

**ICH Documentation & Inventory Committee  
Meeting Minutes  
28 May 2009  
Memorial University, St, John's, NL**

In attendance:

Gerald Pocius, Mark Ferguson, Mary Ellen Wright, Jed Baker, Dale Jarvis; recording: Lara Maynard

1. Web site overview:

Jed gave an overview of work completed and to be completed on the ICH web site, particularly the site builder. There was discussion about the search function, the main issue being that we need it to search the inventory only within the ICH portion of the Digital Archives Initiative (DAI). At present one can limit a search to specific collections by highlighting each specific collection.

There was also discussion about the look of the main page. It should be more visually appealing, perhaps something similar to the look of the School of Graduate Studies page, maybe using images of three performers, such as mummers.

Jed will upload audio data on the DIA by tomorrow, having secured the necessary permission. He will next work on video.

*Actions: Make sure that the search function is embedded. And address the look of the main page.*

2. Community projects:

The Dept. of TCR's Cultural Economic Development Program (CEDP) is encouraging people working on oral history or other ICH projects to do so in a fashion that the project data is compatible with the DAI. Pam is working on a guide about metadata and community projects, for use by those working on community projects.

*Action: Dale to discuss with Don what sort of metadata application will be suitable for use with community projects so that they may be uploaded to the DAI.*

Dale reported that potential community projects that could go on the DAI are being developed by the communities of Branch (a place names project), Ferryland (oral history of the RNC with digital recordings) and Battle Harbour, the focus or digitizing-readiness of which is currently unclear.

*Action: Mary Ellen and/or Dale should meet with reps of the Battle Harbour project to get a better understanding of what they want to do, and to provide guidance.*

Dale should be the community contact for ICH projects, rather than project workers approaching

DAI staff or other contacts.

### 3. Publicity:

When it is time to have a formal launch of the ICH site, the committee should involve MUN's PR staff and HFNL's PR person, and do a press release.

### 4. CURA:

Jerry reported that the ICH CURA application is at the second stage, and asked committee members to think about specific projects that could be done in NL.

*Action: Think about specific ICH projects that could be done in NL.*

### 5. Executive:

Mary Ellen will chair the ICH Documentation & Inventory Committee.

*Action: Invite a MANL rep to sit on the committee.*

### Other business:

Mary Ellen reported that ANLA is at the final editing stage of a guide about archiving oral history material for community groups. This may be put on the ICH web site in the resources section in pdf.

There was some discussion about a "Boxes under the Bed" type workshop, which perhaps the ICH Training Committee can take on as a project.

Dale reported that a Métis oral history project once underway now seems to be at a standstill. However, a seal hunt documentary out of Labrador has been produced in DVD format and could be posted on the DAI.

*Action: Dale to follow up with CEDP re training funds.*

-LM, 28 May 2009