

MDOS Steering Committee Meeting Minutes

2023 May 9, 12:00 p.m. CT via Zoom

Agenda

1. Announcements/updates
 - o Education Coordinator position
2. Approval of April meeting minutes
3. Elections
4. Annual section meeting planning (**Thursday, June 15 11:00 am - 12:30 pm CT**)
5. Next steps on focus group
6. Next meeting

Attendance

Present

- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Cobourn, Alston (Member, 2023-2024)*
- Friedman-Shedlov, Lara (Co-Chair, 2021-2024)
- Johnson, Randi (Member, 2020-2023)
- Rosier, Julie (Web Liaison, 2022-2025)
- Serrao, Jessica (Incoming Co-Chair, 2022-2025)

*Minute-taker

Absent

- Diakonenko, Evgenia (Education Coordinator, 2022-2025)
- Shallcross, Mike (Immediate Past Co-chair, 2020-2023)
- Adolph, Bailey (Member, 2022-2023)
- Russano-Simpkins, Danielle (Member, 2022-2025)

Minutes

1. Announcements/updates
 - a. Evgenia has resigned as Education Coordinator. Discussion of refilling this position. Intend to add the rest of her term to call for candidates we recently sent out. Discussion of the Education Coordinator role. Need to review all of our steering committee positions and their descriptions.
2. Elections

- a. Call for candidates has been sent out (form). Deadline to reply is May 26th. Next step will be to get candidate bios assembled and posted. SAA has requested the ballot info by June 1. We may need to contact possible volunteers directly.
- b. Open positions:
 - i. Incoming/junior co-chair
 - ii. Social Media Coordinator
 - iii. Two regular members
- c. Lara encouraged current committee members to go up for co-chair if they're interested. Max of 6 consecutive years can be served on the committee.
3. April meeting minutes approved. Julie will post to microsite.
4. Annual section meeting planning (Planning doc)
 - a. We have three volunteers to introduce the breakout session topics.
 - b. Brainstormed a description for the Event listing. Discussed content of business meeting agenda; identified secondary facilitator/note taker for each breakout section.
 - c. Publicity - The meeting should be advertised on both the microsite, MDOS listserv, and social media once the description is added to the event listing.
5. Next steps on focus group
 - a. Figure out what our next steps are with analysis. The synthesized lists of themes need to be reviewed and combined. Jessica will give an update on the focus group work at the annual business meeting, and ask if any members are interested in helping with the data analysis. She'll share the draft with the committee for feedback.
6. Next meeting
 - a. Do we need June 13th for any last minute logistics? What about July 11th? Will cancel the June meeting and instead have time 30 mins before the annual meeting to touch base for those who need it. The next full meeting will be July 11, 1:00-2:00 ET. Lara will be out so Jessica will preside. This will be the last meeting before members roll off.

Action Items

1. Lara will investigate adding the Education Coordinator position to the call for candidates or if it needs to be a special election or appointment.
2. Lara is drafting business meeting agenda and meeting description for the registration page
 - a. Steering committee members should reply to Lara's emails and provide feedback
3. Jessica will draft a focus group report for the business meeting and ask for steering committee member input.

Supplemental Materials

- Focus Group review materials (links to notes, transcripts, and summaries)