

MDOS Steering Committee Meeting Minutes

2024 July 02, 3:30-4:30 p.m. EDT

Agenda

1. Announcements/updates
 - a. Welcome Wendy Guerra as Web Liaison!
 - b. Update on Re-Envisioning MDOS data analysis
2. Approval of May meeting minutes
3. Special referendum election and ballot update
4. Joint annual meeting with ERS update
5. Review MDOS Leadership Handbook draft
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)
- Serrao, Jessica (Co-Chair, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

*Minute-taker

Absent

- Vacant (Social Media Coordinator, 2023-2026)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Guerra, Wendy (Web Liaison, 2024-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)

Minutes

1. Announcements/updates
 - a. Welcome Wendy Guerra as Web Liaison!
 - i. Wendy was offered and accepted the position. Thank you, Wendy!
 - b. Update on Re-Envisioning MDOS data analysis

- i. Alston, Lara, Warren, Julia, Elizabeth and Jessica met last Thursday (June 27) to come up with a new plan for assessing the results of the focus groups. They outlined a new Data Analysis Plan and will each be creating a summary of topics and ideas in the Focus Group Topic Summaries document on Google Drive.
2. Approval of May meeting minutes
 - a. Minutes were approved
3. Special referendum election and ballot update
 - a. The fast-tracked referendum on the Standing Rules revisions passed. All members who voted approved of the changes.
 - b. We moved forward with the newly defined positions on the election ballot. Thank you to everyone for contacting folks and encouraging them to go up for co-chair. That helped us fill out a full slate of candidates. Jessica submitted the ballot to SAA Governance on June 4.
 - c. Jessica has sent the ballot out to the section through SAA Connect and scheduled multiple reminders.
4. Joint annual meeting with ERS update
 - a. [Participant guide](#) and [Burning Questions Padlet](#) are finalized
 - b. Looking for volunteers to help the day-of during discussion.
 - i. Need two volunteers to add topical hashtags to the comments- Alston and Warren
5. Review MDOS Leadership Handbook draft-
 - a. starting fresh, listing roles and tasks, timelines for the year,
 - b. will link to Email and Social Media Account Guidelines but will keep this as a separate document so we can better control who has access to the passwords
6. Next meeting is scheduled for Thursday, July 25, 2:00-3:00 PM ET.
 - a. Minute taker Lara Friedman-Shedlov

Action Items

- Work on leadership handbook
 - Lara will work on Roles and Election calendar sections
 - Jessica will work on Communications
 - Warren- annual meeting procedures
 - Alston- special projects/other activities section
 - Elizabeth- References and resources
 - Appendices- we will look it over at the end

Parking Lot

1. Updating Email and Social Media Account Guidelines
2. [MDOS Newsletter](#)
3. Microsite updates
 - a. [Educational Resources page](#)
 - i. Member survey results (Elizabeth)

- b. [Metadata Samples page](#)
 - i. Form for submissions (Jaime)