

Geograph Project Limited

Company Newsletter No 4

circulated 20 June 2016

Trustees, 26 April 2016, Leamington

1 First

The minutes of 1 March were agreed and signed. We noted agenda items that should recur.

2 Searching for a server management service

It is important that we outsource the system administration (sysadmin). This means the management of Geograph's own servers, and the bespoke Linux software that controls them to deliver the websites to users' computers and mobile devices. Initial research revealed a large number of commercial providers in the UK and abroad, and a wide range of charges. We agreed to search for a company rather than an individual: a company might provide 24/7 monitoring, have greater collective expertise and present a lower risk. The Tech Team will continue to investigate and discuss before making a recommendation to the trustees.

3 Server options

The context was ways of delivering the websites in the longer term. Barry reported that there were a lot of large and/or infrequently accessed files like the hi-res images that take up the most storage space on the present servers, and will require more space as the collection grows. The implications are the cost of additional servers, ongoing replacements, hosting charges, and the potential cost of server management. As the cost of cloud storage continues to reduce it has now become more cost effective to move a large proportion of such files off our own servers, and to retire old servers as they become uneconomic to repair. It was agreed as an interim measure that appropriate files could be moved to Amazon's trusted S3 cloud storage; two of the oldest servers could be retired immediately. [This exercise was largely completed by Barry over several weeks up to 15 June 2016].

4 Sponsorship

We need a significant increase in our income if we are to achieve some of our objectives. We endorsed Richard's practice of approaching named individuals in small companies with sponsorship opportunities. He gives total site costs as approximately £10,000 per annum, and peak site traffic as 15,000 visitors per hour. He made materials available for trustees to use if they come across likely companies.

5 Other initiatives

Finance: we agreed the final version of a grant application for submission by Christine [sent]. She reminded us that this is only stage 1 of a process. Education: Sebastian will be contacting examination boards to make them aware of Geograph as a resource. Outreach: other ways to make the project better-known will be developed by the team in a marketing plan. Websites: we

will revisit some ideas for supporting moderators. Other work had sparked the idea that Geograph could display all the images taken within a digitally defined area. This feature could be of interest to people living in or studying an area or to an organisation having responsibility for an area. When we review our plan in November we will include this idea and explore it further.

6 Forum decorum

Richard was concerned about the impression that might be given to a potential sponsor by posts in certain forum threads. We agreed that he should post a reminder of Geograph's Terms of Use [done 2 May].

7 Reports

Michael had circulated the accounts for the first quarter of 2016. The notable feature was that donations were double the amount for the same period in 2015. David has responded to the National Trust; a reply or a further meeting is awaited. He had dealt with three complaints; one photo had been taken down. We agreed that the classification change will go live on Wednesday 11 May. One or more *Image Types* will take the place of the *Supplemental* label. Barry will announce the switch. David and Robin will write and circulate information to moderators and company members and add a note to relevant guidelines [all done]. David and Robin will make arrangements for the AGM, discussion and talk following at Peterborough Museum [all done].

8 Feedback

No feedback was received following circulation of Newsletter No 3 on 24 May. We welcome your comments on this our fourth newsletter: preferably email us at trustees@geograph.org.uk or post in the forum. All responses will be reviewed at our next meeting.

9 Looking ahead

All: Saturday 25 June, Meet and AGM, Peterborough Museum
Trustees: Monday 18 July, Leamington

Sebastian Ballard, Chair

Geograph Project Limited is a company limited by guarantee registered in England & Wales No 7473967, charity No 1145621, registered office 49 Station Road, Polegate, East Sussex BN26 6EA.

The directors of the company and trustees of the charity are: Sebastian Ballard (Chair), Richard Croft, Michael Dibb (Treasurer), Peter Facey, David P Howard (Company Secretary), Barry Hunter, Christine Johnstone and Robin Stott.

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