

# MDOS Steering Committee Meeting Minutes

2023 November 16, 2:00-3:00 p.m. EDT

## Agenda

1. Announcements/updates
2. Approval of October meeting minutes
3. Education and outreach opportunities (tabled from October)
  - a. [MDOS Newsletter](#)
  - b. [Educational resources page](#)
4. [Section leadership handbook](#) updates
5. Re-Envisioning MDOS next steps
6. Next meeting

## Attendance

### Present

- Cobourn, Alston (Member, 2023-2024)
- Larson, Julia (Member, 2023-2026)\*
- Serrao, Jessica (Co-Chair, 2022-2025)
- Tang, Lydia (Council Liaison, 2022-2024)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

\*Minute-taker

### Absent

- Friedman, Marissa (Social Media Coordinator, 2023-2026)
- Friedman-Shedlov, Lara (Immediate Past Chair, 2023-2024)
- Lambert, Warren (Member, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Rosier, Julie (Web Liaison, 2022-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)

## Minutes

1. Announcements/updates- none
2. Approval of October meeting minutes - approved, Julie to post on site
3. Education and outreach opportunities (tabled from October)
  - a. [MDOS Newsletter](#)

- i. The committee tabled this from the last meeting to get Elizabeth and Marissa's input.
    - ii. Possible monthly newsletter, check with Marissa about frequency
  - b. [Educational resources page](#)
    - i. The committee tabled this from the last meeting to get Elizabeth's input.
    - ii. Elizabeth will check for broken links on resource page
    - iii. Web analytics update - Jaime contacted Director Osafo about this. Not sure if she's heard back. Lydia suggested contacting Cherie Newell at SAA cnewell@archivists.org.
- 4. [Section leadership handbook](#) updates
  - a. Input from council liaison, Lydia Tang
    - i. Lydia replied to Jessica via email. She doesn't believe that SAA sections have a formal, standardized handbook template. Other sections are also looking to revise their internal documentation, so it might be worth asking on the SAA Leader List to see if sections would be willing to share and compare documentation.
  - b. Input from leadership orientation
  - c. Lara provided an update via email. She did some research and could not find another section that has a section leadership handbook to use as an example. She's in favor of updating ours, and is happy to help with that.
- 5. Re-Envisioning MDOS next steps
  - a. Plan of action, how members can get involved
  - b. Thematic Analysis spreadsheet
  - c. Sign-up sheet
- 6. Next meeting, Monday, December 18, 3:00-4:00 ET
  - a. Marissa will be next to take minutes.

## Action Items

1. Jaime - Contact Cherie Newell about web analytics
2. Elizabeth - Check for broken links on resources page
3. Lara - touch base with Leaders List on how sections are creating handbooks and for examples
4. Steering Committee members - Sign up for focus group analysis
5. Jessica - Send follow-up email to the steering committee for input and discussion on today's meeting topics since not many members could attend.