

Minutes of 2020 COBwEB Meetings

Compiled by Brian Croxall, ADHO Executive Board Secretary (19 and 22 July), and Martin Grandjean (21 July), ADHO Constituent Organization Board Secretary. Edited by Brian Croxall. Approved by the Constituent Organization Board on 13 January 2021.

Participants and Identifying Initials

ADHO Constituent Organization Board (COB)

- aaDH: Paul Millar – **PM**
- ACH: Matthew K. Gold (2019-2020 President) – **MGo**
- centerNet: Laura Mandell – **LM**
- CSDH/SCHN: Susan Brown – **SB**
- DHASA: Menno van Zaanen – **MvZ**
- EADH: Elisabeth Burr (2019-2020 President-Elect) – **EIB**
- Humanistica: Martin Grandjean (2019-2020 Secretary) – **MGr**
- JADH: Kiyonori Nagasaki – **KN**
- RedHd: Isabel Galina – **IG**
- TADH: Chao-Lin Liu – **CLL**

ADHO Executive Board (EB)

- EB Chair: Leif Isaksen – **LI**
- EB Chair-elect: Glen Worthey – **GW**
- EB Secretary: Brian Croxall – **BC**
- EB Treasurer: Sara Sikes – **SS**
- EB Deputy Treasurer: Juan Steyn – **JS**

ADHO Foundation Officers

- Foundation President: Leif Isaksen – **LI**
- Foundation Secretary: Brian Croxall – **BC**
- Foundation Treasurer: Sara Sikes – **SS**

ADHO Committee Chairs and Liaisons

- Admissions Committee Chair: Harold Short – **HS**
- Awards Committee Chair: Micki Kaufman – **MK**
- Communications Officer: Hannah Jacobs – **HJ**
- Conference Coordinating Committee Chair: Diane Jakacki – **DJ**

- Infrastructure Chair: Simon Wiles – **SW**
- Multilingualism / Multiculturalism Committee Chair: Maurizio Lana – **ML**

Incoming COB Members (non-voting)

- ACH: Kathleen Fitzpatrick – **KF**
 - centerNet: Claude Willan – **CW**
 - Humanistica: Aurélien Berra – **AB**
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List of Decisions and Motions passed (noted in red in the text)

Day 1

- MGo proposed a formal motion to recognize DJ and HJ for their extraordinary efforts over the year; SB seconded, and the motion was approved unanimously.
- MGo moved to thank SS for her work as ADHO deputy treasurer (2017-2018) and treasurer (2018-2020); SB seconded; and the motion was adopted unanimously.
- MGo moved to approve the proposed FY2021 budget; EIB second; and the motion was adopted unanimously.
- MGo moved that ADHO thank the LOs of Tokyo and Graz; PM seconded; and the motion was approved unanimously.
- MGo moved that ADHO formally thank DJ for her work during the year; the motion was approved unanimously.
- MGo moved that DJ, HJ, and BC be named co-chairs of the virtual conference, based on their willingness to accept; EIB seconded; and the motion was approved unanimously.
- MGo moved that the COB approve the search for a chair-elect of CCC and that the CCC 2x2 reconvene and come up with a clearer proposal; EB seconded; and the motion was unanimously adopted.
- MGo moved to re-appoint LI as President and BC as Secretary, and to appoint JS as Treasurer, of Stichting ADHO; SB seconded; and the motion was unanimously adopted.
- MGo moved to close Day 1 of the meeting; SB seconded; and the motion was unanimously approved.

Day 2

- MGo proposed that IG be appointed president-elect of the COB by acclamation; there was no opposition to this proposal, and the proposal was approved unanimously.
- CW was elected as COB secretary.
- Cecily Raynor was appointed to chair the MLMC.
- MGr and Paul Arthur were appointed co-chairs of the Admissions Committee
- SB moved to approve the DH-WoGeM SIG and in so doing clarify that it has no formal relationship to the organization of the conference; further that the SIG be encouraged to work through the COs to ensure representation on the CCC and the conference Program Committees; the motion was unanimously approved.

Day 3

- SB moved to approve the revised budget; LM seconded; and the motion was approved unanimously.
- MGo moved that the COB appoint a search committee comprised of LI, GW, EIB, and IG (and possibly others) that would be asked to help find a new secretary; LM seconded. The motion was approved unanimously.
- MGo moved to adjourn the meeting; LM seconded; and the motion was unanimously approved.

List of Action Items (noted in green in the text)

- SS proposed that the treasurers prepare an end-of-fiscal-year report to be completed at the end of December 2020.
- LI asked whether it would be possible to have a chart of incomes and expenditures over the last 5 years. SS indicated that she could make this from 2017 to the present.
- LI suggested that the COB consider whether ADHO can cover the costs of officers who have to travel to the conference, in case their institution will not.
- LOs need to be provided with better guidance about how to engage in contracts in the future.
- The CCC and the COB will need to have a discussion about what the conference will be in 2024.
- On the subject of Fellows, SB suggested that the Communication Fellows be asked at the end of their terms if they found the workload to be equitable given the amount that they were paid.
- MGo proposed tabling the issue of DH2021 until after the meetings have concluded.
- MGo tabled the question of a professional conference organizer as DJ had suggested it was an issue the CCC could consider during the coming year.
- MGo informed the COB that reports on the different ADHO-sponsored journals (DSH, DHQ, Humanistica, Digital Studies/Le champ numérique) would need to be discussed via email.
- MGo mentioned that the EB had thought that more frequent 2x2 meetings may be useful.
- MGo asked the COB members to do their best to find volunteers for the role of EB Deputy Secretary.
- MGo suggested that it would be important to write a letter to ML for his years of service on the MLMC.
- EIB proposed writing a letter to thank all members of the COB whose terms are ending and suggested that the EB be asked to help in this matter.
- MGo suggested that the COB should consider a process for reconfirming or reconfiguring SIGs.

- MGo closed the discussion of AOs by noting it is a topic the COB will have to work on in the coming months. He further suggested that the COB might want to integrate outgoing members of the COB and/or other persons to gather more ideas.
- JS proposed that it would be appropriate to determine the degree to which conferences are drivers of membership to ADHO COs.
- MGo suggested that it would be useful to have the ADHO Treasurer convene meetings with the CO treasurers on a regular basis each year.
- The Awards Committee also believes it is important to come up with a process that allows people to nominate themselves for awards so that everyone can be treated equitably.
- Communications believes it would be helpful to migrate the ADHO website from Drupal to WordPress.
- Communications suggests that the COB consider hiring a developer to ease the transition from Drupal to WordPress, specifically front-end development.
- With the new website, Communications will work with MLMC to have all top-level pages in all ADHO official languages.
- SW believes it is critical to migrate our services from our current hosting provider to another that will be more robust and allow us to more easily maintain the different services we provide. Before doing that, it would be important to gather input from those who have stakes in ADHO infrastructure.
- SW stated that he thought it would be useful to make more plain the extent of infrastructure that ADHO provides so our audiences are aware of what we do.
- PM reflected that finding people to serve is an ongoing struggle and that the search committee for the EB Secretary could perhaps figure out tips or processes for doing this more effectively.
- Issues to be considered by the COB in the coming year
 - The question of AO representation
 - The appointment of a working group to ensure that the commitments in the BLM are acted upon
 - The question of DH2021 since the Tokyo conference was being postponed until 2022
 - The structure of the Admissions and Awards committees
 - The review of two SIG proposals (DHTech and Multilingual DH)
 - The potential review of new COs, should they become ready for consideration
 - The focus on the dynamics created by the pandemic, a questioning of the degree to which “must we” should be supplanted by “how can we”
 - The examination of ADHO finances, in particular income from/disbursements to COs, the Minimum Service Fee (MSF) model that was adopted at the 2018 SC meeting in Mexico City, and how adding new COs will finances
 - The management of the production, dissemination, and preservation of the annual conference’s Book of Abstracts
 - The question of funding for Scott Weingart’s research project related to ADHO conferences

- The removal of the all-CO membership model
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Day 1, COBwEB Meeting, Sunday, 19 July, 10.00 - 12.00 UTC

Location: Zoom

ADHO Foundation Board: concomitant with the meeting of the ADHO COB and EB

- OFFICERS PRESENT: Leif Isaksen (President), Brian Croxall (Secretary), Sara Sikes (Treasurer)

Welcome and Roll Call

The meeting began with welcomes from both the COB President and the Chair of the EB. MGo noted that the year had involved significant work in implementing the new ADHO governance structure. He thanked both the COB and the EB for their work throughout the year. LI echoed these thoughts and noted that while the conference was not being held as we might wish, its transformation presented new opportunities to think about how a conference can work. Following these welcomes, MGo called for attendance.

Reports

President's report

Please see the [President's report](#)

MGo noted that his report would be available on Tuesday, 21 July. As a preview, he again reiterated that 2019-2020 had been a year of transition, including determining how the COB and EB would work together. He acknowledged that while ADHO continues to face familiar challenges related to volunteer exhaustion that many in the organization contributed significantly, mentioning DJ and HJ in particular. Alongside this work, the COVID-19 pandemic was a serious disruption, leading, first, to the cancellation of the conference in Ottawa, which had involved years of intellectual time and labor on the parts of the LOs and the PC, and, second, to the development of the virtual conference, which also involved considerable time and labor. He closed by noting that the creation of one-year terms for COB President and COB President-elect has been successful and was hopeful that the position will continue to rotate among the entire group of COs.

Chair's report

Please see the [Chair's report](#)

LI indicated that the strongest recommendation from his report is the need for the COs to ensure that all positions in the organization are filled. While the EB can press on this issue, it's something that only the COs themselves can solve. He also noted that the virtual conference suggests that the DH community will be willing to experiment with different approaches and formats to sharing its work. He thanked the whole EB (including MGo and EIB in their *ex officio* capacity) for their collegiality and also mentioned DJ and HJ for going above and beyond what could have been seconded. **MGo proposed a formal motion to recognize Diane and Hannah; SB seconded, and the motion was approved unanimously.**

Treasurer's report + 2020-2021 Budget

Please see [Treasurer's report](#) and [2020-2021 budget](#)

SS began her report by reminding everyone, first, that ADHO income is in Great British Pounds (GBP) and its expenses are in Euros; second, that ADHO's fiscal year (FY) runs from January to December; and, third, that ADHO's income is produced by individual and institutional subscriptions to *Digital Scholarship in the Humanities* (*DSH*) and by direct membership to ADHO COs.

The income generated by *DSH* in 2019 was approximately 170k GBP, which was an increase of 9% over the 2018 figures. Income in 2018 had also increased by 9% over the 2017 figures, which suggests that we may have a pattern to our income. After Oxford University Press (OUP) took its costs for producing the journal off the top, the total profit for *DSH* was approximately 144k GBP, with ADHO's share being 100,673 GBP. Institutional and consortia-based subscriptions continue to make up 70-75% of *DSH*'s income (about 112k GBP). The other monies come from individual subscriptions to *DSH* (30k GBP) and open-access fees (16k GBP).

Membership-only income totalled 26,205 GBP. While these monies are managed by OUP, it does not receive a percentage of these membership monies; they are instead passed on to ADHO at 100%.

Overall, 2019 saw a slight decrease in institutional and consortial subscriptions (-3k GBP) and an increase in membership-only fees of (6k GBP).

At the end of FY2019, ADHO had spent about 7k Euro less than budgeted, which was due largely to difficulties in transferring disbursements to COs.

For FY2020, SS noted that the change to a virtual conference has led to revising our projections for conference expenses. While some costs were eliminated by moving to a virtual conference (e.g., no bursaries being awarded, no food expenses), other costs are now being incurred; in

particular, funds for conference assistants (~2k USD), for our partnership with Humanities Commons for the virtual conference (500 USD), and cost-share with the Ottawa LOs for losses incurred due to the cancellation of the conference (~8k CAD). At the same time, ADHO received a 15k USD sponsorship for DH2020 from Gale. GW clarified that this sponsorship made it possible for us to make registration for the virtual conference free for participants. **Since Gale was interested in exploring longer-term possibilities for sponsoring the DH conference, the EB and COB should consider what a multi-year sponsorship arrangement would need to incorporate.**

SS then presented the proposed budget for FY2021, reminding the COB that it is based on income from 2019, which was received from OUP in 2020. The largest portions of the budget are disbursements to the COs (~43k Euro); subventions to *DSH*, *Digital Humanities Quarterly*, *Digital Studies/Le champs numériques*, and *Humanités numériques* (~20k Euro); and funds related to the conference, such as bursaries, awards, and support (~38k Euro). The latter could be repurposed if a conference doesn't take place in person in 2021. At the 2019 SC meeting in Utrecht, funds were set aside for experiments with CiviCRM by DHd, ACH, and centerNet; those were not drawn on and so have been carried forward to FY2021.

SS mentioned that the proposed FY2021 budget is 7k Euro larger than the FY2020 budget, which was in turn 9k Euro larger than the FY2019 budget. Even with increases in both DSH income and membership, our planned budget increases are nearly outpacing our income increases.

SS proposed that the treasurers prepare an end-of-fiscal-year report to be completed at the end of December 2020.

SS then thanked JS for his assistance as deputy treasurer, which he began earlier in 2020. While JS will be taking on the role of ADHO treasurer, SS will stay on until the end of 2020 to help and make sure all funds have been transferred.

MGo moved to thank SS for her work as ADHO deputy treasurer (2017-2018) and treasurer (2018-2020); SB seconded; and the motion was adopted unanimously.

LI asked whether it would be possible to have a chart of incomes and expenditures over the last 5 years. SS indicated that she could make this from 2017 to the present.

LI suggested that the COB consider whether ADHO can cover the costs of officers who have to travel to the conference, in case their institution will not. Doing so would make it easier for a wider range of individuals to serve in ADHO positions. BC indicated that currently ADHO only pays (if necessary) for the treasurer to attend the conference. SS said she was lucky to have had support from her institution and therefore did not need to make use of those funds. BC also mentioned that the revised conference protocols (revised Oct 2018) indicate that ADHO will pay for one PC chair to travel to the site of the conference for a meeting with the LOs

MGo moved to approve the proposed FY2021 budget; EIB second; and the motion was adopted unanimously.

CCC Topics

Current and Future DH Conferences

DJ discussed the virtual DH2020 conference, noting that, at this point, 944 people from 60 different countries have registered for the conference. Approximately a third of these people are presenters, and the other registrants are participants. DJ thanked KF and the Humanities Commons team, HJ, BC, and the six assistants that we hired for the conference.

DJ suggested that the lead up to the Ottawa conference offers many lessons, even before the pandemic. Information was deleted from ConfTool in August 2019 that meant lots of hours rebuilding reviewer lists and the like. The PC Chairs had frustration with some PC members over disagreements of what was feasible in the review process. And we learned some important lessons about booking blocks for conference hotels. *LOs need to be provided with better guidance about how to engage in contracts in the future.*

Moving on to the discussion of future conferences DH2021, the CCC had received an offer from the DH2022 LOs in Graz that they would be willing to move their conference back a year if it would help the DH2021 LOs in Tokyo. This was communicated to the Tokyo LOs by both the Graz LOs and DJ, and Tokyo has agreed to postpone given the difficulties of the pandemic and the shift of the Olympics to the week that JADH had planned for the conference to take place. DJ thanked both groups of LOs for their generosity in adjusting their schedules. *MGo moved that ADHO thank the LOs of Tokyo and Graz; PM seconded; and the motion was approved unanimously.* DJ indicated that a public announcement about the postponement of the two conferences would be forthcoming once the two LOs had had a chance to review the statement. Until that point, the delay should not be publicized.

A call for hosts for DH2023 was published in January 2020. Two proposals had been begun, but the CCC had put the brakes on the process. *The CCC and the COB will need to have a discussion about what the conference will be in 2024.*

MGo moved that ADHO formally thank DJ for her work during the year; the motion was approved unanimously.

MGo thanked the three people—DJ, HJ, and BC—who had done the lion's share of the work on the virtual conference. This work involved setting up the Humanities Commons site, supervising the six assistants, and so on. *MGo moved that DJ, HJ, and BC be named co-chairs of the virtual*

conference, based on their willingness to accept; EIB seconded; and the motion was approved unanimously.

Typically, the PC chairs for Graz would have been discussed by this point in the year, but DJ indicated that this would need to take place over email and, that given the postponement of the conference, we had up to another year for the appointments to happen.

Restructuring the CCC

MGo reminded the COB that it had agreed in January 2020 with DJ's 2019 report that the CCC needed to be restructured. The specifics of the reorganization had yet to be determined. At the CCC's 2x2,¹ MGo, PM, and DJ discussed having a chair and two deputies, with the 3-year terms staggered. After two years as a deputy, an individual would become the Chair of the CCC for their final year on the committee. Such a structure would make it possible to retain the institutional memory that is particularly important in the CCC. The proposal would change the CCC from being fully representational qua the COs. The 2x2 also discussed the possibility of having Fellows, similar to the Communication Fellows. Doing so would entail an additional expense, but the Communication Fellows and the virtual DH2020 conference have demonstrated the importance of assistants. MGo also suggested that fellows can be a great way to bring more volunteers into ADHO. *On the subject of Fellows, SB suggested that the Communication Fellows be asked at the end of their terms if they found the workload to be equitable given the amount that they were paid.*

LI asked whether individuals should chair the CCC under this revised structure in their second or third year on the committee. DJ thought that it would work well in their second year; they would have a year to get started, a year to chair, and a year to advise and guide. Some discussion ensued about the appropriate titles (e.g., "deputy chair" or "associate chair"). MGo noted that DJ had done far more work in the year than she could have ever been expected to do and emphasized the importance of immediately finding someone to add to the CCC. *MGo moved that the COB approve the search for a chair-elect of CCC and that the CCC 2x2 reconvene and come up with a clearer proposal; EB seconded; and the motion was unanimously adopted.*

Biannual conference cycle

The next topic discussed was the potential of moving the DH conference from an annual to a biannual event. DJ explained that one reason for such a change would be to better support the COs and AOs that have their own conferences. At present, ADHO does not especially support those conferences; if the DH conference was every other year, ADHO could encourage participation in the CO/AO conferences during the other years. She stressed that the CO/AO conferences need not move to a biannual model. A biannual conference cycle would give

¹ In June and July 2020, the COB and EB participated in two-by-two discussions (2x2) with committee chairs and, if available, a member of the committee.

ADHO space to try new things in its conferences and emphasize that ADHO exists to support the work of its COs. MGo clarified that a shift to such a model would not happen until after the Graz conference in 2023, so the next DH conference after Graz would be in 2025. He asked whether anyone in the COB had concerns about moving to such a schedule. GW suggested that since this would be such a significant change for the community that we might want to call for public comment. MGo expressed his concern that since conferences take years to plan any delay in ADHO taking a decision impacts our ability to organize effectively. PM suggested that in the off-years of the DH conference a CO could host a virtual conference, similar to what is happening with DH2020. DJ reminded everyone that a virtual conference still requires a PC. CLL wondered if the switch to a biannual conference would result in the name recognition of the conference being diluted. LI reminded everyone that it would be important to think about the financial ramifications of such a change. SS indicated that it would be hard to know what the finances for this year's conference or any virtual conference would be, but that we would have more clarity in Fall 2020, once accounts are settled. *At this point, MGo proposed tabling the issue until after the meetings have concluded.*

Professional Conference Organizer

Another topic that had been raised during the CCC's 2x2 was the feasibility of hiring a professional conference organizer to oversee different aspects of the DH conference. *MGo tabled the proposal as DJ had suggested it was a task the CCC could consider during the coming year.*

Journal Reports

Please see the [report of the Publications Committee](#).

Given the constraints on time, *MGo informed the COB that reports on the different ADHO-sponsored journals (DSH, DHQ, Humanistica, Digital Studies/Le champ numérique) would need to be discussed via email.*

ADHO Committees

Review of Revised Committee Structures

[The Implementation Committee had made recommendations for each committee](#) but decisions on the recommendations were not taken prior to the governance change in 2019. For this reason, the COB had held email discussions about several committees during the 2019-2020 year. MGo reminded the COB of the decisions it had taken:

- The Communications Committee was converted to a Communications Officer, who will work with Communications Fellows. HJ was appointed in April 2020 as Communications Officer.
- The COB discussed whether Infrastructure should also become an officer, but in the end it was decided to keep it as a committee. SW was appointed in April 2020.

- The COB decided to keep the Multilingualism/Multiculturalism Committee (MLMC) in its current structure.
- The COB decided to disband the Publications Committee (after conferring with current Committee Chair, Ashley Sanders Garcia) and to have the publications report directly to the EB.
- Discussions of the CCC are ongoing, following that committee's 2x2 meeting.
- Discussions of the Admission and Awards Committees, as well as the role of the SIG liaison, would need to take place in the coming year.

ADHO Appointments

Stichting ADHO

Since SS was stepping down as Treasurer at this meeting, it was necessary to replace the Treasurer in Stichting ADHO. (Stichting ADHO is a foundation, which is ADHO's legal entity in The Netherlands.) The 2019-2020 Stichting Officers were LI as President, SS as Treasurer, and BC as Secretary. **MGo moved to re-appoint LI as President and BC as Secretary and to appoint JS as Treasurer of Stichting ADHO; SB seconded; and the motion was unanimously adopted.**

ADHO Secretariat

At the end of 2019-2020, BC had served as ADHO secretary for 3 years. He had presented a plan to shift the secretary role to a three-year term, where a person serves for a year as deputy secretary (to a senior secretary who is completing their term), for a second year as secretary (solo), and for a third year as senior secretary (to a deputy secretary who is starting their term). The COB adopted this recommendation in July 2020. Calls for nominations had not yielded any candidates, so the COBwEB discussed strategies for finding a deputy secretary. IG mentioned that it can be difficult to find volunteers since the work of ADHO is in English. BC indicated that perfect fluency was not a requirement since a deputy secretary is part of the EB team. EIB and SB suggested that the call for individuals be updated to clarify that ADHO welcomes volunteers who are not native English speakers.

2x2 Committee Reports

See [reports in the Meeting Documents](#)

Since the time for the meeting was growing short, MGo suggested that the COBwEB return to the question of the 2x2 Committee reports on the third day of meetings. He also thanked JS for the suggestion of the 2x2 format, as it helps strengthen the relationship between the committees. **He mentioned that the EB had thought that more frequent 2x2 meetings may be useful.**

Preview of Day 2 Agenda

To close the meeting, MGo discussed what the COB would need to focus on during its call on Day 2 of the meetings. A principal concern was the need of the COB to elect a president-elect and a secretary. As decided in 2019, these positions are one-year terms. There had been a discussion of whether these roles should formally rotate among the COs, and while it was decided to not formalize such a rotation, it is important that these positions not be filled only by EADH and ACH. MGo encouraged all CO reps to consider nominating themselves for the positions.

The COB would also need to consider nominations for the Chairs of the Admissions and Multilingualism/Multiculturalism Committees and the admission of a new Special Interest Group (SIG). While the COB received three proposals for SIGs, it had not yet received input from the SIG liaison on the second two proposals and therefore would only consider the first.

MGo also indicated that the COB would discuss the representation of EADH's Associate Organizations (AOs), a topic that had been postponed at the 2019 meetings in Utrecht. EIB had been working on a document to this end, which she would share. MGo indicated, furthermore, that the COB would also discuss actions that pertained to the recently issued [Black Lives Matter statement](#).

Adjournment

MGo moved to close the meeting; SB seconded; and the motion was unanimously approved.

Day 2, COB Meeting, Tuesday, 21 July, 11.00 - 13.00 UTC

Location: Zoom

COB Elections

MGo began the meeting by calling for nominations for President-Elect of the COB. IG indicated that, after discussion with RedHD, she would nominate herself. Seeing no other nominations, **MGo proposed that IG be appointed by acclamation; there was no opposition to this proposal, and the proposal was approved unanimously.**

MGo then moved the conversation on to the subject of the COB secretary. MGr described the work that he had done during the year. CW then nominated himself. **With no other nominees, CW was elected unanimously as COB secretary.**

Appointments

MGo began the discussion of appointments by reminding the COB that the EB Deputy Secretary position had no nominees and that BC had said he would not continue without assistance. **He asked the COB members to do their best to find volunteers.** And he reminded the COB that, as per the discussion on Sunday, 19 July 2020, that we should welcome those for whom English is not their native language into the role.

The COB then took up the position of the chair of the Multilingualism/Multiculturalism Committee (MLMC). The candidates for the position were discussed and after a vote, **Cecily Raynor was appointed to chair the committee.** MGo suggested that it would be important to write a letter to ML for his years of service on the MLMC. EIB proposed writing a letter to thank all members of the COB whose terms are ending, and suggested that the EB be asked to help in this matter.

The COB then considered the position of the chair of the Admissions Committee. The two candidates for the position were discussed, and following the discussion, **MGo proposed that the COB approach the two candidates to see if they would be willing to co-chair the Committee.**

Consideration of SIG Proposal

The discussion then moved to the consideration of a proposal for a new ADHO Special Interest Group (SIG): Women and Gender Minorities in DH (DH-WoGeM). Comments on the proposal had been sent in from the SIG Liaison, the Admissions Committee, and the CCC. MGo indicated that this would not be the only SIG that targets a precise audience for its members. KF asked whether SIGs were permanently approved or if there was a subsequent review. MGo

indicated that there is not currently a process to reconfirm or reconfigure SIGs. He suggested that this would be an issue that the COB should take up in the coming year.² AB inquired about the fact that most of the SIG proposers are anglophone; IG, who is among the proposers, suggested that they are working to expand the audience. The COB discussed portions of the proposal that suggested the new SIG would try to influence aspects of the conference; while SIGs have a guaranteed place at the conference (for a panel or a workshop), SIGs otherwise cannot presume to have an automatic or formal relationship with the conference and its organizers. SB moved to approve the DH-WoGeM SIG and in so doing clarify that it has no formal relationship to the organization of the conference; further that the SIG be encouraged to work through the COs to ensure representation on the CCC and the conference Program Committees; the motion was unanimously approved.

Discussion of AOs

The COB then turned its discussion to the subject of Associate Organizations (AOs), which are organizations that have an ADHO CO as an umbrella organization. When the governance model of ADHO changed in 2019, one of the unanswered questions was how/whether AOs would be represented in the COB. At present, EADH is the only CO that has AOs.

EIB had prepared a document to present the situation in EADH and EADH's perspective on the issue. At present, three of EADH's AOs—Associazione Informatica Umanistica e Cultura Digitale (AIUCD), Digital Humanities im deutschsprachigen Raum (DHd), and Digital humaniora i Norden (DHN)—are interested in becoming COs.

MGo noted that the EADH document based its arguments on the phrasing of a motion that the Steering Committee (SC) Officers had sent for a vote to the SC and that he was uncomfortable relying too heavily on that phrasing. He noted that since no other COs have AOs at present that he was not sure about the need to build the model of ADHO representation for this one case. He proposed that it might be easier to treat the AOs as COs and then leave it up to EADH to determine how to adapt their organization to include the AOs.

MGr indicated that he found himself in between MGo and EIB positions. Since EADH is more than just a gathering of AOs, EADH having a representative on the COB is not an issue of double representation, even if some of its AOs become COs. At the same time, it is critical to dissociate the internal organization of EADH from ADHO concerns. Since ADHO is an umbrella organization, it would be perfectly reasonable for AOs to become COs, and it is not within ADHO's purview to determine how such organizations would maintain a relationship to EADH.

² Post-meeting clarification: while there may currently be no actual process to reconfirm a SIG, the [SIG protocol](#) (\$Formation, Duration) indicates that SIGs are only approved for 3 years at a time, and should petition for renewal.

SB suggested that the process for AOs to become COs should be very light. The challenge would arise when counting members for financial disbursements. EADH's membership would need to be counted without the members that are in an AO that is also a CO. She also indicated that the current ADHO joint membership category (in which individuals can become members of all COs at once) is problematic. EIB stated that the financial implications have not yet been considered but that she did not believe anyone would oppose SB's suggestion of not counting the members of a CO-AO in EADH's members for disbursements.

As time was growing short, MGo closed the discussion by noting that **this is a topic that the COB will have to work on in the coming months. He further suggested that the COB might want to integrate outgoing members of the COB and/or other persons to gather more ideas.**

Meeting Close

The COB did not have time to consider implementation of actions related to the statement on Black Lives Matter; ADHO's governing protocols; the upcoming conferences; or committee issues.

Day 3, COBwEB and Committee Chairs Meeting, Wednesday, 22 July, 10.00-11.00 UTC

Location: Zoom

Welcome and Introductions

MGo began the day's meeting by welcoming the different participants, which included COB and EB members, incoming COB members, and ADHO Committee Chairs.

Review of COB Decisions thus far

As a summary, MGo reviewed the different decisions that the COB had taken since the beginning of its meetings this week:

- The 2021 budget was approved on Sunday
- A search for chair-elect of CCC was approved on Sunday
- The Stichting ADHO Officers were appointed on Sunday
- Shifts to the conferences for 2021, 2022, and 2023 had been approved.
 - MGo reiterated that these changes were not yet something that could be discussed publicly.
 - Any decision for an event to take place in 2021 had yet to be taken.
- The President-Elect and Secretary of the COB were appointed on Tuesday
- Chairs of MLMC and Admissions Committees were appointed on Tuesday
- A recommendation was made for COB meetings to happen at least twice a year, but quarterly if possible.

Review of financial decisions and budget

Given the decisions taken after the budget discussion on Sunday, SS had prepared a [revised budget](#) and an [expenses and income graph](#). She had increased the money planned for the DH2020 conference assistants to 5.5k USD and 6k USD for 2021 conference assistants. She had earmarked USD 7k for the external consultant related to the Black Lives Matter statement. She had also put the monies that would have been earmarked for the 2021 conference expenses into reserve until the COB had decided what it will do for a conference in 2021. The proposed budget represents the Treasurers' best guesses for the coming year but may need to be adjusted as expenses are actually paid.

SS also reiterated that ADHO is close to exceeding its income through its expenditures. Contrary to historical precedence, the 2019 conference provided no income, and the 2020

conference incurred losses (8k CAD) due to cancellations. JS proposed that it would be appropriate to determine the degree to which conferences are drivers of membership to ADHO COs. If they are, then the possible decision not to hold annual conferences will affect ADHO finances.

MGo mentioned that there continue to be confusions about how disbursements to the COs are allotted. He suggested that it would be useful to have the ADHO Treasurer convene meetings with the CO treasurers. JS suggested that this could be managed via the COB. He reiterated that communicating about disbursements and avoiding failed transfers is a priority for the Treasurer.

SB moved to approve the revised budget; LM seconded; and the motion was approved unanimously.

Committee Discussions

The discussion then moved to the various committees, with the chairs of each reporting on the 2x2 meetings and pressing issues for the coming year.

Admissions Committee

Please see [report](#).

HS discussed the three different potential CO candidates. The Korean association is working to change its constitution so it qualifies for ADHO membership. At present, they elect a president who subsequently appoints all committee members. HS had suggested that such a practice might make some on ADHO's COB concerned but that if it was a standard practice in Korean associations they could explain it in their application. They chose to amend the constitution and had planned to do this in January, but COVID-19 was already affecting Korea and it became impossible. In this case, it is clear to see the function of the Admission Committee: anticipating concerns of the COB for potential applications and then coaching the potential COs.

The Indian association (DHARTI) is also working on a draft of their application. And GO::DH, which is currently a SIG, continues to consider whether they should become a CO. There are many issues to work out in this situation, and both GO::DH and the Admissions Committee had hoped to be further along, but the pandemic has slowed progress.

Awards Committee

Please see [report](#).

The Awards Committee 2x2 discussion focused on the need to get all members of the committee involved in its activities. It's important to have members from all COs participating in

order to avoid the appearance of decisions that are affected by politics. **The Committee also believes it is important to come up with a process that allows people to nominate themselves for awards so that everyone can be treated equitably.**

The committee also discussed the interconnection between ADHO's awards and awards that might vary between different conferences. The committee believes that LOs should have the opportunity to host such awards but that they would remain independent from ADHO's awards. MK suggested that a central reason for this suggestion is ADHO's standing as an academic association, which means that its awards should be based on academic excellence rather than, for example, identity categories.

Finally, the Awards Committee believes that it will be critical to consider the awards process if there are future virtual conferences beyond DH2020.

Communication Officer and Fellows

Please see [report](#).

HJ began the Communications report by noting that the Committee had been defunct for more than a year when she and the two Fellows began in March 2020. They think an important task will be for them to adopt more generalized social media policies, which will help the Fellows be more effective.

The Communications team has spent time this year working to update the website with information about the ADHO governance change, among other things. **They also believe it would be helpful to migrate the site from Drupal to WordPress. They suggest that the COB consider hiring a developer to do this work.** While the Infrastructure Committee and Systems Admin are available to help, they do not do front-end development. The website needs to be accessible and mobile-friendly, and a developer can help with this. SS indicated that some of the monies that would have been used for the 2021 conference could be repurposed for this development work. The work that would need to be done has yet to be planned or scoped. SW indicated that the Infrastructure Committee could help with the transition to WP. **With the new website, Communications will work with MLMC (pending the new chair's agreement) to have all top-level pages in all ADHO official languages.**

Communications also hopes to connect with the communication teams of the various COs so they can better promote the work of the COs.

Finally, LI mentioned that the EB and HJ believe that it would make sense for the Communications Officer to be a part of the EB.

Infrastructure Committee

Please see [report](#).

SW came on board in April 2020 as chair. He has been working to understand what ADHO is committed to doing for different organizations. Given the server failures in 2019, **he believes it is critical to migrate our services from our current hosting provider to another that will be more robust and allow us to more easily maintain the different services we provide. Before doing that, it would be important to gather input from those who have stakes in ADHO infrastructure. It is unclear who these individuals or groups are, however.**

SW stated that he thought it would be useful to make more plain the extent of infrastructure that ADHO provides so our audiences are aware of what we do.

MGo mentioned the DHd and ACH experiments with CiviCRM for managing membership. DHd's implementation will be for Drupal, and ACH's will be for WordPress. LM and SB both thought that CiviCRM would be of value to their COs.

Multilingualism/Multiculturalism Committee (MLMC)

Please see [report](#).

ML began his report by noting that there has been a shift between multilingualism and multiculturalism in ADHO. For a number of years, the focus of the committee was on the use of different languages in the conference and other documents. But for the 2019 conference in Utrecht, only six submitted proposals were in languages other than English and only four presentations were not in English (all four were in French). So perhaps the question of multilingualism has been decided for the moment. That said, ML suggested that a multilingual website is critical as it will help show that ADHO's COs are expressions of different cultures. GW suggested that our founding documents and bylaws should also be multilingual since language and culture are at the core of what humanists work on.

The question of multiculturalism is critical, however, since ADHO is a collection of organizations who have/come from different cultures. ADHO needs to give attention to the plurality of its cultures. ML suggested that if ADHO gives attention to human-rights problems in North America that it should also consider human-rights problems in Italy or other locations. Attention to human rights needs to be universal throughout ADHO.

SIG Liaison

Please see [report](#).

GW reported on behalf of the SIGs and their liaison. He noted that ADHO has not been very responsive to the SIGs and that we do not keep track of them as closely as we should. One reason for this is that the SIG liaison role has not been clearly defined. Also since the revision of the protocols, SIGs have been guaranteed space in the conference program, but this has been

difficult for the LOs and PC chairs to integrate. The 2x2 committee felt that SIGs are a font of discipline-specific knowledge that could be drawn on in the peer-review process.

EB Secretary

MGo returned to the question of the EB Secretary, noting that this is a position that is essential to the organization. He noted that the EB had discussed appointing a search committee to do more than just getting the word out about the position. **He moved that the COB appoint a search committee comprised of LI, GW, EIB, and IG (and possibly others) that would be asked to help find a new secretary; LM seconded.** In the discussion of the motion, LI highlighted that the purpose of the committee is to create a persistent drive to find someone but that it would be critical for the COs to inquire among their own communities. Second, he wanted it to be plain that the COB (and not the search committee) would make the appointment. **PM reflected that finding people to serve is an ongoing struggle and that the search committee could perhaps figure out tips or processes for doing this more effectively. The motion was approved unanimously.** Following the vote, LM mentioned that the Awards Committee 2x2 also discussed the issue of volunteerism and asked what the strategy should be to recruit new participants. MGo suggested that we could connect this effort to action steps in the BLM statement, creating a pipeline to ADHO leadership and participation.

Discussion of New and Continuing Business

MGo called for participants to indicate any new or continuing business that should be addressed in the coming year. Among the topics mentioned were

- The question of AO representation
- The appointment of a working group to ensure that the commitments in the BLM are acted upon
- The question of DH2021 since the Tokyo conference was being postponed until 2022
- The structure of the Admissions and Awards committees
- The review of two SIG proposals (DHTech and Multilingual DH)
- The potential review of new COs, should they become ready for consideration
- The focus on the dynamics created by the pandemic, a questioning of the degree to which “must we” should be supplanted by “how can we”
- The examination of ADHO finances, in particular income from/disbursements to COs, the Minimum Service Fee (MSF) model that was adopted at the 2018 SC meeting in Mexico City, and how adding new COs will finances
- The management of the production, dissemination, and preservation of the annual conference’s Book of Abstracts
- The question of funding for Scott Weingart’s research project related to ADHO conferences
- The removal of the all-CO membership model

On this last point, MGo mentioned that the point is not to prevent people from joining multiple COs but instead that there had been discussion in the past (most recently at the 2018 SC meeting in Mexico City) about dissolving this membership option.

Gratitude

The meeting ended with expressions of gratitude for individuals whose terms of service were ending on the COB (MGr and LM); as committee chairs (HS, ML); as ADHO treasurer (SS); as COB President (MGo)

Adjournment

With business concluded, **MGo moved to adjourn the meeting; LM seconded; and the motion was unanimously approved.**

Glossary of Abbreviations

- 2x2: Two by two (committee meetings)
- ADHO: Alliance of Digital Humanities Organizations
- AO: Associate Organization
- BLM: Black Lives Matter (in relation to the [statement the COB issued](#))
- CO: ADHO Constituent Organization (e.g., EADH, JADH)
- COB: ADHO Constituent Organization Board
- COBwEB: COB with EB
- CCC: ADHO's Conference Coordinating Committee
- DSH: *Digital Scholarship in the Humanities*
- EB: ADHO Executive Board
- FY: Fiscal Year
- GBP: Great British Pounds
- LOs: Local Organizers of the DH conference
- MLMC: ADHO Multilingualism/Multiculturalism Committee
- OUP: Oxford University Press
- PC: Program Committee of the DH conference
- SC: ADHO Steering Committee, the governing body prior to the 2019 governance change
- USD: US Dollars