

Meeting Agenda and Minutes, 2017 September 7
Collection Management Tools Section

Present: Stephanie Bennett, Katie Howell, Rachel Mihalko, Lydia Tang, Carolyn Runyon, Jane Metters LaBarbara, Caitlin Wells

1. Introductions!
2. Updates
 - a. Annual report has been submitted
 - b. Audra Eagle Yun is our Council liaison for the year
3. Programming for the year
 - a. [Documentation Portal](#) and [Repository Profiles](#)
 - i. The Profiles scope/instructions may need an overhaul like what we did with the Portal last year
 - ii. Use Google docs rather than proprietary; Qualtrics is cool but GDrive materials are easier to share out
 - iii. Is there a way to upload forms via Google Forms? Carolyn investigated last year and no - include an email link at the bottom? Solicit some other way?
 - b. Member networking/directory, like the [AAC Section's directory](#) (but maybe not as fancy)
 - i. Also an opportunity to solicit people's info for the Profiles or Portal
 - ii. Could link out to separate forms or just include the questions for Profiles in the survey itself.
 - c. Improved CMT list communication: SB's goal is an email a month
 - i. Keep a list of questions to throw out to the list
 - ii. Update on our meetings, additions to the portal and profiles, etc
4. Next meeting: Thursday October 5, 3pm Eastern: maybe via email; definitely will come back together in November. Hold the space and let's see what is accomplished across September!
5. Tasks
 - a. Stephanie: create a Gdoc for listserv conversation/question ideas; send email asking for folks' choice of projects to work on; upload annual report to microsite; make sure everyone has access to the Drive.
 - b. Katie: check in with Lone Arrangers to see if they'd like to partner on a Twitter chat or other form of collaboration
 - c. Carolyn: share the Documentation Portal google form