Chronicles in Preservation Project
Advisory Group Meeting, 02/15/13
Meeting Minutes

Attendees
1. Liz Bishoff (Bishoff Consulting)
2. Nick Krabbenhoeft (Educopia Institute/MetaArchive)
3. Mary Molinaro (University of Kentucky)
4. Matt Schultz (Educopia Institute/MetaArchive)
5. Katherine Skinner (Educopia Institute/MetaArchive)
6. Frederick Zarndt (informal consultant)

Agenda

1. Guidelines
   a. Katherine outlined the schedule for finishing the guidelines.
      i. Katherine and Matt will complete the draft during March.
      ii. The committee will receive a draft to review in April.
      iii. The second draft will be completed by the end of the summer.
      iv. The guidelines will be published by the end of the year when the project is complete.

2. Honoraria
   a. Katherine will send to all Advisers the contracts agreements that will enable us to pay the Advisers for their work. This was scoped as "honoraria" in the grant application; NEH and Educopia both prefer that we structure this as consulting work in a more structured manner. The agreement will be for 16 hours of work at $100/hr, as per our original conversations when we were proposing the grant. Katherine's seeking NEH approval of the contract template before sending those to you for review and signatures.

3. Meetings
   a. Matt established the schedule for the next few meetings.
      i. March 15: 30 minute meeting to discuss any issues encountered while writing the guidance documents.
      ii. April 12: Matt sends a draft of the guidance documents to steering committee members.
      iii. April 19: Meeting to discuss the members' reviews of the documents.
         1. Mary Molinaro asked if the members would be given questions to consider during their review.
            a. Matt confirmed that they would give specific questions and appreciate general comments.