MDOS Steering Committee Meeting Minutes

November 17, 2021, 3:00-4:00 PM ET

Agenda

1. Interim SC member
   a. Clayton Ruminski will not be able to continue his term (runs until 9/1/23)
   b. Per the Section Standing Rules:

      Should a Steering Committee member not complete their term, the position will be filled by an interim member selected by the Steering Committee and Chair(s). Interim members would be allowed to run for their position when the interim period expires.

2. Review relevant SAA sections (Audio and Moving Image, Description, Electronic Records, Preservation, Visual Materials, etc.) to identify potential overlap/gaps with MDOS; add findings to shared Google doc in advance of November SC meeting

3. Brainstorm about how we might effectively conduct a focus group session to better understand members' interests and needs in joining MDOS
   a. General call for participants? Recruit individuals?
   b. What do we want to find out?

4. Updates on Newsletter Project

5. December meeting options:
   a. Send out a poll to find a time?
   b. Conduct business over email?
   c. Take a month off for good behavior?

Attendance

Present

- Adolph, Bailey (Early Career Member, 2021-2022)
- Friedman-Shedlov, Lara (Co-Chair, 2021-2023)*
- Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
- Johnson, Randi (Member, 2020-2023)
- Murphy, Edwina (Member, 2021-2024)
- Ruminski, Clayton (Member, 2020-2023)

- Searcy, Rachel (Member, 2019-2022)
- Serrao, Jessica (Web Liaison, 2019-2022)
- Shallcross, Mike (Co-chair, 2020-2022)

*Minute-taker

Absent

- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)

Minutes

1. We agreed to contact Hsiu-Ann Tom, who had run for a position on the steering committee in 2020, to see if she is still interested and available to fill in for Clayton.

2. Reviewed shared Google doc with notes on current emphases and foci of various potentially related sections.
- There are several areas of overlap with other sections, with some sections mentioning born-digital materials, digitization, and metadata.
- Potential to address the sphere of metadata management, including legacy metadata, systems (what happens to your metadata during/between upgrades/migrations), interoperability. Sometimes these get some attention by the Description Section but briefly and not as in-depth.
- Our strengths could lie in access and platforms for managing all digital objects (born digital and digitized) and metadata.
- Collaboration with accessioning folks, Acquisitions, and Appraisal Section on receiving metadata from donors to improve descriptions

3. Focus groups discussion
- How would we attract participants?
    - Look within the section membership, put a call out to membership. Though this hasn't received high participation with surveys in the past.
    - Tie-in with the annual meeting?
    - Offer an incentive of some kind (raffle?)
- Possible question: What is the main thing that keeps you up at night (with regard to digital archives)
- Mike will start a document

4. Newsletter project
- A major issue is lack of engagement. We don't always get a lot of submissions. We may need to create content
    - Metadata history fun facts?
    - Rotate through folks on the steering committee, e.g. what we are working on
    - Meeting minute summaries

- - Mini tool reviews
  - Highlight a different relevant standard every month
- Other strategies to keep it on people's radar:
  - Cross-posting
  - Twitter and micro-site promotion
- Keep it short & sweet. Not too text-heavy
- Consistent deadline for submission - last Monday of every month