Project Endings Meeting Notes

28 March 2017

Present: Carlin, Czaykowska, Durno, Holmes, Goddard, Kell, Newton

**Budget**

By the end of the fiscal year (March 31), we will have spent $44,799, leaving us with a balance of $14,686.92 for the year. With a budget of another $60K for fiscal 2017, we are thus on track to consider continued support of Research Assistants where needed, while shifting to more spending on conference travel.

Project Endings is paying the registration fee for the presenters in our panel for the **SHARP conference** to be held in Victoria June 9-12. We requested a discount in the $350 full reg fee, a request turned down by the organizers. We have therefore submitted reimbursement claim forms for Corey and Ewa ($350 each), Martin ($250 with his discount), and Sarah ($175 student registration + $20 student SHARP membership). SHARP membership may be required of all, but we will wait and see. Claire is a member of SHARP and has paid her own reg fees; she will serve as panel chair.

**Adding case studies?**

Martin suggested that we might consider adding the *Confederation Debates* project to the Endings case studies. Also, Martin has applied what has been learned so far from the preservation process to the *Scandinavian Canadian Studies Journal.* He notes: “although there's no prospect of it actually ending soon, it is the sort of project that must be maintained in a state which allows for its rapid transfer to another institution should the editorial team change.”

**Preserving the WordPress site**

It would be pretty ironic if we didn’t have a strategy in place for preserving Jen’s work. Various strategies were discussed: ArchiveIt’s web harvest; a WP plug-in that would automatically convert to a static site (OAE would do). Corey could also take a snapshot regularly for further insurance.

**Case study project launches**

Martin announced that the beta sites were almost ready for launch, and asked if there should be a media splash. The Graves project is more or less actually finished—but since virtually nothing apparent to the user is changing, it's a bit questionable whether there's much to splash about. It will be another story for the three other original case studies.

Lisa noted that the Library Communications Officer can help with this. Social media tags would be necessary. For future launches, Tara Sharpe in Communications should be contacted.

**Tool kit development and launch**

We should plan a big splash when the tool kit is ready. Listservs such as TEI and library listservs will be used.

The content of the tool kits was discussed briefly. The diagnostics process developed by Martin and Joey will be an important element, part of a strategy for determining if a site is ready to be archived. The tool kit should include recommendations about crawlers/harvesters and other ways to test archive-readiness such as the results of attempted deployment on archive.org. Lisa noted that possible obstacles and work-arounds need to be documented. Martin observed that archive.org now asks to be notified what parts of a site aren’t being archived. We want to work the other way around, allowing people to diagnose problems and repair their own sites, checking early and often.

**Next brown bag lunch: April 25**