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# IM Exec VTC 2009-10-19

Thu, 10/08/2009 - 2:06pm — [sremillard](#) <sup>[1]</sup>

**October 19th 2009 11-1 MT**

## Participants

Members: Don Henshaw, Margaret O'Brien (co-chairs), Sven Bohm, Emery Boose, Hap Garritt, Corinna Gries, Suzanne Remillard  
Ex officio: James Brunt (LNO)

## Topics

1. IM-Exec Member Roles
2. EB Report
3. IMC Meeting Report
4. 2010 Meetings
5. LNO Report

### 1. IM-Exec Member Roles

Margaret, Don (chairs) = plan meetings, set agendas

Emery = scribe

Sven = organize VTCs (track participation by site)

Suzanne = keeper of the lists (committee membership & terms, Databits editors, etc)

Hap = meeting logistics

Corinna = EB representative, help organize larger meetings, assist with Drupal website

Lists might be maintained on the Drupal website. On the new LTER Intranet website, committees will have a standardized format (for prototype see: <http://intranet2.lternet.edu> <sup>[2]</sup>).

No current member of IM-Exec is on NISAC. Invite Wade (or another NISAC member) to participate in IM-Exec VTCs as needed.

Average participation in IMC VTCs is 18 sites per 2-day event. LNO keeps a long-term record.

Preparations for next large IMC meeting (2011) should begin soon.

Rotate-off dates for current IM-Exec members: Don, Margaret, Sven, Emery = 2012. Corinna, Suzanne = 2011. Hap = 2010.

We need more information on how to do things on the Drupal website: permissions, procedures, who to contact for help, how to manage. Current documentation is mostly for administration. Original plan was to have sectional editors for content.

## 2. EB report

No general EB meeting since ASM. Sub-committees on LNO operational plan have met. There is general agreement with the LNO plan.

ARRA funding requires extensive reporting (who, when, how). LNO has assembled detailed lists of tasks for each funded category. The EB has struggled to understand the budget and allocations.

Three sub-committees will evaluate different aspects of the plan: 1. Synthesis. 2. Information management. 3. Outreach and communications. An outside facilitator has been suggested for communications.

Report timeline: First draft by Dec 1, comments from IMC / IM-Exec and NISAC by mid-Dec, face-to-face meeting in Jan, external review, detailed report to NSF in March 2010. NISAC will alert IMC that request for comments is pending.

IM-Exec should discuss draft plan by VTC. Issues include technical design features (standards, etc). IMC may need to agree on standards and approach.

The operational plan contains strong acknowledgment of the value of standardization. Question for Mark: will Pasta work effectively if every site has a different database structure?

The IMC has the ear of the EB now, like never before. The EB is aware of the need for network buy-in and many changes to make this work. If we don't have something working by the end of the ARRA 5-year period, we are in trouble. The LNO cannot do everything for us. The EB is prepared to send out announcements on what sites need to do (e.g. controlled vocabulary).

Focus now on data, not metadata. Do we need one or several data structures? Tools are needed for EML but the basic metadata problem is solved. How to build cross-site datasets? How to integrate with the Pasta structure?

## 3. IMC Meeting Report

In recent years, the IM meeting report has been a website (Drupal site for last 2 years).

Last IMC meeting. Currently we have notes, presentations, participants. Ask WG leaders and IM leaders of ASM workshops for short reports (Don & Margaret). Current participation list is combination of registrants and people who signed the list at the meeting. Report to EB is due in spring.

Margaret & Don wrote a meeting summary for the Network News.

Also include information on other ASM working groups (not lead by IMs) that had significant IM / IT content.

## 4. 2010 Meetings

HBR, VCR, KBS, BES were suggested as possible meeting locations in the East.

KBS cost about \$107/day (Sven). John Campbell sent figures for HBR and Portsmouth. Woods Hole encourages a meal plan (cafeteria), which may be too expensive (Hap).

Assemble costs per person (without air fare). Lodging, meals, airfare are key items. Create a draft

table on the Drupal site. Airfare values may tend to even out. Meals out vs. meals in; lunch in, dinner out seems to work well. Solicit costs from VCR and BES (Margaret).

Travel day plus 2 full days of meetings, with departure on following day as needed. 2-3 nights lodging. Limit agenda items to 2 full days. Evening mixer may be difficult from west coast.

Schedule IM-Exec winter meeting in Taiwan? Chin could cover all costs on island. LTER cost would be airfare for 7 people. Flu vaccination might be required. Don could look into airfares (recently about \$1400). Need to spend at least 5-6 days there to make trip worthwhile. One-day meeting with Chin's group (Kepler training). Field trips. Combine with strategic working group meeting.

What time of year? AARA report should be finalized by Feb. PIE, KBS renewals due in Feb. LNO operational plan may be subject to revision in Mar or Apr; James could send proxy. Schedule for Mar or Apr 2010? Or defer to 2011?

## 5. LNO Report

James could extract IM portions of draft operational plan and send to IM-Exec.

LNO budget includes 30 trips for IMC meeting, 8 trips for IM-Exec meeting per year at \$1100 per person. Total annual budget for these meetings (exclusive of ASM years) = \$41,800. Also compensation for site IMs performing network activities, two production meetings per year (8-10 participants), two training activities per year (might include scientists), support for NIS personnel (Mark, Duane, LNO IM, LNO junior programmer), and some database and web consulting to sites.

James will forward budget details to IM-Exec. IM-Exec can make recommendations to Bob for how to spend the money, with some review by the EB. Current budget items were recommended by the IMC earlier and focus on helping site IMs.

Invite Wade for Nov 19 VTC (whole session). Invite Todd for 15 minutes at beginning of second hour. Invite Mark for standardization discussion and discussion with Todd.

EML metrics workshop is a good possibility for LNO funding. Margaret, Don, Dan, Emery, Duane, Mark. Extend Pasta Data Manager to check quality of data and metadata for uploading into system. Return report of problems. But a workshop / meeting may not be necessary. Possible EML metrics VTC in December.

We need to set priorities and establish a process for selecting which production workshops will be funded (only 2 per year).

Drupal VTC in November (Corinna & Marsh). Need best practices for our Drupal site. Who will do what. Corinna will contact Marsh regarding items not currently working.

We need a plan for the NIS. Workshops and training need to fit this plan. Need to decide soon how IM-allocated funds will be spent. IM-Exec must provide direction and choices to the IMC. We need an open and transparent procedure.

Add some IM-Exec VTCs this fall to deal with these issues. Schedule 1-hour sessions for early Nov and early Dec. Don & Margaret will draft procedures.

Meeting Notes <sup>[3]</sup>

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