MDOS Steering Committee Meeting Minutes

2022 April 27, 2:00-3:00 PM ET

Agenda

1. Focus Group Subcommittee
   a. Feedback needed from steering committee
   b. Draft set of questions

2. Annual section meeting

3. Section elections

Attendance

Present

- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Johnson, Randi (Member, 2020-2023)
- Searcy, Rachel (Member, 2019-2022)*
- Serrao, Jessica (Web Liaison, 2019-2022)
- Shallcross, Mike (Co-chair, 2020-2022)

*Minute-taker

Absent

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

Minutes

1. Focus Group Subcommittee

- "Re-envisioning MDOS" received the most votes in the poll and will be the name of the effort
- Feedback is needed from the steering committee.

- Recruitment:
  - Goal: 25 participants, with an acknowledgment that it would be helpful to recruit about 30 people to anticipate scheduling conflicts.
  - Most interested in current MDOS members and not other section members that are not MDOS members.
  - Methods of recruitment: MDOS listserv, social media, at the annual section meeting – set up a quick form to collect names/contact information of interested people
- Number of focus group sessions:
  - TBD (presumably 2-3; based on number of participants). It will depend on how many we can recruit, but we're looking to schedule 2-3 sessions of 8-10 people each.
- Timeline:
  - When should we hold the focus groups? Either summer or fall of 2022, leaning toward late summer/early fall.
  - The pool of participants should be finalized approximately 1 month before the focus groups are held, with confirmation of participation about a month in advance.
- Funding:
  - The steering committee is interested in compensating participants to provide incentive but the initial discussion with SAA was not optimistic about the funding request. Felicia stated that "the Council rarely approves funding requests to pay members to be involved in the organization, and I would think MDOS section members would be very interested in participating in an event to discuss future directions of the section without compensation. This is a very different situation than a traditional focus group."
  - *If* we decide to request, Felicia recommends the [Component Group Funding Request](#)
  - Due to timing, a funding request would need to be submitted in early June as a mid-cycle request (as FY2023 budget is approved in May).
  - Are there alternatives, like a discount to the bookstore or online course, or swag?
- Please provide feedback on sequencing and clarity of the Draft of questions by the next meeting on May 25.

2. Annual Section Meeting
- The section meeting is confirmed for Thursday, August 4th at 12pm EST
- Preliminary description:
  - The Metadata and Digital Object Section (MDOS) annual section meeting will include a business component as well as facilitated, small group discussions on real or perceived working hurdles that occurred during the pandemic, with a review of what did or what did not work and exploration of what remains to be a challenge.
- Format:

- - Small group discussions via Zoom breakout rooms
    - [Last year we used Jamboards](#) and were useful, and can accommodate differing preferences
    - Prompts are helpful to facilitate discussion:
  - Business meeting (large group)
- Discussion topics (from last agenda):
  - Challenges around technology and inclusivity
  - Real or perceived working hurdles that occurred during the pandemic. Recap of what did or what did not work. What remains to be a challenge?
  - What projects did you work on? What went well? What didn't go well?
  - Brainstorm on tools and other technologies people are using for their work
  - Returning to the workplace; adaptations brought about by the pandemic (what might you want to continue doing; what do you never want to do again)
- Closer to the meeting, send out a message, publicize on social media, and add a page to the microsite

3. Section elections

- The [SAA Elections Guide](#) states that sections need to prepare a call for candidates in April
- We have four members rolling off:
  - Adolph, Bailey (Early Career Member, 2021-2022)
  - Gutiérrez-Jones, Natalia (Education Coordinator, 2019-2022)
  - Searcy, Rachel (Member, 2019-2022)
  - Serrao, Jessica (Web Liaison, 2019-2022)
- Timeline:
  - Call for candidates ([last year's](#)): early May
  - Candidate statements: mid-May
  - Ballot information due: June 1

Action Items

- ☐ Everyone: review draft of questions for focus group and provide feedback by next meeting on May 25
- ☐ Everyone: think about possible prompts for discussion for the annual section meeting