RAO Section Access to Electronic Records Working Group
Conference call, July 9, 2014
Attending: Amy Schindler, Rachael Dreyer, Mary Manning, Greg Kocken, Stacey Lavender

I. Welcome & Introductions
Rachael welcomed the working group's initial organizing members and the group introduced themselves.

II. Recruitment
- Suggestions
- Assignments
  -Write call for members announcement; ask volunteers for: name, institutional affiliation/student, why are they interested in the working group, & what part of the charge would they like to work on (initial research, bibliography, survey) (Amy & Rachael, within the week)
  -Avenues of promotion: Courtesy message to folks from 2013 RAO meeting who expressed an interest in the topic (Mary will share the list of names & Rachael will email this group first); RAO listserv (Rachael); SAA leaderlist (Mary); RAO's social media channels (Greg); annual meeting hot topic discussion (Greg)
  -Create page for the working group on the SAA microsite. Publish charge on the site before the announcements go out, so that we can link to the full charge. Add page for group to share documents with each other and the public. (Mary will communicate with Shaun, within the week)

III. Timeline
- Discussed general timeline, but there was agreement to allow the working group and the subgroups to discuss and finalize deliverable dates after membership is finalized. We will need to have much of our work completed by May 2015 to allow time for finalizing documents and producing a report for RAO's steering committee before the 2015 annual meeting. We anticipate recommendations for continuing and new related efforts will be included.
- Finalize membership after SAA
  -Self-nominations due August 29th; will finalize members by _____ (mid-September?)
- August 2014 - August 2015 Priorities (taken from the Working Group document)
  - The interconnectedness of these priority areas and the general need for strong communication by members to ensure high levels of productivity was discussed.
  - Priority: Conduct initial research & identify key areas for focus - bulk of work completed within 4-5 months
  - Priority: Compile bibliography - bulk of work completed within 4-6 months
  - Priority: Conduct survey - Completed after solid start to research & bibliography are available to the group
  - Likely defer to year 2: Develop best practices guide or resources - Is this too ambitious? We seem to expect that at the end of year one (August 2015) we will have recommendations for further work in year two, which could include future best practices guide or other resource.

- Stacey, Mary, and Greg will each take responsibility for one of the three priority areas (email preference(s) to group). Agreed that after the subgroups are formed each can revisit if there is someone else who would be a good leader or co-chair.