

CSDH/SCHN Minutes 7 July 2017, 10:00-11:00 EST

Present: Susan Brown, Diane Jakacki, Dominic Forest, Arun Jacob, Kim Martin (secretary pro tem), Jason Boyd, Laura Gerlitz, Connie Crompton, John Simpson

Regrets: Brent Nelson

1. Approval of agenda
2. Updating RBC bank account:
 - a. Motion: That we confirm removal of past Executive Board officers Michael Sinatra (President, French, 2009-2015) and Keith Lawson (Treasurer, 2011-2014) and addition of Jason Boyd (Treasurer, 2017-2020) and Susan Brown (President, 2016-2019) as signing officers on the Society's Royal Bank account.
Moved by Diane Jackaki; seconded by Connie Crompton. Carried.
 - b. The executive discussed and approved a draft letter to RBC confirming these changes.
3. Procedures for formalizing turnover of financial responsibilities with changes in officers, including Royal Bank account signing authority.
 - a. Jason has drafted the statement below:
The Treasurer and the President shall have Signing Authority for the Society's bank account. Upon the election of a new Treasurer and/or President, the outgoing and incoming officer(s) shall jointly write a letter of direction to the bank requesting that the incoming officer or officers' name be added and the outgoing officer's name be removed as Signing Authority. This letter shall be accompanied by the minutes of an Annual General Meeting or Executive Council meeting that notes the election of the incoming officers.
 - b. Discussion:
 1. Cannot be ratified until the next AGM, but we can approve it for now.
 2. Arun asked whether having two elected officials a problem when you require signing authority on the bank account. Susan noted that our official status is a society under the Federation. We are not a formal non-profit.
 - c. We agreed to bring this article forward at our 2018 AGM as an addition to the constitution.
4. Response to Naylor report?
 - a. Major report on scientific training in Canada.
 1. Comments on DH
 2. Mismatched cycles on Infrastructure and Research Funding
 - b. Michael Sinatra asked if we should respond
 - c. Susan suggests responding to pertinent sections of the report
 - d. Who would be willing to lead this initiative?
 - e. Connie - Happy to take part. Should it come from the membership or the Exec?
 - f. Susan - we could do either, but a call from the membership would likely have a better impact.
 - g. Diane - DH shows up four times in the report
 - h. Susan - there has been input from DH folks along the forming of this response

- i. Connie - do we have previous examples of responses to reports? Where would we put this?
 - j. Susan - good question. Does Naylor solicit responses? (Checks website) Doesn't seem to.
 - 1. Connie will investigate
 - 2. Ask Michael what the Federation is doing with their response
 - 3. In the absence of anything else, send it to Kristy Duncan's office
 - k. Connie will write up a draft response and get it to the Exec
 - l. Dominic will help Connie
 - m. Susan - if we can put out the call in both languages that would be best. Should go on website, Twitter, and listserv
5. Training initiative (Susan)
- a. At previous meeting we charged John to co-ordinate DH training in Canada
 - b. Ray Siemens and Susan both received an email from a historian at Memorial who is looking at a grant/meeting about a training network
 - c. Meeting at DH2017 about this on Tuesday "DH training network mini-conference" Half-Day (international - morning), but could have a meeting afterwards (Co-ordinating DH training in Canada - afternoon)
 - d. Diane, Kim, John Simpson, Arun, Susan, and Ray will need to put heads together on this.
 - e. Diane will start an agenda.
 - 1. Co-ordination (e.g. calendars; establishing areas of excellence)
 - 2. Skill levels (How to ensure all levels are comfortable/prepared)
 - 3. Funding/Finances
 - 4. Credit for courses
 - 5. Gaps - where do grad students feel gaps are
 - 6. Data/Software Carpentry
 - f. Arun: is there a Literature review/Article on DH training?
 - g. Diane: it would be a good idea to gather this information prior to this meeting.
 - h. Kim will help with this.
6. DH2017 update (Diane/Dominic)
- a. Dianne reported on the numbers of registered attendees.
 - b. Workshops are at capacity, with a few extra spaces
 - c. If anyone else wants to be a chair, let Diane know
 - d. Dominic: small technical issues, but everything is going smoothly overall
7. Anything for the website
- a. Diane: After Congress a workflow for contribution to the website (DH in Canada pieces) was promised. She will do this shortly (she's a little busy :))
 - b. Kim to follow up on Grad Student blog posts re: Congress
8. Next meeting in September