# MDOS Steering Committee Meeting Minutes

2024 March 21, 2:00-3:00 p.m. ET

# Agenda

1. Announcements/updates
   a. SAA Section Health Assessment Report
   b. Follow up on joint meeting with Electronic Records Section
2. Approval of February meeting minutes
3. Annual elections and filling Web Liaison position
4. Review MDOS Leadership Handbook - DRAFT2 - outline - 2024
5. Next meeting

# 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)
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Serrao, Jessica (Co-Chair, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

*Minute-taker

## Absent

- Friedman, Marissa (Social Media Coordinator, 2023-2026)

# Minutes

1. Announcements/updates
   a. SAA Section Health Assessment Report
      i. MDOS will continue to be a section! Some data from the [SAA Section Health Assessment Report](#) may be beneficial to include in our Re-Envisioning MDOS results report.
   b. Follow up on joint meeting with Electronic Records Section
      i. Jessica emailed Brenna and Tyler back about our interest.

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ii.     Next steps - kick-off planning meeting with co-leaders of both sections.
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1. Ideas from the floor for Jaime and Jessica to bring to the meeting?
    a. Jaime commented that we need to make sure we are clear about the schedule of events since section meetings are now online and held over a long period of time. Lara said last year SAA emailed a calendar and had the sections choose their time slots and a form for adding detailed information about the meeting, and they set up the platform link. Should be emailed to leaders listserv.
    b. Idea that we can help promote the full calendar of section meetings to help with the fact that they are so spread out.
    c. We should try to schedule our section meeting for a time slot that is after our section election closes if possible.
    d. Jaime asked- Do we still have a responsibility to sponsor sessions? Jessica said it would be possible to have us submit a group proposal next year during the regular session proposal process, but no we don't really have a responsibility to do so.

iii.     Will need to submit annual meeting info to SAA once that call is posted.

iv.     Is anyone interested in serving on a planning sub-committee?
1. Elizabeth, Danielle, and Lara said they are.

2. Approval of February meeting minutes
    a. Minutes were approved
3. Filling Web Liaison position
    a. Emailed Council Liaison, Lydia Tang, about resignation and next steps. Jaime is going to fill this role in the meantime.
    b. Lydia said it is ok to put out a call for a volunteer; it is not an election. Suggestion that we put together a rubric to use if we have more than 1 volunteer, and ask for a statement of interest.
    c. We reviewed and approved the "Draft recruitment message for Web Liaison interim member." Jessica will post it to the section listserv later today.
4. Revisions to MDOS Standing Rules
    a. Discussion of revisions to roles in our bylaws: Create one communications position that could do website and social media; roll social media coordinator and web liaison position into one and then rename it as Communications Liaison. We need to have our proposed revisions approved by the Council before May 1. We will get the revisions to them April 16.
    b. Discussion of whether we need to have a specific education coordinator role. Could shift to program coordinator that takes lead on event planning. If we define it as a role in our standing rules, then we are required to fill it. As we combine, remove positions, do we want to lessen our number of members or do we just want to replace them with "regular steering committee" roles. Suggestion to broaden the description of the role of the regular steering committee. Another suggestion was that defining them more might help new volunteers understand

their responsibilities better. Membership has said they want more programming so specifying that role would make sense. We decided to assign and define roles in the handbook and not in the standing rules, so it would provide helpful guidance but not as binding.

    c. Danielle is interested in helping with programming. She's going to review the Re-Envisioning MDOS focus group transcripts for programming ideas.

    d. We reviewed and edited the section's mission statement.

    e. **We will have an additional meeting before the next scheduled April meeting** to continue the standing rules revisions. Jessica will send out a Doodle poll to schedule.

5. Review "MDOS Leadership Handbook - DRAFT2 - outline - 2024" - this was tabled for the next meeting.

6. Elizabeth sent out a survey about the Educational Resources Page to the section listserv today. Survey deadline is June 3. She also asked for people to send programming suggestions.

7. Next meeting, Monday, April 22, 3-4 PM ET

    a. Minute taker Danielle Russano-Simpkins

# Action Items

- Jaime and Jessica to attend kick-off planning meeting with ERS co-leaders to start planning annual meeting
- Jessica to post call for Web Liaison interim member to the section listserv later today
- Finalize proposed standing rules revisions at additional meeting (Jessica to send out scheduling poll).
  - Get approved by Council before May 1. Jessica will send revisions to them around April 16.
- Danielle to review Re-Envisioning MDOS focus group transcripts for programming ideas