

25 March 2015 - NDSC Steering Committee Meeting

Present

Anita de Waard, Bob Hanish, and Ed Seidel

Meeting Facilitators: Joel Cutcher-Gershenfield and John Towns

Working Agenda & Notes

Introductions

- Introduced all members of the steering committee

Internal selection of Chair, Vice-Chair and Secretary roles for the SC

- Deferred until the next meeting
- There is no defined procedure for how this is done; will need to be determined by the group
- Ed Seidel will continue to serve as the interim steering committee until the election has been done

Discussion

- Review and ratification of current Draft Charter for the NDS Consortium (current version attached)
 - Deferred until next meeting
 - There are parts of the charter that need to be discussed now that an operating steering committee has been elected
 - Consortium should continue to move forward
 - The steering committee will advise the NDS on selection of the NDS Director
 - Draft charter should be posted to the NDS website (include version and date on the document) Action > John
 - Vision should be added to the website
- Meetings
 - Meeting frequency and schedule need to be established
 - Bob: suggests that at the start-up, the steering committee actively engages with the management team
 - Bob: suggests the steering committee be involved in the NDS meeting planning
 - Make announcements earlier
 - John suggested having NDS meetings 3 times per year
 - Joel: schedule should be driven by functional needs
- Misc
 - Request from the steering committee to identify someone who will serve as a liaison between RDA and NDS
 - There will need to be consideration given to becoming members of other organizations
 - The steering committee is for the NDS Consortium and not the NDS
 - Joel: one of the tasks for the steering committee is to establish a membership committee to define Consortium membership criteria