

Meeting Agenda and Minutes, 2017 November 2 at 3pm Eastern

Collection Management Tools Section

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

-Updates:

1. [Documentation Portal](#): A form cannot replace an email - no way to attach things to a Google Form. Thanks to Carolyn for exploring! She will work on cleaning up the Documentation archive and we will accept submissions via email.
 - a. Personal goal to add to the Documentation Portal by the end of January 2018
 - b. Repository profiles from us all?? (I will never stop asking, sorreee)
2. Revisiting the [Repository Profiles](#): Maybe use Google docs or forms rather than proprietary. Easier to do than it is for the documentation portal do it.
 - a. Idea: have folks interview others and record, via Skype or in person? Would generate a lot more work, especially to make accessible, but could be fun. Would people listen?
 - b. Questions about scope of this work: how much? Make sure the questions make sense, explore new formats (form, or pilot suggestion above)
 - c. Interested in adding question about satisfaction with the tool.
3. Member networking/directory, like the [AAC Section's directory](#) (but not as fancy)
 - a. Also an opportunity to solicit people's info for the Profiles or Portal
 - b. Could link out to separate forms or just include the questions for Profiles in the survey itself.
 - c. [Draft is here](#).
4. Improved CMT list communication - Stephanie is on it
 - a. Send emails after meetings, once the minutes are online

-Annual meeting ideas: Never too early to start thinking...

- Ask people to brainstorm design ideas "the perfect CMT" or CMTs that haven't been invented?
- Have government archivists talk about their tools, constraints, working with homegrown, etc. Who grows NARA's tools?
- Always interested in hearing about reports, for any kind of tool
- Lightning talks make it dynamic, something for everyone
- Repository Profile interviews?

-Next meeting: Moving to every other month. Push back next one to accommodate vacation time/best life living. January 11 at 3pm. Calendar will be re-sent.