

## Canadian Mennonite Encyclopedia Committee Meeting

Date : Friday, December 3, 1999

Time : 10:00 am - 4:00 pm

Place : Heritage Center, Winnipeg

Present: Abe Dueck, Bert Friesen (Chair), David Giesbrecht (Secretary), Alf Redekopp, Ted Regehr, Sam Steiner, Richard Thiessen, Vic Wiebe

Regrets: Ken Reddig (Committee membership will be reviewed under other business)

### Minutes of Meeting

1. Call to Order: Bert welcomes Committee.

2. Minutes and Business Arising of December 4th, 1998 Meeting:

2.1 Minutes accepted as previously distributed.

2.2 Bert reports that Manitoba sub-group has met three times this past year to

consider writers' guidelines for new articles. (Reference is made to February 9th, 1999 minutes of Sub-group)

2.3 Q: With respect to which Mennonite [OMIT THE TERM "MENNONITE" HERE] schools to be included on the web, should those institutions at which Mennonites attended also be given entries on CMEO?

A: Difficult to know where boundaries would have to be drawn. Better to concentrate on the primary list of institutions for now. Consider others at a later time.

2.4 It is agreed that the Manitoba sub-group will continue its work.

3. Review of Agenda:

3.1 Sam refers to an email he received, raising the question of developing CMEO in cooperation with American or even international Mennonite partners?

Matter referred to : Other Business.

3.2 Ted asks if interpretive essays are being planned to provide a context for individual entries. Referred to later discussion.

3.3 Later discussion will also touch on inclusion of official denominational statements in CMEO

4. Considering Content & Format for CMEO Entries:

4.1 Committee reviews Menno Bible Institute (Didsbury) entry. We note that (a)

content is short (b) no image is attached (c) no link to any other material included. Sam explains that this article was taken from ME Vol. 3 and then briefly updated.

#### 4.2 Review of Entries in Temporary Site:

\_ East Chilliwack Bible School:

Committee agrees that there will be minimum of one image symbolic of institution.

\_ MBBC Site Viewed:

Agreed that bibliographies should cite several sources <> Where images yield useful information when expanded, they will be in thumbnail format. Text around illustrations will be right and left justified <> Photos need caption identification, including year or date represented <> Each photograph should cite source <>

\_ Virgil Site:

All schools to have geographical location after name.

\_ Winkler Bible Institute Site:

Here a table has been added as well as a link to Africa Mission Society. <>

Q: Is copy editing being considered to make language more contemporary? <>

Q: Will German quotation in AMS article be retained [RETAINED]? <> Multiple level articles must always be linked to [EACH OTHER] institution <> Source of tabular data should be indicated, including archival center where information is stored <> Second level, interpretive articles might be longer and include more extensive data.

#### 4.3 Guidelines For New Articles:

##### 4.3.1 Level One or Primary Level Entries:

\_ Length/style/ to be about 500 words, succinct, with short paragraphs offering precise, basic information

\_ Content suggestions for Level One entries on institutions might include (a) reason for founding (b) sponsors (c) main goals and mission (d) ongoing history (e) activities of students (f) impact of school

\_ Style : Reference is made to style in ME Vol 5. Bert suggests that we create our own concise style sheet. (To be developed by Winnipeg sub-committee) Sam asks that style used in present entries be taken into account to avoid copious re-editing of entries already on CMEO.

\_ Citing bibliographic sources:

Committee agrees not to include bibliographic citations in Level One entries

\_ Regarding Images:

It is decided that (a) there will be no more than two images for institutional and congregational articles (b) for color or group entries, illustrations might be thumbnail format --- at the discretion of the editor depending on time of download

#### 4.3.2 Level Two Entries:

\_ Length not specified

\_ Could include maps, illustrations (stats & tables), source material (eg confessional statements or lengthy quotations from a diary), bibliographies, and analytical interpretive content --- to be found under Additional Information button

(Note: Two kind of bibliographies include (a) Online : those already on the web and, (b) Offline (refers to additional information sources not on web)

\_ It is noted that where source documents are used, an elaboration needs to be added for contextual clarity

#### 5. Buttons At Bottom of Entry:

5.1 Buttons would include (1) home (2) bibliography (3) other online sites (4) additional information. Note: The *home* button would also appear on top of article

5.2 Audio segments will be hyperlinked from inside text and in the *additional information* button Comment: Writers need to be informed that submitted articles will be subject to an editorial process

Q: Will an authority list be developed so institutions and personalities are consistently referred to? Committee recognizes magnitude of task. Copy editors will be responsible for authority lists and creating cross references.

#### 6 Process for Editing:

(a) Request letters will be sent to writers [ALONG WITH TIME-LINES AND GUIDELINES AND STYLE SHEET] (b) copy editors check for accuracy and consistency of responses (c) result entry sent to Sam for entry to CMEO

#### 7 Finding Writers:

Committee asks that names of potential writers submitted to Manitoba group

#### 8. Search Mechanisms:

At present search engine finds information on Level One entries only. Committee agrees to have all levels indexed except bibliographic data. Sam reminds Committee that we now have 2000+ entries in CMEO and that at 3000 articles Alta Vista draws a \$5000.00 fee

#### 9. Site Management:

For the present Sam agrees to be responsible for data entry. But Committee recognizes that with the increase in volume of entries, will also come the need for more technical supervision beyond the time Sam has.

#### 10. Regarding Larger Analytical/Interpretive Articles:

Some of Ted's work in Vol 3 of Mennonite in Canada could serve such a purpose. Bruce Guenther might also be approached for such contributions.

#### 11. Finances:

11.1 We have \$3000.00 left in School Net Grant. In total, we have \$5000.00 in CMEO project budget for coming year. [FROM THOSE TWO SOURCES WE THUS HAVE \$8000.00]

11.2 It is noted that we have three sources of income:

\_ Gov't: : but we probably cannot go back to School Net for this project (Q: What do we need additional \$\$ for? A: While we are managing with volunteers at present, we need to anticipate increased supervisory demands.

Also if we want to speed up the process we will need paid help.)

\_ Corporate sponsors or foundations [AND INDIVIDUAL SPONSORS]

\_ MHSC budget

11.3 Agreed to recommend a budget of \$8000.00 to MHSC Board for coming year.

15. [12] Additional Reflections:

12.1 Committee expresses appreciation to Sam for the work he has done 11.2 [

12.2 12.2] For coming year Committee decides to proceed at present pace of data entry but then develop an enlarged plan for fast tracking.

12.3 Manitoba group is encouraged to post their minutes of the web.

12.4 Agreed that we will need an additional meeting this coming year

12. [13] Review of Assignments:

12.1 [13.1] Manitoba group to contact writers and experiment with one long contextual article from Vol 3 [OF MENNONITES IN CANADA]

12.2 [13.2] Ted offers to submit some biographical entries (about 500 words) from his work on NC [NW] Conference writing project.

12.3 [13.3] Site redesign : Deferred to next meeting. But Sam is authorized to work with a consultant to streamline web design.

12.4 [13.4] Vic Wiebe agrees to investigate Listserv setup for efficient communication among sub-committee members.

13. [14.] Presentation (Sub-Committee Report) [(CMEO EDITORIAL COMMITTEE)] to Board:

Bert will summarize our discussion. Board members can view site at their discretion

14. [15.]Other Business:

14.1 [15.1] Re cooperating with American and other Mennonite in building CMEO -- - we are open in principle to work cooperatively with American and other Mennonites but first need more time to formalize our own efforts. However, Ted Regehr notes that if we

want to produce a quality encyclopedia, in time we will have to extend [OUR CONTENT BEYOND JUST CANADIAN IN NATURE] beyond Canadian borders.

#### 15.2 Reviewing Membership of Committee:

Ken Reddig has resigned from this Committee. It is understood that Alf Redekop is Ken's replacement for the time being. The composition of CMEO sub-committee should be left as is. But additional members to be co-opted as needed

#### 15. [16.] Date of Next Meeting:

Tentatively set for Saturday, May 6, 2000. To be confirmed by chair.