

# MDOS Steering Committee Meeting Minutes

2024 April 22, 3:00-4:00 p.m. EDT

## Agenda

1. Approval of March meeting minutes
2. Announcements/updates
  - a. Web Liaison appointment
  - b. Marissa's new position and MDOS resignation
  - c. Standing rules revisions
3. Annual elections
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)
- Serrao, Jessica (Co-Chair, 2022-2025)\*
- Tang, Lydia (Council Liaison)

\*Minute-taker

### Absent

- Lambert, Warren (Member, 2023-2026)
- Larson, Julia (Member, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Russano-Simpkins, Danielle (Member, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)
- Vacant, Web Liaison
- Vacant, Social Media Coordinator

## Minutes

1. Approval of March meeting minutes
  - a. Minutes approved
  - b. Jessica will send message to Jaime to post on microsite.
2. Announcements/updates

- a. Web Liaison appointment
  - i. 1 Volunteer submitted a statement of interest (see Supplemental Materials below - *NOTE: Redacted*)
  - ii. The three members present approved. The remaining Steering Committee members will need to weigh in on the decision. It was decided to table this until we receive input from SAA Governance on how to proceed with elections and standing rules changes (see 2.b. and 3. of minutes below)
- b. Marissa's MDOS resignation
  - i. Marissa has submitted her resignation from MDOS as the Social Media Coordinator (term 2023-2026). Her new job does not intersect with this area as much and her organization is not as supportive of extracurricular work like her previous institution. This role will need to be filled, either by a call for volunteers on the listserv (like we did with the Web Liaison vacancy) or added to our upcoming ballot.
  - ii. We discussed that the Social Media Coordinator and Web Liaison positions may be turned into the Communications Liaison position with the upcoming standing rule revisions.
    - 1. How will these two appointed positions be handled if that gets approved?
    - 2. Can the Web Liaison volunteer fill the new Communications Liaison role if they're meant to fill a remaining vacant term, or will it require a new election?
    - 3. Lydia recommended we add verbiage to the ballot stating that, if this referendum passes, the election results will be interpreted through our revised standing rules. Make it clear what will occur with each position and how the terms will map.
    - 4. Lydia suggests we reach out to SAA governance, [saagovernance@archivists.org](mailto:saagovernance@archivists.org)
      - a. Question to ask - Is there a way to fast track the votes for the referendum so it's prior to elections?
    - 5. Our ideal situation - fast track referendum so we can elect for the new positions.
- c. Lydia initiated a discussion of merging this section with the Electronic Records Section. This could also affect future elections. Would this be a good merger?
  - i. This would be at least a year long process and not immediate and needs to follow the [SAA Guidelines for Merging, Transitioning and Sunsetting](#). We discussed how this suggestion came as a bit of a surprise, and that our plans were to move forward as a separate section since the Re-Envisioning MDOS feedback leaned toward the importance of having this as a separate group. The feedback was from a small subgroup of membership, though, and may not reflect a consensus, and we do still see many overlaps with the group. We'd be open to further discussing the merge as a brainstorming of ideas with the respective merging section,

and only if our sections' interests were incorporated (ie. representing all digital objects whether born-digital or digitized). We could meet with ERS leaders and determine a scope that meets the vision of both groups moving forward.

1. Lydia shared the section health assessment spreadsheet where she tracked governance requirements for her sections. She had positive input for MDOS and our activeness as a section.
2. Can join the Council meeting when the Section Health Assessment Working Group (SHAWG) post-mortem report is provided. SHAWG will be looking for 4 additional volunteers. If you're interested, reach out to Lydia.
  - a. SAA wants more connection, less process! Are the number of sections hindering this? We further discussed ways SAA could be more nimble in creating groups, such as the ease in which DLF can create working groups, which don't require paid membership. SAA already has working groups defined differently as appointed, but could redefine or find a new term for more nimble groups.
- d. Standing rules revisions
  - i. These have been reviewed by Lydia, and Jessica emailed them to the Chief Executive Officer and Assistant Director of Governance today for final review and green light to create the referendum.
3. Annual elections - [Section Election Guide](#)
  - a. Jessica prepared a draft Call for Candidates for upcoming vacancies based on last year's call
    - i. Currently includes 1 Co-Chair and 1 Steering Committee Member
      1. Add Social Media Coordinator remaining term or as a regular steering committee member?
      2. This may change depending on how we need to handle the two resigned positions that may roll into the Communications Liaison.
  - b. Determine direct recruiting strategy
    - i. SAA recommends we develop a list of strong individuals we'd like to have run in the election and have steering committee members contact them directly about volunteering.
    - ii. We can use the SAA Connect membership list to find names. We can search by name and company, but results only show up to 200 members. Lydia recommended we reach out to Carlos. He may be able to help pull a report of membership for us to use.
    - iii. Other strategies - review who is active in the discussion feed. Reach out to the SNAP section to find new folks. There were one or two focus group participants we direct recruited last year that couldn't volunteer at that time but may be interested in the future.
4. Review MDOS Leadership Handbook - DRAFT2 - outline - 2024

5. Next meeting, currently scheduled for Monday, May 27, 3:00-4:00 PM ET. Need to reschedule due to this being Memorial Day.
  - a. Minute taker Elizabeth Wilkinson

## Action Items

- Jessica - send message to Jaime to post March minutes on microsite
- Jessica - determine next steps for elections with SAA staff
- All members - help direct recruit election candidates