

MDOS Steering Committee Meeting Minutes

2023 October 16, 12:00-1:00 p.m. CT

Agenda

1. Announcements/updates
 - a. Welcome new members!
2. Approval of July meeting minutes
3. Review of current projects
4. Plan for upcoming year
5. Set recurring meeting time

Attendance

Present

- Cobourn, Alston (Member, 2023-2024)
- Friedman-Shedlov, Lara (Immediate Past Chair, 2023-2024)
- Lambert, Warren (Member, 2023-2026)
- Larson, Julia (Member, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Serrao, Jessica (Co-Chair, 2022-2025)*

*Minute-taker

Absent

- Friedman, Marissa (Social Media Coordinator, 2023-2026)
- Rosier, Julie (Web Liaison, 2022-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

Minutes

1. Announcements/updates
 - a. Welcome new members!
 - i. Marissa Friedman, Social Media Coordinator
 - ii. Warren Lambert, Steering Committee Member
 - iii. Julia Larson, Steering Committee Member
 - iv. Jaime Margalotti, Incoming Co-Chair
 - v. Elizabeth Wilkinson, Education Coordinator (completing Evgenia's term)

2. Approval of July meeting minutes
 - a. Lara made a small update to add attendance numbers for the 2022 and 2023 annual meetings.
 - b. Minutes are approved as amended.
3. Review of current projects
 - a. Re-Envisioning MDOS
 - i. The committee discussed next steps for analyzing the focus group data. It was decided to create a small subgroup that will draw up a plan of action for how to analyze the data in a way that involves all committee members. They'll bring this plan back to the committee in November and help parse out the work. This approach will lessen the heavy workload by involving everyone.
 - ii. Jaime, Warren, and Jessica volunteered to create the plan of action. Jessica will set up a planning meeting before the next steering committee meeting.
4. Plan for upcoming year
 - a. Education and outreach opportunities
 - i. [MDOS Newsletter](#)
 1. The committee discussed what its purpose is and how it was formatted this past year. The format is flexible and there isn't yet a set process to follow. The committee's vision is to use this as an outreach tool to involve membership and communicate resources in a format that is consistent and timely.
 2. This was previously handled by the Education Coordinator but it could also involve the Social Media Coordinator. It was decided to table this for the next meeting to get Elizabeth and Marissa's input.
 - ii. [Educational resources page](#)
 1. A member asked whether we can access web analytics to see how often this page is used and what content is clicked on. This could answer the question of whether members realize it's a resource (and if we need to market it better or nix the project) and if this is useful for people.
 2. Ask Web Liaison Julie to connect with the SAA web manager about this.
 3. This page could be a great opportunity to involve section membership and crowdsource ideas in a working meeting where we add resources together. The committee will discuss this more at the next meeting to get Elizabeth's input.
 - b. Update documentation
 - i. [Section leadership handbook](#)
 1. The section doesn't currently have an updated handbook for steering committee members. The previous version is from 2012 when it was still a roundtable. This could be beneficial to update this year and provide better guidance for committee members.

2. Does SAA have guidelines on how to format or manage these? Folks attending the leadership orientation meeting will ask about any guidelines on this and whether other sections have a handbook, and then bring answers back to the steering committee. Jessica will reach out to our Council Liaison, Lydia Tang, to ask about this.
3. There is a [guide for SAA leaders](#) which is more general. How will a section handbook overlap or complement this?
4. Lara is interested in helping with this. She will poke around other section websites to see what they have posted.
- ii. Email and Social Media Account Guidelines
 1. This is our most recent guideline document but only covers email and social media. This could also use some updating this year.
5. Set recurring meeting time
 - a. Third Mondays, 12:00-1:00 CT, do not work for all. Jessica will create a Google form survey and share out to pin down a recurring meeting time.

Action Items

1. Jaime, Warren, and Jessica - meet to create a plan of action to analyze focus group data.
2. Jessica - set up a meeting to create the plan of action before the next steering committee meeting. Reach out to Council Liaison, Lydia Tang, to ask for guidance on section handbooks. Create and share a Google form survey to determine a recurring meeting time.
3. Julie - connect with SAA microsite support to ask if we have access to web analytics on our microsite, specifically the [Educational resources page](#).
4. Folks attending the leadership orientation meeting this month - ask about any guidelines on creating section handbooks, whether other sections have one, and bring answers back to the steering committee.
5. Lara - search other section websites to see if they have handbooks.