

Meeting notes:

Participating: Steve Baskauf, Niels Klazenga, Doug Boyer

Regrets: Rebecca Snyder, Bob Morris

Notes taken during the meeting are in red.

I. Progress reports

- A. Report on Views Task Group (Steve). The use cases form is up at https://docs.google.com/forms/d/e/1FAIpQLSdR7fsy7DbdBT2jflQ-3NEbtYKYnO2Hq3x24RDxw3D0PbcYDQ/viewform?usp=sf_link with examples at <https://github.com/tdwg/ac/blob/master/views/use-case-examples.md>. Also, revisions to the charter were submitted.
- B. Report on 3D Task Group (Doug). **No progress to report so far, but they will be more active later this year. Doug will work on making necessary revisions to the charter.**

II. Previous items

- A. Documentation cleanup (see Google Doc https://docs.google.com/document/d/12Ck4t_x9LtG0BgPuBcNNqtYppNCP_Rj5F7bdgkmFvGY/edit).
- 1. Aiming for release of a new version of AC after the annual meeting when as many changes as possible are ready to go.
- 2. Minor Editorial Errata (no notification) Issue #130 and Minor Editorial Errata (with notification) Issue #131. Steve will try to finish necessary edits to the tables used to generate the term web pages before the Leiden meeting
- 3. Substantive Editorial Errata (review required) Issue #132 <https://github.com/tdwg/ac/issues/132>. Changes 14, 15, 16, 17, and 18
 - a) Change 14: mint URIs for subtypes and Change 15: controlled strings for subtypes. Opened an issue on the TAG tracker and requested this to be dealt with at the Leiden TAG session.
 - b) Change 16 and 17: values for dc:type and dcterms:type. Public comment initiated.
 - c) Change 18: At the last meeting, we decided to do this, and I included RFC 2119 capitalization in the proposed revisions for the dc:type and dcterms:type usage metadata. However, we need to go through the two AC documents with normative content (the term list and structure documents) carefully to find everywhere that a key word might be being used and either make it an actual key word or change the wording to something that won't be mistaken for a key word. How do we want to accomplish this and on what timescale? **We won't release**

a new version until this is done, but since nobody has time to work on this now, we will worry about it after Leiden.

- B. Adding ac:ServiceAccessPoint class. Public comment initiated.
- C. Issue #134 (unfreezing borrowed terms, especially DwC). **Notes from last time:** / *solicited feedback from the TAG, but didn't get any consensus. See <https://github.com/tdwg/tag/issues/23> However, there was some sentiment that it's better to designate particular term versions. I'm thinking that borrowed terms should be a particular version, but that we shouldn't feel that those versions must be frozen. We should just update explicitly when DwC terms change and generate a new version of the term lists and vocabulary. Hilmar also pointed out (<https://github.com/tdwg/ac/issues/134#issuecomment-517391548>) that the text could be interpreted to simply indicate which terms should be included rather than specifying the version to be included. At a minimum, we should clarify this. Given that we explicitly list the terms now, I think this statement is probably superfluous and could be removed. Establish a policy that we automatically update DwC or other TDWG terms when they have updates. For non TDWG terms, we should manually examine version change.*

I am not sure how to move forward on this. Do we need to add wording to normative docs (requiring application of the change process) or just remove the notes about this from the documents (probably also requiring the change process) and establish a policy in some separate public document? **Accept interpretation that the text indicates which terms are to be included, and remove the text on the grounds that we've listed them all explicitly. Create some kind of policy document outside of the standard to record policies that we decide (about updating, etc.)**

We should record the versions of all non-TDWG terms in the term metadata. This is not currently anywhere in the documentation. Niels noted that for some vocabularies like IPTC versioning is only done on the vocabulary level, not term by term.

- D. Proposal to remove layers. Public comment initiated.

III. New items

- A. "Annual Meeting" at TDWG Leiden. Suggestions of a day for this? **Lunch Wednesday or Thursday, ask Rebecca when she's available.**
- B. Submission of Annual Reports for Maintenance Group and Task Groups. See <https://www.tdwg.org/about/process/> for requirement. **Steve will put together the report for the AC Maintenance Group and send a link for the core members to review before submitting.**
- C. Probably no more calls prior to Leiden. Do we want to schedule a call for after the meeting? **Schedule sometime between Nov 11 and 22. Exact time and date depending on if there are new core members recruited.**