

# Dryad Board of Directors March 19, 2021

## Meeting Minutes

**Approved:** April 19, 2021

**Published:** April 23, 2021 5:00 PM (Eastern Time US/Canada)

**Secretary Signature:**



### Meeting Information

**Date:** March 19, 2021

**Time:** 10 AM (Eastern Time US/Canada)

**Location:** Online

**Meeting type:** Emergency

**Notice given:** March, 14, 2021

### Attending

#### Board of Directors

**Board members present:**

Scott Edmunds  
Brooks Hanson  
Paolo Mangiafico  
Catriona MacCallum  
Fiona Murphy  
Johan Nilsson  
Naomi Penfold  
Judy Ruttenberg  
Caroline Sutton  
Paul Uhler  
Jason Williams  
Günter Waibel

**Board members absent:**

Wolfram Horstmann

**Board members (late or early departure):** None

**Board Chair/Secretary Present:** Yes

**Quorum:** Yes

## Guests

John Chodacki, Director University of California Curation Center at California Digital Library

Daniella Lowenberg, Dryad Product Manager

## Agenda Items

### 1. General overview of upcoming transition

**Notes:**

Current Executive Director (ED) Tracy Teal to depart on May 15th. Dryad is in a much better place than when she started (updates to infrastructure, membership agreements underway, refinement of vision documents, etc.). We are on a good trajectory for sustainability.

After Tracy's decision, a meeting was held (prior to the Board meeting with Dryad Chair/Board members including John Chodacki as PI of the current NSF sustaining grant - to discuss a smooth transition). Tracy has already committed to assisting with the transition and helping with the onboarding of a new ED.

The Board expressed its gratitude to Tracy and acknowledgement of her accomplishments during her tenure to move Dryad towards sustainability and growth.

There was discussion on the need to appoint an interim director. Staff and CxORE may be able to handle day-to-day required tasks, but we may want a person in place to fulfil legal responsibilities and ensure continuity.

### 2. General timeline

**Notes:** Recruitment of a new ED by Tracy's departure (~ 2 months) will be challenging. So we will work on a triage of tasks that should be completed by ED departure and tasks that can be handed off to new hire.

We are already working with CxORE business process services to assist with financial and other business services. They may also be able to assist with the recruitment effort.

Currently the ED departure has only been shared with Board/CDL representative. Staff and then community need to be informed. A blog post for the public announcement is in preparation. The blog should highlight Tracy's accomplishments.

A draft blog announcement was presented to the Board.

### **3. Dryad's approach to ED transition**

#### **Notes:**

Dryad previously followed a process where the Board created a Transition Task Force to handle the recruitment and onboarding of a new ED. This Task Force reported to the full Board. A similar model was proposed.

- a. Discuss announcement and job posting

#### **Notes:**

A draft job description was made available to the Board. Discussion included the need to emphasise the responsibility for fundraising in this position.

Discussion included the consideration of a shared leadership role. How this might be supported financially, and how job roles might be structured. We also considered existing staff resources that would support an incoming ED.

Job description needs to be updated to reflect significant challenges for hire outside the US given incorporation in the US and derivative legal requirements.

- b. Suggested decision point: Form task force

#### **Notes:**

A draft committee charge was presented to the Board.

Discussion included conversation on communities and organizations to look to for recruitment. This included the idea of hiring strategically to maintain Dryad's independence as an organisation.

As with Tracy's recruitment, a Task Force was proposed (along with a draft plan) to develop options for the Board's consideration. It was suggested that the Task Force work closely with Tracy.

Significant discussion included distribution of time commitment and working to ensure how the Task Force can incorporate feedback from the Board and other stakeholders.

Catriona and Caroline volunteered to join the initial Task Force.

## Summary

### Motions and Action Items

**Motion:** Approve the formation of the Task Force and its tasks as described in the draft.  
(Jason)

**Seconded:** Seconded (Catriona)

**Result:** Approved (Unanimously)

### Notes:

The Board will defer to the Task Force to work with Tracy on the public announcement and other described tasks.

The Board should anticipate additional meetings to facilitate the transition process.

**Meeting adjournment:** 11 AM (Eastern Time US/Canada)