



**ARCA ADVISORY COMMITTEE  
THURSDAY JANUARY 19, 2017**

1:00 – 2:00 PM  
Via teleconference

Attendees:	
Kim Isaac / UFV	Don Taylor / SFU
Shahida Rashid / COTR	Anita Cocchia / BC ELN
James Rout / BCIT	Sunni Nishimura / BC ELN (Recorder)
Debbie Schachter / DC (Chair)	

Regrets: April Haddad / JIBC; Brenda Mathenia / TRU

**Minutes**

**1. Adoption of agenda**

Agenda was adopted with no new business.

**2. Arca Expenditure Plan 2017/18**

A. Cocchia presented the 2016/17 projected expenditure summary and the proposed 2017/18 expenditure plan.

The 2017/18 Arca Service Support fee was calculated at the same rate as 2016/17 fee (\$5,787 per site). In future months the Committee will discuss if one flat fee across all institutions, regardless of size or type, is the approach to continue with or not.

Staffing costs for the technical lead have been slightly increased for 2017/18. While it was previously anticipated that staffing costs would go down as the service became operational, instead it has grown so quickly that it is still in developmental mode.

An Islandora Foundation membership is included in the 2017/18 budget. This is a positive way to contribute to a healthy Islandora development community, which benefits Arca tremendously.

discoverygarden has advised that Arca pursue an upgrade to server architecture to ensure scalability. Arca has grown faster than anticipated, and there are performance issues as a result. These same architecture updates will benefit other clients, so discoverygarden is actively seeking other clients who can cost-share the total amount provided in the budget.

The Committee agreed that if a cost-sharing partner can be found for the server architecture updates, then the Islandora Membership can be increased from the \$2,000 level to the \$4,000 level, which will provide Arca a seat on the Islandora Roadmap Committee.

**MOTION:** To approve the proposed 2017/18 Arca Expenditure Plan.

Moved: K. Isaac    Seconded: J. Rout    Motion was carried unanimously.

### 3. Arca Advisory Committee Terms of Reference

S. Nishimura presented a revised version of the Arca Advisory Committee Terms of Reference (TOR), with suggested changes to better represent the diversity of Arca participating sites following BC ELN governance categories. She stressed that the draft reflected just one TOR approach, and other approaches were also possible, e.g. representation based on FTE or a combination of FTE and institution type.

The Committee expressed general approval of representation based on BC ELN governance categories. It was agreed that the Chair position should be renewable for a 2nd term to facilitate continuity.

**MOTION:** To approve the Arca Advisory Committee Terms of Reference with suggested changes.

Moved: D. Taylor    Seconded: J. Rout    Motion was carried unanimously.

**ACTION:** The Chair will bring the revised TOR to the BC ELN Steering Committee for endorsement at the May Steering Committee meeting.

### 4. Provincial Digital Library Update

A. Cocchia provided an update on the PDL, as she sits on the PDL Admin Team.

- At the 2016 Code4Lib unconference a discussion was held on 2 possible PDL solutions: DPLA Toolkit and SuppleJack, which is used by the New Zealand Digital Library.
- Feedback from the community favoured SuppleJack, and the OurOntario discovery portal is also exploring SuppleJack.
- The PDL Admin Team technical lead has SuppleJack now working on a desktop. The next step is working on a cloud sandbox version.
- A demo of the sandbox version for the BC Library Conference in April.

### 5. Admin Centre Update

S. Nishimura provided an update on Admin Centre activities. Highlights:

- Arca continues to grow; currently at over 12,120 objects in 260 collections.
- Successfully completed the migration of KPU's KORA to Arca. KORA had a successful launch in January. The development work done as a result of the migration has been contributed back to the Islandora community to assist other sites migrating from DigitalCommons into Islandora.
- Langara College is able to join Arca earlier than expected as funding was achieved sooner than expected - they will be joining February 1.
- The Admin Centre held 2 virtual training sessions for NWCC, Capilano and ECUAD folks; 1 in-person training session was held at KPU attended by 7 folks.

6. **New Business** - There was no new business.

### 7. Next Meeting

The Admin Centre will send out a Doodle poll for the next meeting in accordance with the new TOR.