

Lever Press Oversight Committee Meeting

April 23, 2018

3:30-4:30 PM EST

Attending: Mike Roy, Mark Christel, Dalia Corkrum, Peggy Seiden, Bryn Geffert, Marjorie Hassen, Jonathan Miller, Jennifer Nutefall, John Tombarge, Alexia Hudson-Ward
Amherst and UM: Mark Edington, Beth Bouloukos, Terri Geitgey

1. Approve March Minutes
 - a. February minutes approved by quorum via Google Form voting
 - b. Introductory membership in AAUP approved by quorum via Google Form voting

No corrections put forth. March minutes are approved.

2. Proposal: create a newsletter to members to help ensure regular, systematic communication (Mike)
 - a. Should we?
 - b. How often?
 - c. Open to who?
 - d. Brainstorm topics
 - i. Submissions and publications
 - ii. Membership to AAUP
 - iii. New members
 - iv. Peer review
 - v. Meet the staff
 - vi. Lever on the road reports
 - vii. Fulcrum
 - e. Poll membership about are they getting enough and the right info...
 - f. Assign to social media person as point person

Mike shared that when polling former Oversight Committee members about their experience, it was noted that there is very little communication to the membership outside of the Committee. Mike thinks it would be good to get in the habit of regularly communicating updates to the membership, and wondered if putting together a newsletter would be a good way to do so. He asked the members whether we should do this, and if so, how often, and how widely distributed? Topics we might want to include? The group was in agreement that more communication to the members outside of the Committee about our activity and progress is desirable, though there was some disagreement about the form it should take and the frequency. As a compromise, Mike proposed that the group brainstorm all the newsworthy items from the past several months (see items i - vii in d., above), put brief descriptions of these items into a communication, and send it out. In addition, the Committee will send out "ad hoc" email announcements at the time that new events or developments occur that would be of interest to the membership. After several months, we can send out another compilation if the ad hoc email

announcements haven't covered everything. Per Bryn's suggestion, we will also get in the habit of asking at the end of each OC meeting if there are items from the meeting that should be included in the next update.

Action item: Mike will loop back with Mark and Terri to figure out how to put something together, and we'll discuss at the next meeting.

3. When is the next budget report due? (need for planning calendar!) (ME: I've added these to the month-by-month calendar where I think they belong: January, April, July, October.)
 - a. It's due this month. Link to spreadsheet provided.

[Mark shared his screen with the budget spreadsheet since there were some access issues.] Mark and Terri gave brief updates on activity occurring during the 1st quarter of year 3. Mike suggested that perhaps Dalia, as treasurer, can meet with Mark and Terri ahead of time to review the budget updates in detail before doing each quarterly update to the Oversight Committee.

Action item: Terri - update formulas on spreadsheet and confirm travel expenses; resolve access issues for members

Action item: Mike - add Year 3 to the Overview tab

Action item: Mark, Dalia, and Terri review the budget together 1 - 2 weeks in advance of each quarterly update

4. Long term planning
 - a. Discuss planning framework that we will use in August in our planning exercise

Mike had talked recently with Mark about a planning model to be used at the August meeting. Based on that discussion, Mark created a spreadsheet with different variables that can be adjusted. As a variable is tweaked, it will show what effect the change would have on the other variables. Mike would like input from the group as to what other variables they would like to see. Based on the group discussion, Mike and Mark added the following: linking membership cost to length of membership; the point at which the number of titles produced exceeds staff capacity; any other technology cost variables; changes in marketing expenses based on specific titles; cost differences between heavily digital titles versus more traditional titles. Mike reaffirmed that he wants to have all variables included in the model prior to the August meeting, so as the group continues to review the spreadsheet, send any new variable requests to Mark or Mike. There was also some discussion as to other institutions we might reach out to as potential members. If we want to continue producing at least 20 titles/year beyond year 5, we'll need to grow the membership in order to do so.

- b. Post-five year policy re: acquisitions: what can and should we say to authors

Mike explained that there was a question as to what would happen to the Lever Press titles should Lever Press ever cease to exist. Terri posed the question to Charles, who

confirmed that any publication hosted on Fulcrum becomes part of the University of Michigan Library collections and is preserved according to the same policies that apply to the University's institutional repository, Deep Blue. There would be no additional cost to Lever Press for this preservation. This is good news, and gives some assurances to authors who may be concerned about the longevity of their publications given the start-up nature of Lever Press.

5. New business (and possible topics for upcoming meetings)

There was discussion about the news that the University Press of New England would no longer exist, and the implications for the letter of outreach to Dartmouth College that Mark and Mike prepared. The group agreed that it's good to be open to having exploratory conversations like this, while stressing the need for in-depth discussion and careful consideration by the membership of any potential partnerships or activities that may come out those conversations.

Dalia, who joined late, asked if there had been any type of status update on titles and where they are in the pipeline? Mike explained that his thought was that a quarterly card counting report would be about the right frequency for this, and referred Dalia to the March minutes for the most recent update.

There being no further business, the meeting was adjourned. The next Oversight Committee meeting will be on Monday, May 21st, 3:30 - 4:30 EST (moved to the 3rd Monday in May since the 4th Monday falls on the Memorial Day holiday).