don't think this is a thing yet, but maybe it will be.
- Early Career — concerned with students, early career professionals, and so on.
- Communications — blog, social media, press.

We should probably formulate an idea of why and how a working group would start (funding?) and think about which ones we need first.

We prioritized some of these to focus on and figure out what these things are. They are marked above in orange.

We talked about an F.A.Q. page on the website. I started one here:

<https://softwareunderground.org/faq> Please feel free to ask for a login and you can edit it!

Parking lot / next meeting

- A brief conversation with a member indicated there might be some interest in a 'certification' program around the concept of a "digital geoscientist". The first step of such a thing might be as simple as a 'skills passport'. Please think about this for next time.

These items will go into the next board meeting(s), along with those things we committed to revisit, such as the anti-racism list.