April RMRT Steering Committee
April 14, 2016 at 2pm Eastern
To connect to the web conference:https://www.connectmeeting.att.com
Meeting Number: 888-331-6674
Code: 4809076

Just phone:888-331-6674
Code: 4809076

Attendees: Beth, Christie, Hillary, Courtney, Lorette

Agenda/Notes:
1. Administrivia - Let Helen know if you have any issues for Council. Helen will be transitioning off the Council and would like to pass on any information or concerns to the next person.

2. Elections - Please let Beth know if you would like to continue on for next year. The bylaws allow the steering committee to determine who will continue on during the transitional period. The Steering Committee terms are three years according to the bylaws. We will most likely seek someone to run for Vice Chair.

3. Annual Meeting - Michelle Bradley
    a. Attending: Hillary, Brad, Alex, Courtney (maybe), Beth (maybe)
    b. Looking at finding an additional speaker to possibly talk about the records continuum.
    c. Beth will clarify with Michelle on her topic.
    d. Beth asked Atlanta ARMA chapter for speaker suggestions.

4. Blog schedule -
   https://docs.google.com/spreadsheets/d/1IcxQRGLRSjaIaKcBU6d_laSR9E2_-62ZkL0JiEMLjyQ/edit#gid=0
    a. Reviewed upcoming weeks
    b. Send Christie any potential people to interview for the blog
        i. Fred Grevin fgrevin@EDC.NYC
        ii. Chief Records Officer - once new person is on board
    c. Archiving Personal Health Records series-Lorette Weldon
    d. Blog articles will be newsletter abstracts and links for our newsletter-Lorette
    e. Alex - series on research data management. Coordinating a series of 3-4 posts for May.

5. Status of existing projects - Subcommittee
    a. Student Liaison/Outreach: Eira will provide an update.
        i. Have heard from CSU-Sacramento and SJSU who are interested in having a joint meeting in which an in-person speaker would be livestreamed. In-person speaker is preferable, but if we can't find one I can do an online talk with the groups.
        ii. Other groups I am in the process of contacting (slowly, don't want to get overwhelmed with trying to line up/keep track of speakers): https://docs.google.com/spreadsheets/d/1DWTBf1eZqW3McBx2oqvx2-YdUe1IPBSv-4sG1T2mgUI/edit#gid=0
    b. RM Bibliography in Zotero. The Zotero Group is called SAARMRT password is Rmrt2016$

       i.   Update on entering resources into Zotero ([spreadsheet with resources](#)).
      ii.   23 categories now. Should we add new categories? Or change existing categories?
    iii.   Eira to help with Zotero and data cleanup. Courtney and Nick.
    iv.   Are there other SAA groups with Zotero accounts?
     v.   Criteria for removal:
          1.   Not available
          2.   Articles are indirectly related to RM
    vi.   Individuals go through and add those they think are good. If questionable, highlight and we will revisit.

c. Hangouts - Current suggestions for Hangouts.
       i.   ePADD Hangout - Scheduled for May 4. Beth and Christie will be hosting.
      ii.   Eira - hangout with the appraisal RT.
    iii.   Alex, Hillary SAA Session proposal - June/July??
    iv.   Brad Houston,Geof Huth, Ann Marie Pryzbyla, submitted our "You may already be an RM" session
     v.   Open Source Tools for RM - anyone using the tools? No responses to the call Beth put out.
    vi.   NARA session on federal records laws - Here is what you need to know for archivists - with Issues and Advocacy RT - Beth will coordinate with NARA folks. Plan for July.

d. Education
       i.   No update. From Brad: We will revisit in May.

e. Other professional organizations Liaison - ARMA/AIIM/NAGARA
       i.   No update.

f. New project brainstorm
       i.   No update.