**Date:** 11/10/2014

**Name of Section/Roundtable:** Description Section

**Officers:**

* Kira Dietz (Chair) 2013-2014
* J. Gordon Daines (Vice Chair) 2013-2014
* Patricia Retting (Secretary) 2012-2014
* Jennifer Meehan (Immediate Past Chair) 2013-2014
* Elizabeth Nielsen (Web Liaison) 2011-2014
* Olga Virakhovskaya (Newsletter editor) 2011-2014
* Jaime Margalotti (Member-at-Large) 2012-2014
* Audra Eagle Yun (Member-at-Large) 2013-2015
* Bill Landis (Council Liaison) 2011-2014

**Report from annual meeting:**

* Number of attendees: Around 40 people
* Election results:
  + Jennifer Mitchell (LSU), Vice Chair/Chair-Elect
  + Katrina Windon, Secretary
  + Tracy Jackson, Member-at-Large
* Appointments:
  + Javier Ruedas, Web Liaison
* Summary of meeting activities: See minutes available at: <http://www2.archivists.org/sites/all/files/Annual%20Meeting%20Minutes,%202014-8-14.pdf>

**Completed projects/activities:**

* The 2014 Description Expo: Vice Chair Gordon Daines worked hard to solicit projects, but we received no submissions this year.
* The section reviewed and endorsed proposals for the SAA 2014 annual meeting.
* The section published two issues of the newsletter *Descriptive Notes*:
  + Winter 2014: <http://www2.archivists.org/sites/all/files/winter14.pdf>
  + Summer 2014: <http://www2.archivists.org/sites/all/files/summ14.pdf>

**Ongoing projects/activities:**

**New projects/activities:**

Chair and Vice-Chair consulted with leadership of the ATART (now CMTRT) regarding their change in name, new goals, and new mission. CMTRT leaders wanted to make sure their new mission did not interfere or overlap too much with the mission of Description Section. We felt that their new mission, focused on collection management tools, would be an excellent complement to the section focus on larger description issues.

**2010-2013 Strategic Priority – Technology Initiatives:**

**2010-2013 Strategic Priority – Diversity Initiatives:**

**2010-2013 Strategic Priority – Advocacy/Public Awareness Initiatives:**

**Initiatives associated with the new 2013-2018 Strategic Plan:**

**Questions/concerns for Council attention:**

Respectfully submitted,

Kira A. Dietz

Chair for 2013-2014/Immediate Past Chair for 2014-2015

November 13, 2014