

MDOS Steering Committee Meeting Minutes

2024 May 31, 3:00-4:00 p.m. EDT

Agenda

1. Approval of April meeting minutes
2. Annual elections and appointment
 - a. Web Liaison appointment
 - b. Special referendum election
 - c. Finalize candidate ballot
3. Joint annual meeting with ERS
4. Exploration of MDOS/ERS merger idea
5. Announcements/updates
6. 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 (Junior Co-Chair, 2023-2026)
- Serrao, Jessica (Senior Co-Chair, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)*

*Minute-taker

Absent

- Vacant (Social Media Coordinator, 2023-2026)
- Vacant (Web Liaison, 2024-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)

Minutes

1. Approval of April meeting minutes
 - a. Approved; Jaime will post on microsite
2. Appointment and annual elections
 - a. Web Liaison appointment

- i. Four additional steering committee members approved the candidate via email. This shows seven of the current eight members are in support. The standing rules don't require a unanimous vote, simply that the Steering Committee and Chairs select an interim member. Jessica will talk with Wendy about her appointment.
 - b. Special referendum election
 - i. A ballot is out now as a special election for members to vote on the standing rules changes. Hannah will provide those results to us by the end of today.
 - 1. If it passes, we decided to post the election ballot with the new configuration of positions under the new standing rules.
 - c. Finalize candidate ballot
 - i. We have 3 candidates for regular steering committee member, 1 candidate for the Social Media Coordinator, and no candidates for the co-chair position.
 - 1. Emails will be sent to the nominees for steering committee member to see if they are interested in running for Co-Chair instead. If needed, we will ask Hannah for an extension until we can post a full slate of candidates.
- 3. Joint annual meeting with ERS
 - a. Update on the subcommittee's activities.
 - b. Format will likely be a brief business meeting from each section and a council update, and then a burning digital records question session.
 - c. Draft participant guide and Q&A Padlet
 - i. Padlet has turned out to be an excellent tool for this format
 - ii. Volunteers will be needed to read out questions, enter verbal questions into Padlet, add hashtag questions so items can be searched by topic.
- 4. Exploration of MDOS/ERS merger idea
 - a. Jessica stated that our section is not in danger of being dissolved. Lydia mentioned that there were some overlaps between MDOS and ERS which is why she suggested we explore a possible merger.
 - i. Suggested next steps
 - 1. Further review of focus group data to determine needs and interests of our membership
 - 2. Create a summary of the focus group feedback to share at the annual section meeting, then request section feedback at a later date
 - a. Several steering committee members volunteered to assist. Jessica will send out a scheduling poll.
- 5. Announcements/updates
 - a. Lara will be part of a presentation at SAA "Using Technology to Improve Access" scheduled for Friday, August 16, at 11:15 am CT (in-person only). Lara will also be speaking at the *Best Practices Exchange (Un)Conference* later this month.

- b. Several steering committee members will be attending SAA in-person. Let's plan a meet-up!
 - c. Jaime has posted all past meeting minutes on the microsite. We decided to create a "parking lot" space in the meeting minutes for on-going projects and updates.
6. Next meeting
- a. Next meeting is scheduled for Monday, June 24, 2:30-3:30 PM ET.
 - i. Minute taker Alston Cobourn

Action Items

1. Jessica - Email Wendy to offer appointment as Web Liaison
2. Jessica - Send out a scheduling poll for June meeting to review focus group data