

# IGSN e.V. General Assembly 2019

Sunday, December 8, 2019 at 4:00 PM PST San Francisco, CA

## **Agenda:**

1. Opening and Welcome
2. Appointment of the meeting chairperson
3. Appointment of the minute taker
4. Establishment of the quorum
5. Approval of the agenda
6. Report by the members of the executive board and discussion
  - a. Membership development
  - b. Status of Allocating Agents
  - c. IGSN 2040 project update
  - d. IGSN web site (update)
  - e. Report of the financial officer and discussion
7. Report of the Accounts Auditor
8. Budget proposal for 2020
9. Election of the annual Accounts Auditor
10. Discussion on admission of new members, associate members and vote
11. Discussion Topics (TBD)
12. Miscellaneous

## **Present:**

*Members:* Kirsten Elger (GFZ Potsdam); Helen Graves, NGDC (BGS); Lindsay Powers (USGS); Lesley Wyborn (ARDC); Val Stanley (Oregon State University); Jens Greinert (GEOMAR); Anders Noren (U. Minnesota); David Lescinsky (Geoscience Australia); Kerstin Lehnert (SESAR);

*Remote members:* Dirk Fleischer (University Kiel), Jens Klump (CSIRO), Vanessa Tosello (IFREMER), JongGyu Han (KIGAM), Uli Harms (GFZ Potsdam)

*Non-members:* Yasuhiro Murayama (NICT, Japan); Joan Damerow (LNL)

## Notes:

1. **Opening and welcome - Kerstin Lehnert**
2. **Appointment of meeting chair - Kirsten Elger** (Nominated by Kerstin, seconded Lesley)
3. **Appointment of note-taker - Sarah Ramdeen** (Nominated by Kerstin, seconded Lesley)
4. **Establish quorum** - we are 23 members, quorum is 50% = 12 members. We have 9 members present, plus 4 online. So we are at quorum.
  - a. NOTE: we are currently reviewing the membership to see which members have not attended the past 3 meetings and have not paid invoices to see who would be removed from membership. (See <http://igsn.github.io/statutes/> Sec. 4.3)
5. **Approval of the agenda**
  - a. Add to the agenda, the membership status. Can be under 6.a and the financial report.
6. **Report by members of the Executive Board**
  - a. **Membership Development**
    - i. ***No new membership applications over the last year.***

Any interest expressed, we have discouraged at the moment, because of the ongoing strategic planning effort, which might change the organization's structure and membership requirements. There is interest from other organizations but we are not encouraging applications at the moment.
    - ii. ***Review of existing members***
      1. A list of current members was reviewed.
      2. Problem: Some members have not participated in the General Assembly over several years and/or have not paid their membership fees.
      3. Problem: The Managing Office does not have up-to-date points of contact for all members. Several founding members that have had personal changes and the champion for IGSN has gone. Some founding members support IGSN but do not plan to become an Allocating Agent (AA), and are now using other AAs. None of those members ever minted IGSNs.
      4. If we want to terminate membership of delinquent members, we need to follow the by-laws and send two warnings. Simple majority is

required then when the General Assembly votes on terminating membership. Postpone until after overview of the budget.

- a. A number of members were identified as having not paid or attended the General Assemblies.
- b. Curtains have officially resigned.
- iii. A vote was postponed until a full record of payments and GA attendance is established.

**ACTION ITEM 2019/1:** The Managing Office will review payments of the last two years and attendance at GAs over the past 3 years, then send two letters of warning (1 month apart) and a letter of termination 2 months after the last letter of warning if no response is received.

**ACTION ITEM 2019/2:** The Managing Office will set up a spreadsheet to better track payments and GA attendance.

**b. Status of Allocating Agents**

- i. Total number of IGSN is now over 6.9 million with 4.8 million IGSNs minted by SESAR, 2.37 million by GA, 136 K by Marum, 33k by CSIRO, and 10k by GFZ, etc.
- ii. **KIGAM:** There seems to be a technical issue at KIGM that needs to be solved (each registration is being displayed as an individual registration). *This has since been resolved.*
- iii. **University of Kiel/GEOMAR:** is getting ready to register samples in the next week or two, and GEOMAR will start registering samples through the university. Doing tests now. U Kiel and GEOMAR will stay separate IGSN e.V. members, but there will be only one Allocating Agent in Kiel.
- iv. **Geoscience Australia (GA).** GA has taken on the role of AA for the state geological surveys, but over recent years the surveys have not started requested minting. One of the surveys will be starting soon (GSQ). There is a new National Mining Exploration Cooperative Research Centre (MINEX-CRC) program starting soon which requires all samples to be registered with IGSN. Since the samples will be sent to the relevant Geological Survey, they will start registering samples as well.
  - 1. Issue in the past has been that the surveys have registered samples that had already been registered by the GA. Surveys will register new samples at this time.

2. GA is looking at using IGSNs to uniquely identify boreholes (Boreholes= sampling feature). Numerous different identification schemes exist. In order to avoid confusion, GA will only mint IGSNs for new boreholes but will go through to compare database records to deduplicate.
- v. **SESAR:** SESAR had been operated as part of the IEDA facility. IEDA Cooperative Agreement with NSF is ending on 4/30/2020. A new proposal for funding starting 5/1/2020 is pending. SESAR is also leading a proposal from a multidisciplinary group to run SESAR as a multi- disciplinary facility to mint IGSN in other domains. If funded, it will be a 4 year development project to create a new system by 2024. Proposal was submitted to NSF - Computer Science (CSSI solicitation).
  - vi. The **British Geological Survey (BGS):** is in a similar position as Kiel. Very close to being able to issue IGSN. One developer is experimenting with landing pages at this time. BGS realized they have not registered their preferred name space: 'UK'. BGS suggests to apply for UK prefix and then add BGS afterwards as a subdomain.
    1. NOTE: The IGSN e.V. has tried to keep the ISO country code for the country surveys: <http://igsn.github.io/registered/>
    2. Recommendation: BGS should put in a request to the IGSN e.V. for the UK name space. If the name space is available and there are no conflicting requests , the IGSN Managing Office can approve it. Otherwise, the Managing Office needs to get approval from the Executive Board. The Ex Bouard can request input from the members.
  - vii. **German Research Centre for Geosciences at Potsdam (GFZ):** GFZ took Dirk's suggestion to prepare Allocating Agent with modern Javascript. And moving to HTTPS. That has been done and continue registering.
  - viii. **CSIRO (Australia):** Starting in January 2020, CSIRO will change their allocating process from the Mineral Resources Group to the central Information Management & Technologies Group, who also run the CSIRO physical collections which includes 50 other collections (plants, insects, blood, etc), and IGSN will be rolled out to all of CSIRO and beyond just the current samples of the Mineral Resources Group and its focus on geological samples.
  - ix. **CNRS** (note sent by email before the meeting): "The French CNRS continues using SESAR to reference Geosamples. We are developing a software to give IGSN for the french scientist (essentially cores). We hope to finalize this work in 2020. On behalf of all my colleagues, I thank all the people who help us for this software! Have a nice meeting, best regards, Michel Calzas"

c. **IGSN 2040 Project Update**

- i. Since July 2018 we have had funding from Sloan to do strategic planning that relates to the future of IGSN.
- ii. We have held two IGSN 2040 Steering Committee meetings:
  - 1. **Technical committee** has made progress in suggesting a cloud-native architecture and to expose sample metadata in JSON-LD rather than in XML.
  - 2. **Organisational Committee** is continuing to work on the business model and governance structure. This is more complicated, as it needs to define future IGSN services, and how to get revenue to sustain the organization.
- iii. Planning is underway for the last IGSN 2040 Steering Committee meeting, which will be a joint meeting of both Steering Committees and timed for in Spring 2020. We are planning to hold it close in time to the EGU meeting (date and location).
- iv. Final step during the joint Steering Committee meeting is to develop a roadmap going forward. The Technical Steering Committee has already moved forward with prototypes. The difficult part is the business model that is being developed by a separate specific Task Force. That will be a focus in the next 3-4 months.
- v. The IGSN 2040 project team is suggesting a couple of webinars to the IGSN eV to be more transparent with the members. And open it up to those beyond the IGSN e.V. and announce it to groups interested in IGSN.
- vi. There is a report from both the Canberra Technical and the Tacoma Organisational Steering Committee Meetings: these should be released to the IGSN eV members.

<p><b>ACTION ITEM 2019/3:</b> The <u>Managing Office</u> will distribute the two reports from the IGSN 2040 workshops in Tacoma and Canberra.</p>
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d. **New IGSN web site**

- i. ***Draft Website shared during session***

e. **Report of the IGSN eV financial officer** (See slides for details).

- i. The IGSN e.V. currently has a surplus of €15,494.06. The organization needs to spend in order to avoid penalties, especially as more funds will come in when membership fees will be collected in 2020 from all of the members. Also, there are outstanding payments of members from 2019.

1. Problem: How can we motivate payment on time?
  2. Problem: For some members there are issues with transaction fees and variations in exchange rates.
- ii. Outstanding expenses are for the EU certification mark formal registration fee and some related charges as explained on the slides. The EU Certification Mark is comparable to a trademark. This was initiated by the Executive Board to prevent the IGSN from being used by others. Question: Is the EU certification mark valid globally, e.g. in the US and Australia? It is the same as a pattern, it is globally acknowledged, similar but not universal. It is the best solution available at this point. The certification mark is for 'IGSN' and not for the 'International GeoSample Number'. Trademark is for services not product.

## **7. Report of Accounts Auditor (Dirk Fleischer)**

- a. The account movements have been checked by the Accounts Auditor and have been approved. Auditor recommends to make more expenses.

## **8. Budget proposal**

- a. Members were asked to suggest investment of funds in the organization's account:
  - i. The Managing Office had some expenses for the General Assembly ( room rental, contribution to shared exhibit hall booth).
  - ii. The Managing Office also purchased new stickers (see at end of these notes).
  - iii. Dirk suggested conference registration fees for the president or the vice president could be covered by IGSN e.V. funds, e.g., registration fees for RDA. But it should be connected to a business purpose.
  - iv. Could it cover other members of the IGSN e.V. to attend similar types of events?
  - v. Event at EGU?
  - vi. Expenditure should be a decision of the Executive Board.

**ACTION ITEM 2019/4:** The Executive Board needs to establish a process for requests to the budget and how it is approved.

- b. NOTE: Business expenses for the organization will increase substantially once the IGSN 2040 road map is developed.
- c. A clear plan for outreach in 2020 is needed.

**ACTION ITEM 2019/5:** The Managing Office should develop and the Executive Board then approve a plan for outreach for 2020

- d. The IGSN e.V. should at least spend all revenue from membership fees in 2020 so that that the surplus does not increase further (ca. €5-6000). We will not know before May the contents of the IGSN 2040 roadmap.
  - i. Referring to § 10 Executive Board, Section 3.
    - 1. The power of representation of the Executive Board shall be restricted to the effect that all transactions will not exceed the budget for that period as approved by the General Assembly. Further those exceeding a threshold of EUR 10,000.00 require direct approval of the General Assembly. In derogation from the foregoing, transactions with a value of up to EUR 1,000.00 may be entered into by the Manager acting alone, but within the budget approved by the General Assembly, for that period.
- e. Putting together a budget for expenditures cannot happen until May 2020.
- f. How can funds be expended? The funds are in Germany. In order to pay expenditures of the IGSN e.V. Managing Office, the Managing Office would have to create an account in the US and set up a contract. Question: Where should the office be located in the future? Perhaps someone in Germany can set it up? Lamont sets up the invoices. Moving the managing office to Germany and co-locating it where the organisation is registered might be a next step. Or setting up an account in USDs. If the office moves to Germany, what are the implications for US funding?

**ACTION ITEM 2019/6:** The Executive Board should research how to structure the Managing Office and the account.

- g. Raised by Jens: Defining the Manager and the Managing Office
  - §3: Definitions from the statutes (<http://igsn.github.io/statutes/> )
    - i. An **Allocating Agent** is an Institution which allocates IGSN names on behalf of the IGSN registration agency of IGSN.
    - ii. The **Managing Agent** shall be entrusted with the operation of the IGSN Office and with the day-to-day operation of the IGSN registration Agency. The Managing Agent is appointed by the General Assembly.
    - iii. **The Manager** is an individual recommended by the Managing Agent and approved by the Executive Board. The Manager is the Secretary of the Executive Board. In that function, the Manager prepares the meetings of the Executive Board and the General Assembly, prepares the Business

Plan, the Budget, and implements all decisions taken. The Manager heads and manages the IGSN Office.

**9. Election of the annual Accounts Auditor**

- a. Dirk Fleischer volunteered to stand for another term. The General Assembly approved Dirk Fleischer as the Accounts Auditor.

**10. Discussion on admission of new members, associate members and vote**

- a. **No new members.**

NOTE: Jens Klump and Kerstin Lehnert went to Japan in November 2019 to meet with representatives from JAMSTEC and the National Polar Research Institute. JAMSTEC expressed interest in becoming a member. Yasuhiro Murayama was present at the meeting.

**11. No discussions.** (Meeting was over time)

**12. Meeting closed.**

**New stickers for IGSN**





## Namespace allocation workflow:

