

# Dryad Board July 2022

## Meeting minutes

**Approved:** October 12, 2022

**Published:** February 16, 2023, Time 1:30 PM (Eastern Time US/Canada)

**Secretary signature:**



## Meeting Information

Date: Wednesday, July 20, 2022  
Time: 3:00 - 4:30 PM UK / 10:00 - 11:30 AM Eastern Time US/Canada  
Location: Please join via Zoom link in the calendar invitation  
Meeting type: Regular  
Notice given: October 15, 2021

## Attending

### Board of Directors

**Board members present:** Scott Edmunds, Ian Mulvany, Fiona Murphy, Johan Nilsson, Naomi Penfold, Iratxe Puebla, Judy Ruttenberg, Jason Williams

**Board members absent:** Brooks Hanson, Catriona MacCallum, Caroline Sutton, Günter Waibel

**Board members (late or early departure):** Jason (attended first hour)

**Board Chair/Secretary Present:** Yes

**Quorum (7):** Yes

## Guests

Jennifer Gibson, Executive Director, Dryad

Mark Kurtz, Head of Business Operations, Dryad

Daniella Lowenberg, Product Manager, CDL/Dryad

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## Agenda items

### Approval of minutes, April BOD meeting [Decision]

Motion: To approve minutes of April 2022 Special BOD meeting (by) Jason

Seconded: Ian

Result: Pass

### Approval of minutes, June BOD meeting [Decision]

Motion: To approve minutes of June 2022 Special BOD meeting (by) Jason

Seconded: Naomi

Result: Pass

### Risk analysis update [Information]

**Notes:** In addition to the Board's monthly update, Jen presented our current risk assessment. There are some high risk areas which all have accompanying mitigations in place (e.g. new hires that are being onboarded), new agreements in progress. A comment was made that we should apply some formal definitions to what constitutes High/Medium/Low risk.

### Key performance indicators [Information]

**Notes:** Jen presented our regular assessment of KPIs. This focused on our current curation pipeline and the activities of a subgroup of Directors who are working on how best to describe and present the curation steps and metrics (e.g. datasets curated per week, costs per dataset). Within the next 60 days the intention is to present the Board with a comprehensive view of this reporting. Jess Herzog (Publishing Manager) has been working well with curators to make this process more efficient and reduce backlog. A comment was made on the metrics about how per-curation dataset cost (PCDC) relates to actual working capacity (e.g., how many curators are working, curator hours/compensation). There was concern that the current reporting/visualization of PCDC may obscure some details we'd like to keep track of (e.g., other curation costs). We also covered new member recruitment.

### **Finance update [Information]**

**Notes:** Mark covered an update on cost tracking and reporting; chart of accounts. There are some formatting changes that need to be implemented so how some reports coming to the Board may change. Summaries will come from Quickbooks data, but the Board should note that these will not exactly match the same categories used for tax reporting purposes. There was discussion on the positive trends in operating income. As publisher invoices come in the process for tracking accounts receivable will improve as naming conventions are now in place.

### **Progress towards goals [Information]**

**Notes:** Jen reviewed the slate of FY22-23 goals previously presented and gave an update on progress. No specific comments from the Board, which has been regularly updated.

### **FY23 Election proposed candidate slate [Decision]**

**Notes:** Specific thanks to the Directors who will be stepping down in October (Naomi, Catriona, Wolfram, Johan). A slate of proposed directors was formulated by the Executive Committee with input from Jen and the Board. Attention was paid to disciplinary areas as well as diversity balance. Four positions are open and three (plus one reserve) were proposed for the slate to be voted on, with a fourth to be identified. Slate will be approved by email.

Motion: To approve proposed candidate slate (by) email - proposed by Ian

Seconded: Naomi

Result: Pass

### **Values [Decision]**

**Notes:** Jen presented a slate of values around the organization's commitments to openness, trustworthiness, inclusion, and responsibility etc. It was noted that "community" is absent here, it is planned to be obvious elsewhere. There may be some word adjustment by ExCo and it was suggested to add these to the agenda of each meeting. There was a discussion on the need to "live" by these values (i.e. actions that demonstrate our adherence to them). It was decided to internally socialize these values and incorporate into our overall strategy and review how we are keeping ourselves to account at board level over the next two quarters, ahead of any public sharing of these stated values.

In discussion we recognise that these values represent our intrinsic understanding of Dryad, so an external announcement may not be required, and no motion was required.

Motion: To approve Dryad's adoption and publication of the values

Seconded:

Result: Deferred

**Product update and transition plan [Information]**

**Notes:** Board Chair recognises the immense contribution to Dryad that Daniella has made over a long period of time. Daniella presented a historic overview of Dryad from 2009 to 2019.

**Key external developments & AOB [Discussion]**

- Deferred discussion

**Meeting Adjournment:** 4:30 PM UK / 11:30 AM Eastern Time US/Canada