

# MDOS Steering Committee Meeting Minutes

2024 July 25, 2:00-3:00 p.m. EDT

## Agenda

1. Announcements/updates
2. Approval of July 2 meeting minutes
3. Election Results
4. Re-Envisioning MDOS data analysis
5. 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)
- Margalotti, Jaime (Incoming Co-Chair, 2023-2026)
- Guerra, Wendy (Web Liaison, 2024-2025)
- Serrao, Jessica (Co-Chair, 2022-2025)
- Wilkinson, Elizabeth (Education Coordinator, 2023-2025)

\*Minute-taker

### Absent

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

## Minutes

1. Announcements/updates
  - a. This is our last meeting of the year before the annual meeting and Jaime taking over as senior co-chair
  - b. Welcome to the steering committee, Wendy Guerra
2. Approval of July 2 meeting minutes
  - a. Approved. Wendy will put on the micro-site.
3. Election Results (see results doc in 2024 MDOS Elections folder)

- a. Steering committee to interpret the results and determine how and when to communicate results to winners and members.
    - i. Laura Drake Davis will be the new junior-co-chair, Tomeka Jackson will be communications liaison, and Nashieli Marcano is the new steering committee member.
    - ii. Jessica will send emails to individual candidates (including those who were not successful, encouraging them to stay involved and consider running again in the future) and post an announcement to SAA Connect with the results (draft available). Also post to microsite? We haven't done so since 2016. Is this something we'd like to do?
      - Yes, we will add to microsite because it a) is scraped for web archiving, and b) there's no other publicly accessible way for people to see the SC members (the roster requires a login)
    - iii. The vote on the new standing rules was (accidentally) included in the ballot even though we had already voted on and approved them. At least one voter commented that there was no link to what they were voting to approve! The notice to the membership will include an explanation about that and a link to the revised rules that were approved.
    - iv. Other records in our Google Drive that are part of the records retention schedule should be downloaded and transferred to the SAA Archives.
      - It's in the [SAA Leadership Handbook](#) (see [also here](#)). Should maybe be added to our section handbook
  - b. Jessica will email SAA Governance to update the group's roster, discussion lists, and microsite permissions.
4. Re-Envisioning MDOS data analysis
    - a. Update on progress in the Focus Group Topic Summaries (Alston, Lara, Warren, Julia, Elizabeth)
      - i. Warren is still working on the "future" section
      - ii. Inclusivity and equity section
        - Lara has drafted a summary
        - There's a suggestion to offer honoraria to pay speakers from marginalized groups for their time
          - We can apply to the SAA Foundation or for special funding through the SAA Council.
          - It has historically been a difficult thing to get approved because some people feel it's not equitable to pay honoraria to some and not all people.
          - Maybe mention the above as a barrier in a "next steps" section in our report so people know we aren't just ignoring suggestions.
    - b. Jessica will draft a report summary
      - i. Each person who was assigned to each section should create a summary statement of one or two sentences, boiling down what was found for each

- section by **MONDAY, July 29**. Jessica will use these to report out at the annual meeting.
- ii. We will prepare a final report later with additional details.
  - c. Lydia encourages folks to apply to be part of the Section Assessment Health Working Group when the application process opens soon.
5. MDOS Leadership Handbook draft
- a. We reviewed some of the changes suggested so far in the “roles” and “overview of steering committee activities” sections.
  - b. Other sections are still being worked on.
  - c. Considered where to put the records retention schedule info
    - i. We will add to role of the past co-chair, as one of their first duties when they become past co-chair (i.e. in conjunction with deadline for the annual report in September).
    - ii. Need to add more details on what records we would typically preserve and procedures in a separate records management section (“archiving section material”)
  - d. Link to or fold in guidelines on Google Drive and/or social media?
    - i. Link to documents with passwords, rather than combining them in
6. Next meeting is the joint annual meeting with ERS next Thursday, August 1, 2:00-3:30 ET. Meetings after August will be scheduled by Jaime, the incoming senior co-chair, with the newly elected members.

## Action Items

- **Jessica** will send emails to individual steering committee election candidates (including those who were not successful, encouraging them to stay involved and consider running again in the future)
- **Jessica** will send an email announcement about election results to section membership via SAA Connect, including an explanation/reminder about and link to the revisions to standing rules.
- **Wendy** will add a post about election results to the microsite.
- **Jessica** will email SAA Governance to update group’s roster, discussion lists, and microsite permissions.
- **Lara, Julia, Alston, Warren, Elizabeth**: Each person who was assigned to a focus group section should create a summary statement of one or two sentences, boiling down what was found for each section by **MONDAY, July 29**
- **Jessica, Jaime, Warren, Lara, Elizabeth** will continue to work on updating their assigned sections of the section handbook.

# 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)