IGSN e.V. General Assembly 2015
Sunday, December 13, 2015, 3:00-4:00 pm
Marriott Marquis San Francisco

Present: Kerstin Lehnert, Cathy Constable, Jens Klump, Irina Bastrakova, Dirk Fleischer (on behalf of GEOMAR), Anders Noren, Ursula Roehl (on behalf of MARUM), Brent McInnes, Marshall Ma, Simon Cox, Bob Arko, Lulin Song, Anusuriya Devaraju, JongGyu Han, Lesley Wyborn, Megan Carter
Uli Harms tried to join the meeting remotely, but had technical difficulties.

Agenda:
1. Opening and Welcome
2. Appointment of the meeting chairperson
3. Appointment of the minute taker
4. Establishment of the quorum
5. Approval of the agenda
6. Report by the members of the executive board and discussion
   1. status of Allocating Agents
   2. IGSN in publications (COPDESS, RDA/WDS WG Publishing Services)
   3. OAI Harvester @ IGSN Managing Office
   4. Alignment with bioinformatics (C4P workshop, LA workshop, upcoming Biosphere workshop)
   5. IGSN related meetings in 2015 (Lamont in June, workshop in LA in September, etc.)
   6. Presentation about IGSN at PID workshop
7. Report of the financial officer and discussion
8. Budget for 2016 and discussion
9. Discussion on admission of new members and vote
10. Discussion Topics
    1. IGSN metadata kernel: Process to finalize & endorse
    2. How do we create the role of Publication Agents in the IGSN architecture?
    3. Further integration with DataCite & Change of statutes to align IGSN role names with DataCite role names
    4. Funding to support producing and cleaning documentation and further development of IGSN architecture and software
    5. Participation in RRID working groups
    6. Long-term preservation of sample metadata
    7. Syntax: do different allocating agents have the right to choose extended syntax?
11. Miscellaneous

Notes:
1. Kerstin Lehnert opened the meeting at 3:00pm.
2. Jens Klump was appointed the meeting chairperson.
3. Megan Carter was appointed the minute taker.

4. A quorum was established (by the time of voting).
5. There was a single item added to the agenda (requested by Anders Noren): do different allocating agents have the right to choose extended syntax?
6. Report by the Executive Board (given by Kerstin):
    a. Adoption of IGSN has grown substantially over the last year, with functional allocating agents in Australia (GA and CSIRO), as well as a soon-to-be operational allocating agent at GFZ. For those IGSN e.V. members that do not want to be allocating agents, should allow them to become publication agents.
    b. IGSN is recommended by major publishers for identifying and citing samples. Within COPDESS (Coalition on Publishing Data in the Earth and Space Sciences), at recent meeting, it was agreed that the recommendations should be stronger.
    c. There was a presentation about the IGSN at a workshop on persistent identifiers at RDA in Paris, which encouraged more conversations with DataCite and others about further integrating.
    d. At workshop in Los Angeles in September 2015, the IGSN metadata kernel was reviewed and the decision was made to set up a central sample metadata catalog.
    e. Bob demonstrated the OAI Harvester @ the IGSN Managing Office.
    f. Alignment with bioinformatics has been ongoing (C4P workshop, LA workshop, upcoming Biosphere workshop)
    g. There was a meeting at Lamont in June 2015 between Kerstin, Lesley, and Jens. At that meeting, the registration process of GFZ was investigated and performance issues were resolved. Irina mentioned that 1.7 million samples were recently registered and the process was both fast and uninterrupted.
    h. Over six million samples are currently registered with IGSNs. There should be a counter with statistics.
7. Questions and discussion on annual report of activities
    a. Comment: In Australia, there has been a lot happening since the Los Angeles Workshop. Money has been awarded to set up services and, starting in January, to set up a common Australian Portal. The funding came out of a peta-scale computing funding source, so it has to be (and is) of value to a peta-scale effort. KL: Perhaps there are funding opportunities here in the U.S. to build up the U.S. Portal as well?
8. Report of the financial officer and discussion
    a. Annual accounts auditor, Anders, along with helper Megan, reported that there is a balance of over 5000 euros in the bank. The only income has come from membership dues, while the only expenses have been bank fees. Some members have not paid dues for both 2014 and 2015.
    b. Invoices for 2016 should go out in January 2016.
    c. When invoices are paid, please inform treasurer and make sure that the bank transfer fees are billed to the member, not to the IGSN e.V. The bank transfer fees are typically ~15 euros.
9. Budget for 2016 and discussion

a. Cathy: The intention was that some of the IGSN e.V. funds should have been spent on the IGSN workshop last September in L.A.. KL: There were enough funds in iSamples, a different project. We should be thinking if we want to run meetings or outreach events at other conferences, potentially in conjunction with upcoming COPDESS meetings. Planned meetings around RDA in March, Goldschmidt in June, Japanese Geoscience Union Meeting, and EGU. The IGSN could latch onto that in some way, have an additional hour for explanation of the system. Jens: what about IGC in Cape Town?

b. Cathy: What is the cost for an event at each of these meetings? Can we allocate 1000 euros for each? KL: Some are cheaper than others. The way that the IGSN is moving right now, we can likely find funding in other places. Cathy: We need to plan these events far enough in advance so that full participation is possible.

c. Kerstin: We should have a workshop the day before RDA.

d. Anders: We need more focused technical meetings. What costs do we incur related to technical implementation? Running the handle service is a contribution by GFZ, the central catalog hosting as well as the domain name service for igsn.org are contributions of IEDA, the handle fee of 50 USD per year has been a contribution from Jens so far.

e. We should discuss names and trademarks later.

10. Discussion on admission of new members and vote

a. JongGyu Han represented Korea Institute of Geoscience and Mineral Resources (KIGAM). He described KIGAM and their interest in becoming a member of the IGSN e.V. KIGAM is a government funded geological organization in Korea. It was established in 1918 as the national geological survey of Korea. They are currently designing a new integrated geoscience data repository system (both data and sample metadata). KIGAM wants to preserve, manage, and share data with as many people as possible and expects that the geoscience data repository system will grow into Korea's representative system in the geoscience sector. Unique identification and metadata cataloguing are necessary. They are looking for a way forward that is internationally-recognized. Currently developing the repository system using the IGSN metadata schema, next year will operate on a trial-basis. KIGAM has enough man-power to operate the allocating agent of the IGSN.

b. Kerstin asked if KIGAM is overseeing the physical sample repository and JongGyu responded yes.

c. Jens proposed that KIGAM become a new member and Anders seconded. All members voted to accept (all eight present), none opposed and none abstained.

11. The meeting was closed at 4:00pm.

Actions
1. The IGSN e.V. will review discussion items (not reached here) during the next meeting.
2. The Executive Board (?) will ask members again about who wants to set up an allocating agent, review membership fees.
3. Invoices for 2016 will be sent out in January 2016.
4. Workshop the day before RDA- clarify which RDA (in Japan, in Denver?) and start planning.