

December RMRT Steering Committee  
December 9, 2014 at 2pm EST  
Google Hangout

**Agenda:**

1. Administrivia
  - a. Annual report--was it supposed to have already happened?
    - i. Helen: we still have time to submit it before the SAA Council meeting. Can submit it to Helen directly, asap.
    - ii. We have Brad's from last year. Beth to put something together and send to group for comment
  - b. Is there anything else like the annual report we should have known about and/or submitted already?
    - i. need to look at the leadership manual for anything else.
2. Bylaws changes - Sent to SAA. Waiting for posting
  - a. as of mid-November, by-laws changes are in to Nancy and Matt at SAA. Now just waiting to get through the proper review
3. Newsletter
  - a. Next issue will be the new format
  - b. Anything Lorette needs from us now?
    - i. anything newsworthy in our organizations for the newsletter
    - ii. Lorette to put a mockup together and send out later today of possible suggestions for RMRT Steering Committee members.
4. Blog schedule
  - a. it's up, need for people to sign up
5. Status of existing projects - Subcommittee
  - a. Functional Thesaurus Working Group
    - i. Lorette, Christie to meet with
  - b. RM Bibliography
    - i. Helen reached out to Rosemary on the Dictionary Working Group, copied Beth. No response yet.
    - ii. Farrell to send another message to Rosemary. Will rethink approach if no response
  - c. Education
    - i. Brad has (more or less officially) been the head of this, but has much of his bandwidth taken with other, education-related topics
    - ii. Brad to send a message to the RMRT membership soliciting desires for education and volunteers for new webinar content.
  - d. Student Liaison/Outreach
    - i. haven't had much officially in this arena for a while.

- ii. Beth to meet with students at UMich soon, will try and feel out what they want
  - iii. Matthew to contact SNAP leadership to see what sort of resources or connections they'd like to see.
- e. Other professional organizations Liaison - ARMA/AIIM
- f. new project brainstorm
  - i. revisit member survey from last year (two years ago?) before next meeting