

# MDOS Steering Committee Meeting Minutes

2023 July 11, 1:00-2:00 p.m. ET via Zoom

## Agenda

1. Announcements/updates
2. Approval of May meeting minutes
3. Annual meeting recap
4. Election update
5. Steering Committee member transition
6. Focus group data analysis
7. Next meeting

## Attendance

### Present

- Adolph, Bailey (Member, 2022-2023)
- Cobourn, Alston (Member, 2023-2024)
- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Rosier, Julie (Web Liaison, 2022-2025)\*
- Serrao, Jessica (Incoming Co-Chair, 2022-2025)
- Shallcross, Mike (Immediate Past Co-chair, 2020-2023)

\*Minute-taker

### Absent

- Friedman-Shedlov, Lara (Co-Chair, 2021-2024)
- Johnson, Randi (Member, 2020-2023)
- Russano-Simpkins, Danielle (Member, 2022-2025)

## Minutes

1. Announcements/updates
2. Approval of May meeting minutes
  - a. Approved. Julie will post to the microsite
3. Annual meeting recap
  - a. Debrief - Any follow ups, next steps, what to improve on for next year?

- i. Jamboards didn't get too much use. As discussions got going the jamboards didn't seem like they were needed. Successful conversation more than the Jamboard's utility.
    - ii. Mass digitization group didn't have as many participants that had direct experience, but the conversation went in a more theoretical conversation
    - iii. How many people attended? Last year seemed like more but was about 50; this year was also about 50.
    - iv. Scheduling issue. They seem so spread out. Wish they were closer to the actual annual meeting. Lost in the shuffle of day-to-day life. Assume it's just not our group that had lower attendance.
- 4. Election update
  - a. Ballots opened June 26. They remain open for three weeks and close July 17. We should know the results by July 24.
    - i. Once we know the results, Julie will put out a notice on the website (news item) and by email. Jessica will work on getting them added to the listserv.
- 5. Steering Committee member transition
  - a. Thank you to Mike, Bailey, Christy, and Randi for your service on MDOS and all you've done to support us and our membership. Members will roll off following the SAA annual meeting July 26-29 and new members will join us in August.
  - b. Succession plan for documents, projects, etc. (see MDOS' Email and Social Media Account Guidelines)
    - i. For members rolling off, please review files in the MDOS Google Drive and transfer ownership to MDOS for any files created under your personal or work accounts (see instructions).
      - 1. Are there other places that information is stored?
        - a. Twitter password needed. Christy will provide that to the incoming person.
        - b. Change the Google account password? Jessica will look into that and share it with Julie and Chairs if it changes.
    - ii. Jessica will create a new 2023-2024 folder for the upcoming year and get new members set up to access Drive.
      - 1. Jessica will create a new folder for 2024.
- 6. Focus group data analysis
  - a. One of the members from the annual meeting wanted to be involved. Once we have the new members to the steering committee we can see if we have folks that are interested in joining the subcommittee.
- 7. Next meeting
  - a. Maybe early Sept? After the new members come onboard, there will probably be a poll to figure out scheduling of the Sept meeting.

## Action Items

- 1. Look through the Google Docs to help transition.