

Minutes of the Lever Press Oversight Committee Meeting - May 31, 2016

Attending: Marta Brunner, Mark Christel, Mark Edington, Bryn Geffert, Neil McElroy, Mike Roy, Peggy Seiden, Charles Watkinson, Rebecca Welzenbach

Approve Minutes

Mike Roy moves to approve minutes from April 25, 2016, meeting. Unanimously approved.

Action Item: Becky Welzenbach will finalize April meeting minutes document and post to Lever Press website.

Report from Ops Group

1. Arthur Vining Davis-funded Stakeholders Meeting Update (Mark Edington)
 - a. Mark Edington reports on confirmed expected attendees:
 - i. Presidents: Teresa Amott (Knox), Kimberly Benston (Haverford), Alison Byerly (Lafayette), Sean Decatur (Kenyon), Jeff Docking (Adrian), Philip Glotzbach (Skidmore), Marvin Krislov (Oberlin)
 - ii. Provosts: Tom Stephenson (Swarthmore), Marci Sortor (St. Olaf)
 - iii. Past Provosts: Jonnella Butler (Spelman)
 - iv. Oberlin Group Representatives: Mike Roy, Bryn Geffert
 - v. Editorial Board Representatives: Rebecca Kennedy (Denison), Frederick Knight (Morehouse), Josephine Wright (Wooster)
 - vi. Foundations and consortia: Neil Abraham (Five Colleges), Nancy Cable (Arthur Vining Davis), Owen Williams (Associated Colleges of the South)
 - vii. Lever Press: Marguerite Avery, Mark Edington, Charles Watkinson, Rebecca Welzenbach
 - b. The planning team met by phone shortly before this meeting. Desired outcomes for Lever Press include: a white paper (our grant deliverable), some key guiding directions for our editorial board, radically engaging the interest of these stakeholders in Lever Press, identification of key steps that our stakeholder attendees can take when they leave the room.
2. Report on new proposals (Mark Edington)
 - a. So far six individual title proposals and no series proposals have been received.
 - b. Margy Avery and Mary Francis are brainstorming about how to get the word out to recruit more proposals--especially series proposals.

Action Item: Mark Edington and Margy Avery can circulate to the group a summary of proposals received so far.

3. Editorial Board face-to-face meeting (Mark Edington and Becky Welzenbach). We working with administrative support at Michigan to gather dates from the Editorial Board in order to lock down a time to host an Editorial Board meeting in Ann Arbor. Looking at mid-August.

Revised Project Budget Discussion

The committee discussed the revised project budget submitted for consideration by Amherst College Press and Michigan Publishing. The revisions are, overall, budget neutral, but reflect some reallocations of funds to accounts for the following revisions:

- Greater dedicated support for acquisitions (shift from per-title developmental editing to overall acquisitions/editorial staff support)
- Updates to Michigan Publishing Services typesetting and design estimates, based on refined knowledge of vendors
- Allocation of some funds to business administration--specifically, the time of an in-house accountant--on the Michigan Publishing side. Costs are greater in year 1 than in following years because of the time and effort in initial set-up of all the customers.

Bryn Geffert moved to approve, Mark Christel seconded. Unanimously approved by present voting members of the Oversight Committee.

Communications to the Membership

1. Pledging Institutions Community Working Group (Mike Roy)
 - a. At the last meeting, the OC discussed forming a working group to evaluate a mechanism (besides formal email notices) to generate conversation and community among member institutions.
 - b. Peggy Seiden nominates Terri Fishel to convene the group. Mike Roy, Bryn Geffert, and Peggy Seiden will all also participate.

Action Item: the newly formed task force will work independently to pursue the following charge: Develop a proposal and plan to create some sort of online space that allows our members to both keep track of what's going on with Lever and also to share info and interact with one another.

2. Press releases (Mark Edington): Two press releases are needed:
 - a. One to our pledging institutions, announcing their campus' participation, highlighting membership on editorial board where appropriate, and inviting submissions. Mark and Margy have compiled a list of the communications offers at all pledging institutions to distribute customized versions to.

Action Item: OC has five days to review and comment on the draft shared by Mark, at which point Mark and Margy will begin to distribute.

- b. Second release to target scholarly/disciplinary societies (such as ACLS member societies)

Action Item: Mark Edington will compose a draft and circulate for review by the OC.

Travel, conference, outreach opportunities

1. ACRL 2017 (March 22-25, 2017, Baltimore, MD.) *Proposal submitted--Terri Fishel and Bryn Geffert. Waiting to see if accepted.*
2. DLF (November 7-9, 2016, Milwaukee, WI.) *Proposal submitted for LAC pre-conference--Becky Welzenbach. Waiting to see if accepted.*
3. Oberlin Digital Scholarship Conference (June 10-12, 2016, St. Paul, MN.) *At opening dinner panel, Becky will speak about Fulcrum platform in context of Lever Press, Terri will speak about history of the project, Karil Kucera of St. Olaf, editorial board member, will speak about her work.)*
4. Oberlin Group Meeting (Williams College, Williamstown, Oct. 9-11, 2016).
 - a. This will be our main annual opportunity to get the Oversight Committee together in person.
 - i. OC determined they prefer to meet the Tuesday after the meeting (rather than before). Plan on lunch and afternoon meeting.
 - ii. Charles Watkinson and Mark Edington can be there. Becky Welzenbach has a conflict that can't be changed.
 - b. In addition to the OC meeting, aim for a slot on the program to address a general audience with a project update (especially reflecting our upcoming acquisitions)

Mike Roy to keep in touch w/ Dave Pilachowski about nailing down a slot on the OG program agenda. Once settled, communicate to OC so a program and representative can be identified.

5. New England Regional ACRL Meeting (Mark Edington)
6. Report: Library Publishing Forum (Becky Welzenbach): *Panel was received well. Allegra Swift's perspective as a librarian already deeply involved with digital scholarship efforts on campus was invaluable.*
7. Report: Williams College Publishing Day (Mark Edington on behalf of Margy Avery): No one thought Lever Press was weird. No concrete follow-ups from that meeting.
8. Going forward: need to shift our focus from Library meetings to disciplinary meetings where we can focus on acquiring projects.
 1. Bryn Geffert will speak at AHA (January 5-8, 2017, Denver, CO)
 2. Mary Francis will be at MLA? (January 5-8, 2017, Philadelphia, PA)

Action Items:

- **Mark Edington and Margy Avery to create a space on the website to communicate conferences "where we'll be and where we've been"**
- **This summary discussion of travel is a new standing agenda item this month. Oversight Committee should reflect on whether this discussion/approach is a useful/practical way to discuss travel on behalf of Lever Press. If not, come to next meeting with suggestions (or share by email)**

New Business

- Bryn Geffert posed the question: how can we engage our colleagues in recruiting series editors? Ask them: “who should we engage on your campus?”
- In the future, would it be valuable to have a reminder one week ahead of Oversight Committee meetings to propose topics/issues to discuss (and action items to tackle)?
Unanimously: yes
- Becky Welzenbach notes that only two scheduled OC meetings remain on the calendar. How shall we proceed? Mike Roy proposes to schedule the next six months of meetings, using the same schedule we have been using: 4th Monday of the month

Action Items:

- **Mark Edington and Margy Avery to take the lead in outreach to our pledging institutions seeking recommendations for series editors.**
- **Becky will schedule OC teleconferences for August-December 2016 on the 4th Monday of each month**
- **Becky will schedule an automated reminder email to the Oversight Committee to email topics a week ahead of OC meeting.**

Outstanding Action Items from previous meetings:

- **Where appropriate, OC members and pledging institutions should follow up with faculty not selected for this editorial board term to encourage them to propose works or (especially) series**
- **Proposal for Advisory Board (Loretta Parham)**